

MINUTES OF THE VESTRY
Otey Memorial Parish Church
June 19, 2014, 6:30 PM

Present: Amy Burns, Jr. Warden; Alex Bruce; Karen Keele; Carol Sampson; Laura Willis;; Pratt Paterson; Larry Barker; Jess Reeves, Interim Priest; Roy Millar, Treasurer; Ann Aitken, Clerk

Absent: Doug Seiters, Sr. Warden; Steve Ford;
Visitors: None

The meeting began at 6:30 PM with communion from reserved Sacrament

APPROVAL May 15, 2014 MEETING MINUTES

Motion: Jess moved that the May meeting minutes be approved as amended. Laura seconded the motion, and it was unanimously approved.

INTERIM PASTOR'S REPORT (Mediation Report Attached)

1. *Pension for Betty Carpenter:* Betty is enrolled in the lay pension plan. She became eligible for contributions as of 2013 when she became CAC director. Otey will make the 2013-2014 contributions so that her pension will be funded.
2. *Family Eucharist:* Will be June 22 at 5:00 pm; next will be July 13.
3. *Sunday Service Announcements:* The announcements and the CAC presentation will be moved to the middle of the service. Jess will make the announcements rather than the on duty Vestry member.

SENIOR WARDEN'S REPORT - Doug Seiters

1. *Tables and Chairs for St. Mark's Hall:*

MOTION: Alex moved that Otey purchase round tables and chairs for the parish hall. Laura seconded the motion. The motion carried by acclamation.

There was discussion concerning whether the discretionary funds are sufficient to cover the cost.

2. *Search Committee Guidelines:* Jess distributed the draft guidelines in Doug's absence. (See attached draft). The Vestry read and discussed the draft.

MOTION; Laura moved to accept the search committee guidelines as amended. Karen seconded the motion. The motion carried by acclamation

JR. WARDEN'S REPORT- Amy Burns

1. *Guidelines for Use of Parish Buildings:* (Draft attached) The Vestry reviewed the draft Guidelines and discussed the section that addresses the cleanup responsibility,

MOTION: Pratt moved that the Guidelines for Use of Parish Buildings be adopted as amended. Laura seconded the motion. The motion passed with 6 members voting in favor and 1 member opposed.

TREASURER'S REPORT – Roy Millar

1. *Construction Project Funding:* (See Financial Report Attached). Roy reported that the pledges for the construction project total \$1,200,000, of which \$70,000 remain outstanding. The Vestry discussed sending a reminder letter to the members with outstanding pledges. The building has been insured for \$1,950,000. The final draw against the loan is expected during July.
2. *Audit:* The auditors are still working on the report.
3. *Financial Administrator:* Candidates for the position were interviewed by Amy Burns, Beth Wiley and Roy Millar, who then recommended two candidates to Jess for consideration. Diane Fielding has been offered the position.
4. *Children's Center:* (See New Business)
5. *Barbara Newcomb's Gift:* Barbara Newcomb has made a bequest to Otey in her will. The Vestry offered its gratitude and thanks.

CONTINUING BUSINESS

COMMITTEES (ATTACHMENTS)

1. *Parish Life/Newcomer* - Karen Keele Reminder about the Sunday event on July 20.
2. *CAC* – Larry Barker CAC served 47 households and 135 people this month. CAC also supported a family outreach day in Winchester that offered medical services, barber services, food and more.

Three people have been offered positions on the CAC board.

3. *Stewardship:* Laura Willis: Laura initiated discussion of the committee's purpose and fundraising in general. This committee is initiating a search for new committee members.
4. *Construction-* Steve Ford: No Report
5. *Newcomers:* Carol volunteered to continue following up with newcomers to the parish.

NEW BUSINESS

1. *Children’s Center Payments:* Roy asked the Vestry to consider how to structure financial arrangements between the Children’s Center and Otey and briefly explained the past arrangement as to utilities.

MOTION: Carol moved that the decision to ask for any type of financial support from the Children’s Center be considered at the time of setting the next budget for Otey. Pratt seconded the motion. The motion passed by acclamation.

OLD BUSINESS

With no additional business to discuss, the meeting was adjourned with a benediction. The time was approximately 8:15 p m.

