

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for February 16, 2017
5:30 pm

- I. Opening Devotions

- II. Minutes from the January meeting 5:50

- III. Reports 5:55
 - Treasurer
 - Rector
 - Committees, as necessary

- Break* 6:25

- IV. Old Business 6:30
 - Update on Estate of Mary Sears

- V. New Business 6:40
 - Discussion of request for concert by Sewanee Chorale
 - Discussion of requests for space use by Sewanee Organize and Act

- VI. Closing Prayers 7:10

The Vestry meets at 5:30pm normally on the third Thursday of each month: February 16, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, December 21. According to diocesan canons, we must meet at least quarterly.

Otey Memorial Parish Vestry Meeting

February 16, 2017

Opening devotion led by Rev Dr. Rob Lamborn in the small Chapel.

Vestry members present: Pamela Byerly, Shelley Cammack, Dorothy Gates, Tim Graham, Claudia Porter, Barbara Prunty, Gary Sturgis, Rachel Suarez, and Ken Taylor, and the Rev. Dr. Rob Lamborn.

Others present: Kathy Solomon, Church Treasurer

Absent: Ann Aiken, Betty Carpenter, Susan Holmes

Visitors: None

Finance Committee additions for approval:

Addition of Barbara Prunty and Rob Lamborn to the finance committee

Moved by Tim Graham

Seconded by Dorothy Gates

All unanimously approved

Approval of Minutes of January 2017 meeting.

Additions and corrections made.

Moved by Ken Taylor, seconded by Barbara Prunty, minutes approved by unanimous vote with corrections and additions.

Treasurer Report: Kathy Solomon, see attached report

1. Only month into 2017
2. About \$48,000 in cash in Regions
3. Vanguard is above our target, will keep as is to meet investment income, may decide at end of year to use discretionary funds
4. \$50,000 payment at end of 2016 should have been applied to principal only, applied to principal and interest, the bank is correcting, will show in January payment.
5. Restricted Funds: Kathy moving funds so folks can figure out what they have to spend. IE some question re landscaping and building funds, still need cleaning up, Kathy will do.
6. Cash report: \$195,000, keeping 4 to 6 months of operating expenses. If goes below \$160,000 then to vestry to discuss as may need to move to conservation mode
7. In Feb. \$10,000 new pledge came in and paid, so not really behind
8. Diane on maternity leave, so no statement till April meeting
9. Organ shows yearly sum paid, but budgeted monthly, will check and fix
10. Worker's comp not posted

Rector's Report—the Rev. Dr. Rob Lamborn (see report attached)

1. Seven persons outstanding re pledges, they have been followed up with by stewardship, a pledge must be in writing, Otey making it easy to do
2. Rob believes we will achieve our budget numbers.
3. Regan Schutz, a seminarian volunteer, is eager to serve, preached a great sermon several Sundays ago, will continue to work with Christian Formation

4. At Diocesan convention, Otey took a whole row, (Dorothy Gates, Peter Trenchi, Jeannie Babb, and Rob Lamborn attended)
5. Confirmation class up and running, Rob reminded that the students decide to be confirmed after class completed, not the parents

Buildings and Grounds: see report attached

1. The committee is working on a list of future projects, making a thorough review of what is needed
2. Stones to keep folks from parking cause comment. They cannot be parking places. They are used to keep folks off the grass. Currently looking at doing with posts and chains, IE see Ayres Hall at the University for same
3. On March 2 at 5 p.m. the couch to be re-covered will be picked up by Gloria Doan, using materials from Mary Sears estate to cover, cost will be \$550, checking on the donations received in memory of Mary Sears to see if can be used to cover the cost.

Mary Sears house reported by Rachel:

1. We were approached by one person to rent, made an offer to them, but we have not heard back, we will follow up.
2. Otey has paid Sears house expenses, which will be offset by the proceeds from the sale, then the remainder to Otey.

Finance Committee Report—Tim Graham—(Report attached)

Vestry formally voted to add Barbara Prunty and Rob Lamborn to the finance committee.

Finance Committee members are Tim, Chair; Randy Peterson; Drew Sampson; Kathy Solomon; Barbara Prunty; and Rector Rob Lamborn.