NEXT MEETING IS JULY 18 at 6:30 PM

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Christian Education Survey	Alex
Move to New Building	Amy, Doug
CAC projects in Otey Notes	Larry

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Senior Warden's Report June, 2014 Vestry Meeting

Claiborne Parish House

The move to the new parish house will mostly occur in the month of July. The Occupancy Committee is overseeing the process in consultation with the Interior Design Committee. Karen Keele and Drew Sampson organized a "walkabout" after each of the services on Sunday, June 15, for parishioners who wanted to see the new building.

Furnishings for Claiborne Parish House

We need to proceed cautiously on purchasing new furnishings for our Parish House; nevertheless, after conversations with Jess, Roy, Drew, Ann Millar, and Barbara Prunty, I am inclined to support the purchase of the new round tables and chairs for St. Marks Hall. Money was allocated for furnishings and although our construction costs have suffered a few overruns, I would argue that we make this one additional purchase from the approved furnishings budget. We should wait to see what the final construction costs are before discussing other purchases, but this action would allow us to make St. Marks more functional and attractive for ourselves and outside users (with the income that the latter would bring). It is not an easy decision given our tight budget, and I ask that the Vestry to discuss and advise concerning the purchase of new tables and chairs.

The Search Process

The Vestry had a very productive meeting with Canon Pamela Snare on June 8. I am including for the Vestry's approval a proposed statement on the formation of the Search Committee and other Search Committee guidelines. The statement is based on materials Canon Snare provided, and I would encourage its inclusion in the July *Otey Notes*. This document, plus the statements provided by Laura and Pratt, should give the congregation a good idea about the guidelines for the transition process. On July 6, Canon Snare has graciously agreed to return to Otey to explain the Search process to interested parishioners between services on that Sunday.

Search Committee Guidelines

Formation of the Search Committee

The canons of our church make it clear that the Vestry, after the approval of the Bishop, issues the call for a new Rector. The Vestry is elected by the congregation to represent parishioners' interests. The Search Committee is a creation of the Vestry and works for and reports to the Vestry. The Senior Warden, on behalf the Vestry and with the concurrence of the entire Vestry, appoints members of the Search Committee. Although the Search Committee serves in an advisory capacity, its role in the selection of a new Rector is clearly a crucial one.

Composition of the Search Committee

The Search Committee should be as broadly representative of the parish as possible. Factors to consider in a good balance of representation are: age, sex, race, activities, and length of time in the congregation. Although volunteers for the Committee are given careful consideration, because balance is so crucial, they may or may not be appointed to the Committee. It is not appropriate for members of the same family to serve on the Search Committee. The chair of the Search Committee may be designated by the Vestry or elected by the Committee itself at one of its early meetings. As a rule of thumb, the size of the Search Committee should be roughly equal to the size of the Vestry (nine members). One or two members of the Vestry will be appointed to serve on the Search Committee to provide a liaison and information link.

Desired Characteristics of Members

In the Body of Christ no one member possesses all gifts, but rather we need one another. Likewise no one Search Committee member will have all the desired characteristics but together in Christ we are whole. Here are some desirable characteristics:

- Good organizational skills (essential in the chair!)
- Able to get promised work done on time
- Team player
- Person of prayer
- Member in good standing (attending church, giver of record, etc.)
- Willing to work for the good of the church and not partisanship
- Able to keep confidences (even from a spouse!)
- No hidden agendas

If you would like to be considered for the Search Committee or to nominate someone else, please contact Senior Warden Doug Seiters (dseiters@sewanee.edu or 598-5629) or Junior Warden Amy Burns (amyburns53@gmail.com or 598-5949).

Jr. Warden's Report
June 2014

Grounds

Trees:

Buildings Committee has recommended that Betty Barton and Beth Pride (Grounds) find a volunteer to cut down the dead dogwood on the front lawn of Brooks Hall.

Nate Wilson should be asked about the program on the domain to check hemlocks for and protect hemlocks from the wooly adelgid and find out if the hemlock in front of Brooks is included in the program. Drew has also asked Forrest McBee to evaluate the condition of this hemlock.

The cost of removing trees was addressed. The committee was reminded that this (along with the general opposition to tree removal among parishioners) was the reason only those trees that had to be removed to make space for new construction were cut down.

Drainage:

There are concerns about erosion behind the parish house. Mike Panter of RVC says once work is completed he thinks we will be satisfied that erosion will not occur under normal conditions. We will continue to monitor the situation.

Buildings

Church lights:

Joseph Sumpter is willing to do the installation of the new lights when the necessary workers are available. No projection on date of completion.

Building Use Policy:

The policy draft was amended based on recommendations from the vestry. The individual who makes the reservation and pays the deposit is the sole responsible party and must see that the caterer follows the rules for use. Regarding the possibility of having a sliding scale for fees based on time the space would be occupied; the BC agreed that this issue is appropriately addressed with the addition of the exception statement at the end of the policy.

Weight Watchers use of space in the parish house:

No decision can be made at this time as to space or fees to be charged. The Jr. Warden will contact the responsible WW person and inform her that, while we hope to be able to provide space for WW meetings, we cannot assign space nor establish a recommended donation amount until we have more details as to times of meeting, number of attendees and their detailed space requirements for equipment and storage.

The issue of whether or not WW is a for-profit organization and whether this could impact our willingness to let them use our space was also discussed. There are possible ramifications for our tax exemption status if we allow individuals/organizations to use our space to make a profit. BC will do some research on this.

Parish House Occupancy:

Target date for Certificate of Occupancy is June 27. AT&T must complete their work before a CO inspection can be scheduled. AT&T is projecting June 20 completion. The Occupancy Committee has not established any schedule for moving in at this time and the committee's primary concern is that

everyone not move in at once. There is concern that additional bracing needed in some walls for hanging plaques. Karen.

We will need help unpacking the kitchen items and organizing the kitchen. The contractor's responsibility for landscaping will consist of leveling soil, seeding and spreading straw.

Cleaning service:

No pay raise should be discussed for the contractor until at least as many months have passed as they have been paid at the full rate for reduced work.

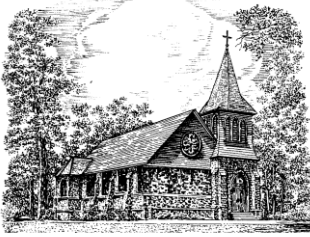
Stained glass window update:

Scott Taylor will come over to do an evaluation of Otey's windows when he returns to Chattanooga to re-install St Paul's rose window. The fee will not exceed \$800. Projected date is late summer.

Vacuum cleaner:

BC is taking action to purchase a new vacuum cleaner and will contact Brandy Garner for her input on qualities she wants in a vacuum cleaner before beginning shopping. No purchase will be made without the BC's approval.

Budget: All expenses on track.



Otey Memorial Parish Church

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GUIDELINES FOR THE USE OF OTEY MEMORIAL PARISH BUILDINGS

The Rector and Vestry of Otey Memorial Parish Church have approved the use of the Otey Parish buildings by parishioners, organizations and individuals as long as certain guidelines are followed:

1. Use of these buildings is primarily designed for Otey programs and activities and for members of the Parish, but anyone may request their use. Because these buildings are available primarily to Otey programs and parishioners for activities that directly supplement and complement Otey's mission statement, Otey Memorial Parish Church reserves the right to deny a usage or rental request it judges to not be fully within the spirit of the missions statement and the intentions of these guidelines.
2. The organization or individual using the building (hereafter referred to as "user") must provide an accurate description of the activity that will take place. If the group/activity involves children or teenagers, an adult must be present for the event. That adult will be responsible for signing the Reservation Request Form and seeing that the guidelines are followed. The user is responsible for any damage done during the period of use. This information must be kept up to date for those organizations with an on-going commitment.
3. The user must clean the area and restore it to the way it was found, with all lights turned out and windows and doors closed.
4. The user must submit a detailed written request (see attached reservation form) in advance for storage of equipment /supplies belonging to individuals or groups requesting the use of these buildings.
5. User and/or user's caterers must supply napkins, tablecloths, dishes, glasses, silverware, cooking utensils, paper towels, cleaning supplies and garbage bags. The parish's mops, brooms, dustpans and vacuum will be made available to user for clean up.
6. No fund-raising events may be held on the premises unless the user organization is a non-profit organization. Otey Memorial Parish is a non-profit organization and strictly adheres to the applicable tax laws.
7. User may serve alcohol to those 21 years of age and older, but user must also provide alternative beverages. Smoking is not allowed in any Otey buildings. Playing of live music is permitted. All functions fall under the jurisdiction of the Sewanee police. User must cease serving alcohol and must end music by 11 p.m.
8. User must not change the thermostat settings nor attach anything to the walls.
9. User must bag trash and place it in the receptacles outside the building.