Christian Formation:

1. Vestry of the day will set up chairs for Brown before 8:50 church, so he does not need to come early, Brown will be notified of same.

Lenten Suppers:

1. During Lent on Wednesdays at 6 p.m. there will be soup and bread supper followed by discussion, and on Thursdays at 12:15 p.m. a brown bag bring your own lunch and discussion.

Shrove Tuesday celebration at Otey. Shelley selling tickets at church.

Rob will ask Frieda to send out vestry of the day duties to all vestry, new members need to know.

New Business

1. Sewanee Chorale would like to use hall for concert, in exchange would sing anthem on Sunday before church
2. Sewanee Organize and Act using facility, much discussion about this and the care we one to be sure not political and offensive to members of our parish, and to be even-handed with use of the hall, and that use of the hall does not imply that Otey endorsing a group's platform. Rob is very aware of this and will decide how to set up period of time to use hall by Sewanee Organize and Act and then review.

3. Dorothy advised that invitation in the Bishop's Blast to vestries and wardens to a meeting at St. Paul's in Murfreesboro on Sat. Feb. 18 with the Bishop. Those interested can go to the website and sign up.

Meeting adjourned with prayer.

Respectfully submitted,
Pamela C. Byerly, vestry member volunteer

VESTRY ACTION WITHOUT MEETING

FEBRUARY 11, 2017

Otey Memorial Parish Church

ACTION TO APPROVE RENTAL OF THE MARY SEARS HOUSE

FEBRUARY 11, 2017

Rachel Suarez asked the Vestry to approve the rental of the Mary Sears house by the Mary Sears estate on the following terms:

Rent-\$1,000 per month

Deposit-\$500

Rental includes furnishings and appliances in the home

Term-month to month

30 days notice by Landlord or Tenant, if either party wants to terminate the lease

Utilities paid by Tenant

Tenants agree to allow realtors to show the home upon 24 hours notice. Tenant will have the home in good order for home showing

No pets

Pam Byerly seconded the motion.

The Vestry voted by e-mail to approve the appointments.

The action was unanimously approved.

Respectfully submitted,

Ann Aitken, Clerk of the Vestry

Otey Memorial Parish

Report of Cash Position as of 1/31/2017

<u>Accounts</u>	<u>1/31/17</u>	<u>Target Balance</u>	<u>Notes</u>
<u>Cash</u>			
Rector's Discretionary Fund	3,880	4,000	
Parish Checking	25,926	40,000	Letting this build, \$5,000 available in Vanguard
CAC Checking	17,690	15,000	
Episcopal Church Women	436		
Total Cash	47,933		
Security Deposits	3,000		Held by Duck River Electric
Estate Expenses Paid	2,424		Will be paid from Sears Estate
Debt Reduction Pledges Receivable, net	9,238		
Net other Current Assets	14,662		
<u>Investments</u>			
Episcopal Endowment-Wolfe	102,871		4% p.a. draw goes to CAC
Vanguard Wellesley Fund	232,035	230,000	
Total Investments	334,906		
Total Liquid Assets	397,500		
<u>Liabilities</u>			
Credit Card Debt	1,948		
Security Deposits	500		
First Tennessee Commercial Loan	47,803		Total 2017 payments
Total Current Liabilities	48,303		
<u>Restricted Funds</u>			
	<u>1/31/17</u>	<u>Remaining Budget</u>	<u>Available</u>
Altar Guild	2,975	1,200	4,175
Continuing Education	200		
Debt Reduction	5,608		
Episcopal Church Women	457		
EYC	4,220	3,000	7,220
Fund Balance CAC	26,807		
Landscaping	365	4,500	4,865
Memorials	6,125		
Miscellaneous Restricted Gifts	2,203		
Parish Life	706	1,992	2,698
Rector's Discretionary Fund	10,393		
Repairs & Maintenance (Vestry Des.)	2,987		
Total Temporarily Restricted Funds	54,263		
Endowment Fund-Permanently Restricted	100,000		
Total Asset Restrictions	202,566		
Net Unrestricted Liquid Assets	194,935		Target range of \$160,000 to \$240,000