10. User shall indemnify and hold Otey Memorial Parish, its Vestry, Rector, agents and employees, harmless from any and all claims, demands or causes of action of any nature, and any expenses incident thereto, including attorney's fees, which may inure to, be imposed upon, OR asserted against Otey Memorial Parish by reason of the individual's or the organization's use of any Parish facilities, except such as caused by willful acts of Otey Memorial Parish, its agents or employees. User includes any individual scheduling the use of parish facilities and organizations using the parish facilities on a regular or occasional basis or for a single event.

11. If, in the judgment of the Rector and/or Vestry an organization or individual is not following these guidelines, Otey Memorial Parish may deny further use of the facilities.

12. In regard to parish buildings, all requests for use are subject to the approval of the Priest-in-Charge, or such clergy as the Bishop may designate.

FEE SCHEDULES:

St. Mark's Hall

The maximum number of people permitted for non-seated functions or assembly in St. Mark's Hall is 200 people. Seated functions are limited to 150 people.

Rental rates for approved uses are listed in the table below. User is required to make full payment of fees, including damage deposit, upon positive confirmation of reservation.

	RENTAL FEE	DAMAGE DEPOSIT
Non-Parishioners		
Less than 50 guests	\$350	\$500
50 -100 guests	\$500	\$500
More than 100 guests	\$1,000	\$500
Parishioners		
Less than 50 guests	\$200	\$250
50 -100 guests	\$300	\$250
More than 100 guests	\$500	\$250

1. Otey Memorial Parish will assess charges from the user's deposit for any damages to the building and its furnishings and grounds requiring repair, replacement or professional cleaning.

2. If the user cancels the event more than 4 weeks prior to the scheduled date, Otey Memorial Parish will make a full refund of rental fee. If user cancels the event less than 4 weeks, but more than one week prior, Otey Memorial Parish will make a 50 percent refund of the rental fee. If user cancels one

week prior, Otey Memorial Parish will make no refund of the rental fee. Damage deposit will be refunded for all cancellations.

3. No tents are allowed anywhere on the Otey Memorial Parish property.

Church – Suggested Fee Schedule

Fees for weddings are variable, and also subject to the discretion of the Priest-in-Charge. Suggested fees for the following services are as follows:

Church

- No charge for any parishioner in good standing, except for cleaning restoration cost to be borne entirely by user
- \$300–\$500 for non-parishioners based on size, complexity and discretion of clergy.

Altar Guild - \$100

Organist

- \$200
- Soloists or extra pieces will be individually approved and costs agreed on a case-by- case basis.

Clergy - \$100 or more to clergy.

Requests for exceptions to this policy must be submitted to the Buildings Committee and approved by the Vestry.

**RESERVATION FORM
OTHEY MEMORIAL PARISH HOUSE**

Room (s) to be used: _____

Organization or person responsible for the event:

Name _____

Address _____

Phone _____

Email _____

Name, address, phone and email of contact person if different from above:

Name _____

Address _____

Phone _____

Email _____

Date and time event is to begin: _____

Date and time event is to end: _____

Date and time of setup: _____

Number of guests expected: _____

Description of event:

CATERER _____

Address _____

Contact name _____ Phone _____

FLORIST _____

Address _____

Contact name _____ Phone _____

I hereby certify that the foregoing information is complete and accurate and that I, and any organization I represent, will be responsible for compliance with the Guidelines for the Use of Otey Memorial Parish Buildings, attached hereto and incorporated herein by reference, and by the guests involved in the event(s) described in this form.

Signature of Responsible Person Date

Signature of Otey representative accepting reservation Date
Amount paid with reservation: _____