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January 2017

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
Revenues				
Support From Outside Sources				
4111 - Plate Offerings	\$1,015	\$1,015	\$667	\$8,000
4115 - 1/4th Plate to Rector's Discr Fd	\$0	\$0	(\$167)	(\$2,000)
4131 - Pledge Payments	\$21,354	\$21,354	\$29,817	\$357,800
4141 - Non-Pledge Gifts	\$2,675	\$2,675	\$2,500	\$30,000
4191 - Other Outside Support Revenues	\$1,600	\$1,600	\$1,442	\$17,300
Total Support From Outside Sources	<u>\$26,645</u>	<u>\$26,645</u>	<u>\$34,258</u>	<u>\$411,100</u>
Support From Internal Sources				
4512 - Investment Income	\$0	\$0	\$862	\$10,350
4551 - Property Rental Income	\$0	\$0	\$833	\$10,000
Total Support From Internal Sources	<u>\$0</u>	<u>\$0</u>	<u>\$1,696</u>	<u>\$20,350</u>
Total Revenues	<u><u>\$26,645</u></u>	<u><u>\$26,645</u></u>	<u><u>\$35,954</u></u>	<u><u>\$431,450</u></u>
Expenses				
Work Outside Congregation				
5111 - Diocesan Assessment	\$2,875	\$2,875	\$2,875	\$34,500
5171 - Stephen Ministry Expenses	\$0	\$0	\$42	\$500
Total Work Outside Congregation	<u>\$2,875</u>	<u>\$2,875</u>	<u>\$2,917</u>	<u>\$35,000</u>
Work Within Congregation				
Programs				
Christian Education				
5311 - Christian Education	\$0	\$0	\$250	\$3,000
Total Christian Education	<u>\$0</u>	<u>\$0</u>	<u>\$250</u>	<u>\$3,000</u>
Parish Life				
5331 - Parish Life	\$8	\$8	\$167	\$2,000
Total Parish Life	<u>\$8</u>	<u>\$8</u>	<u>\$167</u>	<u>\$2,000</u>
Worship				
5351 - Altar Supplies	\$0	\$0	\$100	\$1,200
5353 - Communion Prep. & Confirmation	\$0	\$0	\$17	\$200
5355 - Music	\$0	\$0	\$62	\$750
5357 - Prayer Books and Materials	\$0	\$0	\$17	\$200
5359 - Organ and Piano Maintenance	\$750	\$750	\$175	\$2,100
5398 - Pastoral Care	\$0	\$0	\$12	\$150
Total Worship	<u>\$750</u>	<u>\$750</u>	<u>\$383</u>	<u>\$4,600</u>
Youth				
5371 - Youth Ministry	\$0	\$0	\$250	\$3,000
Total Youth	<u>\$0</u>	<u>\$0</u>	<u>\$250</u>	<u>\$3,000</u>
Total Programs	<u>\$758</u>	<u>\$758</u>	<u>\$1,050</u>	<u>\$12,600</u>
Operating Expenses				
Salaries & Wages				
5411 - Clergy	\$3,434	\$3,434	\$3,434	\$41,208

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January 2017

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5415 - Supply Clergy	\$0	\$0	\$104	\$1,250
5421 - Youth Minister	\$0	\$0	\$212	\$2,550
5431 - Organ & Choir	\$821	\$821	\$821	\$9,850
5432 - Supply Organ	\$0	\$0	\$50	\$600
5443 - Housekeeper	\$910	\$910	\$910	\$10,920
5451 - Child Care	\$650	\$650	\$428	\$5,130
5461 - Dir. Christian Formation	\$1,054	\$1,054	\$1,054	\$12,645
5471 - CAC Director (Otey)	\$1,950	\$1,950	\$0	\$0
5475 - CAC Director	\$0	\$0	\$1,950	\$23,400
5481 - Office Staff	\$3,123	\$3,123	\$3,123	\$37,480
5486 - Financial Staff	\$935	\$935	\$935	\$11,220
5487 - Financial Staff Coverage	\$0	\$0	\$62	\$750
5492 - Youth Ministry Coverage	\$425	\$425	\$212	\$2,550
Total Salaries & Wages	\$13,302	\$13,302	\$13,296	\$159,553
Employee Benefits				
5511 - Clergy Pension	\$3,576	\$3,576	\$1,219	\$14,626
5521 - Clergy Insurance	\$0	\$0	\$2,153	\$25,836
5526 - Clergy Housing & Utility Allow.	\$2,856	\$2,856	\$2,856	\$34,272
5531 - Clergy - SECA Payments	\$481	\$481	\$495	\$5,944
5551 - Staff Payroll Taxes	\$613	\$613	\$681	\$8,168
5561 - Staff Pension	\$457	\$457	\$457	\$5,479
5571 - Staff Insurance	(\$38)	(\$38)	\$774	\$9,288
5631 - Workers Compensation	\$0	\$0	\$123	\$1,480
Total Employee Benefits	\$7,945	\$7,945	\$8,758	\$105,093
Facilities Expenses				
5611 - Property & Liability Insurance	\$0	\$0	\$767	\$9,200
5711 - Repairs & Maintenance	\$26	\$26	\$167	\$2,000
5721 - Elevator Maintenance	\$234	\$234	\$225	\$2,700
5731 - Equipment Purchases	\$0	\$0	\$42	\$500
5751 - Contracted Services	\$1,034	\$1,034	\$173	\$2,080
5761 - Furnishings	\$0	\$0	\$21	\$250
5771 - Supplies	\$89	\$89	\$62	\$750
5781 - Electricity	\$1,429	\$1,429	\$1,083	\$13,000
5783 - Gas	\$628	\$628	\$250	\$3,000
5785 - Water & Sewer	\$196	\$196	\$208	\$2,500
5790 - Grounds Maintenance	\$375	\$375	\$375	\$4,500
Total Facilities Expenses	\$4,011	\$4,011	\$3,373	\$40,480
Office Services				
5811 - Audit	\$0	\$0	\$500	\$6,000
5821 - Computer Expenses	\$291	\$291	\$233	\$2,800
5831 - Copying	\$265	\$265	\$275	\$3,300
5841 - Office Supplies	\$131	\$131	\$158	\$1,900

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January 2017

Accounts	MTD Actual	YTD Actual	YTD Budget	Annual Budget
5851 - Office Equipment Purchases	\$0	\$0	\$62	\$750
5861 - Postage	\$94	\$94	\$62	\$750
5871 - Telephone	\$320	\$320	\$491	\$5,890
5891 - Miscellaneous Expense	\$108	\$108	\$33	\$400
Total Office Services	<u>\$1,210</u>	<u>\$1,210</u>	<u>\$1,816</u>	<u>\$21,790</u>
Organizational Expenses				
5911 - Clergy Car Expense	\$0	\$0	\$125	\$1,500
5912 - Clergy Expense Allowance	\$111	\$111	\$42	\$500
5913 - Continuing Education	\$0	\$0	\$167	\$2,000
5914 - Continuing Education - Staff	\$0	\$0	\$83	\$1,000
5915 - Convention & Travel	\$481	\$481	\$83	\$1,000
5916 - Ministering to New Members	\$0	\$0	\$8	\$100
5918 - Publications	\$214	\$214	\$117	\$1,400
5919 - Communications	\$0	\$0	\$17	\$200
5920 - Stewardship	\$0	\$0	\$83	\$1,000
5922 - Vestry	\$0	\$0	\$33	\$400
Total Organizational Expenses	<u>\$805</u>	<u>\$805</u>	<u>\$758</u>	<u>\$9,100</u>
Total Operating Expenses	<u>\$27,272</u>	<u>\$27,272</u>	<u>\$28,001</u>	<u>\$336,016</u>
Total Work Within Congregation	<u>\$28,030</u>	<u>\$28,030</u>	<u>\$29,051</u>	<u>\$348,616</u>
Total Expenses	<u><u>\$30,905</u></u>	<u><u>\$30,905</u></u>	<u><u>\$31,968</u></u>	<u><u>\$383,616</u></u>
Net Total	(\$4,260)	(\$4,260)	\$3,986	\$47,834
Other Expenses				
7711 - Debt Service Provision	\$0	\$0	\$3,984	\$47,803
Total Other Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$3,984</u>	<u>\$47,803</u>
Net Operating Total	(\$4,260)	(\$4,260)	\$3	\$31