**Otey Memorial Parish Church
Investments and Restricted Accounts Information**

Report Date: June 17, 2014

		<u>Amounts</u>	<u>Amounts</u>
		<u>5/14/14</u>	<u>6/17/14</u>
Regions Operations Checking account as:		\$83,555	\$76,881
Investments:			
Vanguard		\$256,122	\$259,594
Regions Money Market		\$12,961	\$12,961
First Tennessee		\$50,018	\$50,023
	Total	\$319,101	\$322,578
	Minus Reserve	-\$100,000	-\$100,000
		\$219,101	\$222,578
Restricted Accounts/Committed: (balance)			
Buildings Repair		\$2,987	\$2,987
Memorials		\$10,165	\$8,205
CAC		\$4,928	\$4,688
Other		\$1,850	\$1,850
	Total*	\$19,930	\$17,730
Capital Campaign Pledge Payments and Gifts: \$1,135,306 as of June 16, 2014, with about \$70,000 in active pledges outstanding. Expect to write off about \$30,000 in pledges.			
Phase II Design/Construction Costs - To Date: \$1,891,293			
Investments available for PH Construction:		\$222,578	
	Minus Restricted	-\$17,730	
	Total Available	\$204,848	
<i>First draw on 1st Tennessee Bank construction loan - Feb 18, 2014 = \$109,845</i>			
<i>Second draw on 1st Tennessee Bank construction loan - Mar 17, 2014 = \$51,121</i>			
<i>Third draw on 1st Tennessee Bank construction loan - April 23, 2014 = \$180,485</i>			
<i>Fourth draw on 1st Tennessee Bank construction loan - May 23, 2014 = \$178,517</i>			
Total construction loan draws = \$519,968 with \$205,032 remaining of \$725,000 approved amount			
<i>April 2014 Payment of Interest Only = \$523.08</i>			
<i>May 2014 Payment of Interest Only = \$469.48</i>			
<i>June 2014 Payment of Interest Only = \$1,204.57</i>		2014 Budget	
	Total: \$2,197.13	\$20,000	
Other Information:			
<i>Finance Administrative Assistant job resulted in 8 applications, Beth, Amy and Roy interviewed 3 qualified/experienced and recommended 2 for final selection by Jess.</i>			
<i>Auditor started financial review on May 6th.</i>			
<i>Vestry needs to be recommending to our interim Priest candidates for treasurer.</i>			
<i>Vestry should start discussion about Sewanee Children Center use fees.</i>			
<i>Vestry input for Capital Campaign pledge payment follow up.</i>			

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to May 2014

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
Revenues						
Support From Outside Sources						
4111 - Plate Offerings	\$383.02	\$583.33	\$2,191.03	\$2,916.65	31.30 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$145.83)	(\$327.92)	(\$729.15)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$15,776.25	\$26,666.67	\$126,207.49	\$133,333.35	39.44 %	\$320,000.00
4151 - Non-Pledge Gifts	\$674.68	\$1,500.00	\$7,699.75	\$7,500.00	42.78 %	\$18,000.00
4191 - Other Outside Support Revenues	\$1,467.42	\$1,166.67	\$6,846.73	\$5,833.35	48.91 %	\$14,000.00
Total Support From Outside Sources	<u>\$18,301.37</u>	<u>\$29,770.84</u>	<u>\$142,617.08</u>	<u>\$148,854.20</u>	<u>39.92 %</u>	<u>\$357,250.00</u>
Support From Internal Sources						
4511 - Checking Account Interest	\$0.00	\$0.00	\$17.18	\$0.00	0.00 %	\$0.00
4512 - Investment Income	\$0.00	\$0.00	\$0.97	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$0.00	\$0.00	\$269.12	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$0.00	\$0.00	\$100.00	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$387.27</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
Total Revenues	<u><u>\$18,301.37</u></u>	<u><u>\$29,770.84</u></u>	<u><u>\$143,004.35</u></u>	<u><u>\$148,854.20</u></u>	<u><u>40.03 %</u></u>	<u><u>\$357,250.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$15,611.25	\$15,611.25	41.67 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$1,348.75	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.67	\$0.00	\$208.35	0.00 %	\$500.00
Total Work Outside Congregation	<u>\$3,122.25</u>	<u>\$3,433.67</u>	<u>\$15,611.25</u>	<u>\$17,168.35</u>	<u>37.89 %</u>	<u>\$41,204.00</u>
Work Within Congregation						
Programs						
Christian Education						
5311 - Christian Education	\$725.00	\$191.67	\$1,279.40	\$958.35	55.63 %	\$2,300.00
Total Christian Education	<u>\$725.00</u>	<u>\$191.67</u>	<u>\$1,279.40</u>	<u>\$958.35</u>	<u>55.63 %</u>	<u>\$2,300.00</u>
Parish Life						
5331 - Parish Life	\$90.82	\$166.67	\$429.98	\$833.35	21.50 %	\$2,000.00
Total Parish Life	<u>\$90.82</u>	<u>\$166.67</u>	<u>\$429.98</u>	<u>\$833.35</u>	<u>21.50 %</u>	<u>\$2,000.00</u>
Worship						
5351 - Altar Supplies	\$0.00	\$83.33	\$765.12	\$416.65	76.51 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.67	\$0.00	\$83.35	0.00 %	\$200.00
5355 - Music	\$42.95	\$83.33	\$42.95	\$416.65	4.30 %	\$1,000.00
5357 - Prayer Books and Materials	\$24.99	\$8.33	\$165.91	\$41.65	165.91 %	\$100.00
5359 - Organ and Piano Maintenance	\$950.00	\$116.67	\$950.00	\$583.35	67.86 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.83	\$0.00	\$104.15	0.00 %	\$250.00
Total Worship	<u>\$1,017.94</u>	<u>\$329.16</u>	<u>\$1,923.98</u>	<u>\$1,645.80</u>	<u>48.71 %</u>	<u>\$3,950.00</u>
Youth						