Rector's Report: 16 February 2017

Some of my activities in addition to Sunday services between Wednesday, January 18 and Tuesday, February 14, 2017:

Evening Prayer (as available, Mon-Thurs)

11 pastoral meetings or visits

Meetings:

Sr. Warden

Jr. Warden

Vestry

Parish Administrator (often)

Treasurer

Parish Staff (twice monthly)

Buildings and Grounds Committee

Seminarian Volunteer Regan Schutz

Director of Christian Formation

(most weeks)

CAC Board

Adult Forum (weekly)

Rotary (weekly when in town)

3 other meetings

Wednesday Seminary Eucharist and lunch

Diocesan Convention January 20-21

Confirmation Class (weekly)

Rector's Forum on the church and politics

Missional Engagement Initiative working group meeting

Days away helping my parents: Jan (3, 9, 17), 23, 26, 30, 31, Feb 6, 9, 13

Guest preachers at Otey on Jan 29, Feb 5 & Feb 12 with me as celebrant.

I propose to pay (at least) 20% of the proceeds to Otey for trombone lessons (currently one student weekly) in Claiborne Hall.

I have received requests to review the current plans for use and landscaping of parish grounds. Research and consultation on the background issues involved will take place before the matter comes to you, probably at the next meeting.

e-mail: oteparishrector@gmail.com; Home: 598-9604; Cell (with signal): 931-636-8739; Day off: Fri.

Stewardship update 2/15/17

127 regular pledges for \$349,234

8 outstanding who pledged \$12,000 in 2016

(27 debt reduction pledges for \$24,805)

BUILDINGS AND GROUNDS MINUTES – FEBRUARY 8, 2017
(No meeting held in January, 2017)

Current Projects:

1. Installation of office door windows is in progress
2. Electrical work:
Dimmable bulbs purchased for St. Paul's Chapel to work with rheostat-need to be installed.
Evan's list includes:
 - a. Rheostats to be installed in Brooks Hall center hall and dining room.
 - b. Back hall sensor light switch needs replacement with standard switch.
3. New linen cabinet in sacristy under discussion between Rob & George.
4. Need a gutter person to look at SW corner of Claiborne Hall as the downspout appears to be leaking, possibly backed up?
5. Corkboard for posting parish events needs to be hung in Claiborne center hall over bench. Jeannie Babb will recover surface with some type of material.
6. Projector screen in St. Mark's Hall needs to be hung on back wall.
7. Joseph Sumpter to check why rain leaking from bell tower into narthex. He will also evaluate current erosion issues on driveway by Children's Center and future parking expansion beside driveway by outdoor chapel. It was pointed out that there also appears to be erosion on embankment next to driveway in front bordering University Avenue. Dorothy will contact Joseph and see if he has a report yet and request him to look at front erosion as well.

Discussion Items/Completed Items:

1. Brooks Hall SW corner downspout has new splash block.
2. Speakers in St. Mark's Hall were installed by Mike Roark. Cabinetry to house audio system is in process
3. Replacement closure for front door of church ordered.
4. Bruce Baird replaced overlay of left hand side of the front door of the church.
5. Brighter light bulbs for St. Mark's side lights have been found. Committee decided to purchase the new bulbs with the understanding that the original ones can be used for other light fixtures. Frieda will check online to see if any less expensive bulbs can be found than the ones at Lowes.
6. Outside
7. B&G committee agreed to provide one of the Lenten luncheons.

Spring Projects:

1. Need more rocks to prevent parking on grass along driveway in area between St. Mark's and Brooks Hall. Suggestion made that perhaps an alternative to rocks could be posts and chains as part of an Eagle Scout project. Barbara Prunty will check to see if there are any Boy Scout troops on the mountain.
2. Replacement of Episcopal Church sign on Hwy 41A.
3. Banister at back of St. Mark's Hall needs sealing. Possibly Bonner Scholars will do the work coordinated by Betty Carpenter and Bruce Baird.
4. Exterior signage – putting back up the "Exit only" sign and "Do Not Enter" sign. Signs need repainting, sealing and new posts.