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to May 2014

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
5371 - Youth Ministry	\$669.45	\$250.00	\$1,254.80	\$1,250.00	41.83 %	\$3,000.00
Total Youth	\$669.45	\$250.00	\$1,254.80	\$1,250.00	41.83 %	\$3,000.00
Total Programs	\$2,503.21	\$937.50	\$4,888.16	\$4,687.50	43.45 %	\$11,250.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$4,354.17	\$4,354.17	\$21,770.85	\$21,770.85	41.67 %	\$52,250.00
5415 - Supply Clergy	\$46.19	\$145.83	\$196.19	\$729.15	11.21 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.33	\$4,166.65	\$4,166.65	41.67 %	\$10,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$3,906.25	\$3,906.25	41.67 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$300.00	\$250.00	50.00 %	\$600.00
5451 - Child Care	\$360.00	\$404.17	\$2,030.00	\$2,020.85	41.86 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$5,175.85	\$5,175.85	41.67 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$7,083.35	\$7,083.35	41.67 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$13,333.35	\$13,333.35	41.67 %	\$32,000.00
5486 - Financial Staff	\$0.00	\$458.33	\$0.00	\$2,291.65	0.00 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.67	\$1,333.35	\$1,333.35	41.67 %	\$3,200.00
Total Salaries & Wages	\$11,760.12	\$12,412.26	\$59,295.84	\$62,061.30	39.81 %	\$148,947.00
Employee Benefits						
5511 - Clergy Pension	\$0.00	\$1,085.92	\$0.00	\$5,429.60	0.00 %	\$13,031.03
5521 - Clergy Insurance	\$1,730.80	\$632.00	\$9,781.20	\$3,160.00	128.97 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$6,250.00	\$6,250.00	41.67 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$2,171.60	\$2,143.60	42.21 %	\$5,144.63
5551 - Staff Payroll Taxes	\$563.02	\$601.46	\$2,832.70	\$3,007.30	39.25 %	\$7,217.55
5561 - Staff Pension	\$240.00	\$240.00	\$1,200.00	\$1,200.00	41.67 %	\$2,880.00
5571 - Staff Insurance	\$694.40	\$632.00	\$4,352.80	\$3,160.00	57.39 %	\$7,584.00
Total Employee Benefits	\$4,912.54	\$4,870.10	\$26,588.30	\$24,350.50	45.50 %	\$58,441.21
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$583.33	\$0.00	\$2,916.65	0.00 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$0.00	\$505.40	0.00 %	\$1,213.00
Total Insurance	\$0.00	\$684.41	\$0.00	\$3,422.05	0.00 %	\$8,213.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$0.00	\$208.33	\$189.95	\$1,041.65	7.60 %	\$2,500.00
5751 - Contracted Services	\$840.00	\$1,166.67	\$6,115.00	\$5,833.35	43.68 %	\$14,000.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$833.35	0.00 %	\$2,000.00
5771 - Supplies	\$0.00	\$62.50	\$79.64	\$312.50	10.62 %	\$750.00
5781 - Electricity	\$894.38	\$600.00	\$3,299.43	\$3,000.00	45.83 %	\$7,200.00
5783 - Gas	(\$19.58)	\$266.67	\$1,815.99	\$1,333.35	56.75 %	\$3,200.00
5785 - Water & Sewer	\$186.93	\$216.67	\$586.29	\$1,083.35	22.55 %	\$2,600.00
5790 - Grounds Maintenance	\$2,532.00	\$291.67	\$3,782.00	\$1,458.35	108.06 %	\$3,500.00

**Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to May 2014**

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual 2014	MTD Budget 2014	YTD Actual 2014	YTD Budget 2014	% of Annual Budget Used 2014	Annual Budget 2014
Total Facilities Expenses	\$4,433.73	\$2,979.18	\$15,868.30	\$14,895.90	44.39 %	\$35,750.00
Office Services						
5811 - Audit	\$0.00	\$416.67	\$0.00	\$2,083.35	0.00 %	\$5,000.00
5821 - Computer Expenses	\$176.50	\$266.67	\$778.29	\$1,333.35	24.32 %	\$3,200.00
5831 - Copying expenses	\$384.29	\$258.33	\$1,348.54	\$1,291.65	43.50 %	\$3,100.00
5841 - Office Supplies	\$59.15	\$175.00	\$769.54	\$875.00	36.64 %	\$2,100.00
5851 - Office Equipment Purchases	\$438.98	\$41.67	\$438.98	\$208.35	87.80 %	\$500.00
5861 - Postage	\$109.40	\$37.50	\$240.88	\$187.50	53.53 %	\$450.00
5871 - Telephone	\$486.30	\$508.33	\$2,870.48	\$2,541.65	47.06 %	\$6,100.00
5891 - Miscellaneous Expense	\$0.00	\$41.67	\$108.74	\$208.35	21.75 %	\$500.00
Total Office Services	\$1,654.62	\$1,745.84	\$6,555.45	\$8,729.20	31.29 %	\$20,950.00
Organizational Expenses						
5911 - Clergy Car Expense	\$41.66	\$208.33	\$448.60	\$1,041.65	17.94 %	\$2,500.00
5913 - Clergy Expense Allowance	(\$275.00)	\$83.33	\$100.00	\$416.65	10.00 %	\$1,000.00
5921 - Continuing Education	\$0.00	\$166.67	\$573.94	\$833.35	28.70 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$281.25	0.00 %	\$675.00
5931 - Convention & Travel	\$0.00	\$83.33	\$266.81	\$416.65	26.68 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$65.00	\$125.00	21.67 %	\$300.00
5961 - Publications	\$15.00	\$83.33	\$534.86	\$416.65	53.49 %	\$1,000.00
5971 - Communications	\$80.00	\$83.33	\$80.00	\$416.65	8.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$83.33	\$0.00	\$416.65	0.00 %	\$1,000.00
5999 - Vestry	(\$45.00)	\$83.33	\$90.00	\$416.65	9.00 %	\$1,000.00
Total Organizational Expenses	(\$183.34)	\$956.23	\$2,159.21	\$4,781.15	18.82 %	\$11,475.00
Total Operating Expenses	\$22,577.67	\$23,648.02	\$110,467.10	\$118,240.10	38.93 %	\$283,776.21
Total Work Within Congregation	\$25,080.88	\$24,585.52	\$115,355.26	\$122,927.60	39.10 %	\$295,026.21
Total Expenses	\$28,203.13	\$28,019.19	\$130,966.51	\$140,095.95	38.95 %	\$336,230.21
Net Total	(\$9,901.76)	\$1,751.65	\$12,037.84	\$8,758.25	57.27 %	\$21,019.79
Other Expenses						
7711 - Debt Service Provision	\$0.00	\$1,666.67	\$992.56	\$8,333.35	4.96 %	\$20,000.00
Special expenses						
7400 - Search/Transition	\$0.00	\$83.33	\$0.00	\$416.65	0.00 %	\$1,000.00
Total Special expenses	\$0.00	\$83.33	\$0.00	\$416.65	0.00 %	\$1,000.00
Total Other Expenses	\$0.00	\$1,750.00	\$992.56	\$8,750.00	4.73 %	\$21,000.00
Net Operating Total	(\$9,901.76)	\$1.65	\$11,045.28	\$8.25	55812.43 %	\$19.79

Parish Life
Report to the Vestry
June 12, 2014

Parish Life continues to coordinate volunteers for Coffee Hour each week. Coffee Hour is well attended for special celebrations, however, on “ordinary” Sundays the group can be quite small. We are hopeful that when we are in the Parish House this will change. We think recently the construction of the driveway has stopped people from making their way to Brooks Hall.

Lately, we have specifically asked someone to take a particular Sunday as our request for volunteers has gone unanswered. Again, we think the sign up sheet will be much more accessible once we are in the new space and hopefully folks will sign up.

Many thanks to Karen Keele for her guidance and continuing support.

Parish Life (Ann Seiters and Claudia Porter)