5. Maintaining aging wood signs by cleaning and painting with sealer once a year.
6. Cement parking bumpers located in pile in back of St. Mark's Hall need to be moved to driveway parking pad in front of Brooks Hall to restrict parking on lawn.
7. Refinish outside top of front church doors and Claiborne front doors.
8. Scrape and repaint iron railing in front of church.
9. Remove leftover construction debris and scrape lumber that have exposed nails from behind building.

Future Projects:

1. Claiborne floors – sound deadening between floors awaiting funding.
2. Reverberation in St. Marks Hall – Barbara Prunty is ordering draperies to setup as an example for the Parish to see.
3. Need new speed bump on driveway side of Brooks Hall to be done by David Cook at Tinsley's when they are in town for other work
4. Possible relocation of back thermostat in church from post.
5. Dispose of wrought iron benches by outdoor chapel. Fieda will offer on Classifieds free to whoever will pick up.
6. Lay gravel and define additional parking on the side of the driveway by outdoor chapel.
7. HVAC units behind St. Mark's Hall need removable security fencing installed. Sandy Glycet is aware of and working on solution.
8. Cover couch in Adult Ed. Room with upholstery material left at Mary Sears house. Cost to be covered by donations in Mary Sears memory. Claudia is checking with upholsterer to see when this can be done.
9. Outside lighting – need to evaluate complete Otey campus and make recommendation. Mickey & crew still working on recommendations.
10. Add control wires to interior church LED lights to allow them to be dimmed.

COMMUNITY ACTION COMMITTEE
DIRECTOR'S REPORT
JANUARY 2017

It is always good when students return to campus and things begin to hum. The big January news is that our After-School Tutoring Program is up and running! After weeks of careful planning and recruiting of volunteers, we began with 10 children and added several more. So far the number of children and volunteers make it possible to have one-on-one help. Our schedule includes play-time, a snack and tutoring on Wednesday afternoons from 3:30-5:00. Our CAC mission statement says we look for ways to break the cycle of poverty and education is certainly one way to do that. Our volunteer core consists of retired dedicated teachers who love kids and love to teach. St. James is the perfect location with so many children living in and around the Midway Community. The Bonner Leaders are actively involved in tutoring and recruiting other students to help. We have a start-up library from the Thurman Library with the promise of as many books as we need. Community.....University students, CAC, St. James, Otey Parish, seminarians, teachers, parents and kids all doing their part to make things better on this mountain. Praise God for all that He provides us.

CORE FUNCTIONS

Grocery Bags Distributed- 39

Visitors-52

Volunteers-38

Housing-1

Education-1

Medical/Dental-2

Home Visits-0

Betty Carpenter

BOARD MEMBERS

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Christian Formation Vestry Report

February 14, 2017

Sunday School Teacher and Forum Speaker Appreciation Day is scheduled for May on 7. Instead of giving our teachers and speakers the usual Blue Chair gift certificates, we are considering something different this year. Shelley has asked Cheryl Lankhaar to paint tiny wooden ornaments of Otey Parish to which we will attach ribbons to make bookmarks as a token of our appreciation.

Jeannie needs some new teacher volunteers for Godly Play and Teens immediately and next year. We need positive people with enthusiasm and energy for these positions.

Mission trip to Memphis: March 3-5. We will visit several historical, civil rights locations and do some volunteer work as well. We are looking for hostel space in Memphis in which to stay for two nights. We need more adults to chaperone the trip, particularly females.

VB-U's: Dates: June 12-15.

Theme idea, Resisting Evil: institutional sin, individual sin, interpersonal sin.

How do we reconcile? Feels like the next step from last summer.

We will be bringing in different people to share for our nightly programs.

We need good music by a young, fun guitarist like Drew Bunting.

We will divide the four dinners up among four different church groups such as Parish Life, Altar Guild, Otey Men, and FOTM. Shelley is willing to serve in an advisory role only. She will gladly advise these four groups about menus, costs, sources, labor and quantities of meals that worked for her last year.

Lenten Series: Transformed Lives: Making Sense of Atonement Today by Cindy Crysdale who will also be a speaker. Cindy teaches Ethics at the SOT. Participants can purchase the books used from EfM for \$10 each. We will be selling them at coffee hour.

Respectfully yours,

Shelley Cammack