

Vestry Agenda for November 20, 2014

I. Communion from reserved Sacrament

II. Consideration of Agenda & Minutes

III. Reports: Finance – monthly ACS report

Senior Warden

Vestry nominations: candidates; criteria as published.

Committees: Search; Parish Life; CF/Youth; CAC; newcomers; other reports

Interim Pastor

- ✓ Claiborne House rules: note published notices of guidelines;
- ✓ List of naming opportunities; congregation's directions; etc.;
- ✓ Staff evaluations;
- ✓ Staff//Vestry Christmas party – not to plan details now, only if and when, and who will steer. December Vestry business meeting?

IV. Old Business

Stewardship 2015: B&F + Stewardship Campaign; Budget advisors. Proposal.
Claiborne portrait:: Michael Hurst. Trust reception

V. New Business

Motion: The Vestry affirms and applauds the parish conversations and progress in accumulating information by listening groups conducted by the Search Committee and reaffirms its charge to move forward with the process.

Annual Meeting time??? Dec. 7 10 AM. How about one service at 10 AM and meeting afterwards, or vice versa??

Convention delegates: 3: January 23-24, 2015, Nashville, Saint Philip's. [2013:R.Millar, Carpenter, Larry Barker; 2014:K. Keele, Louise I., R. Reed; alt. B. Keele, Spaulding]. Due TBA, probably first week December.

V. Benediction

We will publish this reminder announcement of where and how Vestry is open to parish:

Just as a reminder, regular meetings of the Vestry are open to you and your Vestrymen/women are interested in your opinions as they make decisions. A disclosed record of its proceedings goes online with the minutes and budget reports entered on your parish website monthly. Vestry minutes are also kept current in a notebook in the hall of Brooks Hall for you to consult anytime. The office will send you hard copies if that would prove most convenient for you. As your Vestry seeks to serve our Lord and be accountable, please in turn speak to them directly with your concerns.

For Frieda to run this is Sunday and Friday announcements.

MINUTES OF THE VESTRY

Otey Memorial Parish Church

November 20, 2014, 6:30 PM

Present: Larry Barker; Alex Bruce; Steve Ford; Pratt Paterson; Karen Keele; Carol Sampson; Laura Willis; Doug Seiters, Sr. Warden; Jess Reeves, Interim Priest; clerk Ann Aitken

Absent: None

Visitors: Peggy Bonds

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

APPROVAL of OCTOBER 16, 2014 MEETING MINUTES

Motion: Laura moved that the October meeting minutes be approved as amended.

Pratt seconded the motion, and it was unanimously approved.

TREASURER'S REPORT – Beth Wiley (See report Attached)

1. *Financial Report:* Doug presented the report and noted that the pledges and gifts collected year to date were at about 77% of budget, and total expenses at 86%. He noted that RVC has completed its contract, and the final RVC invoice for work on the parish hall has been issued.

Motion: Pratt moved that the October financial report be approved. Alex seconded the motion, and it was unanimously approved

See Budget Committee Report (below) for 2015 Financial Items

INTERIM PASTOR'S REPORT

1. *Parish Hall Rules:* Jess noted that the parish hall rules are in place. Doug mentioned that the parish is purchasing 2 new coffee carafes to facilitate taking coffee to Sunday School rooms or meetings so that coffee making can be restricted to the kitchen area.
2. *Naming opportunities in the Parish Hall:* The Vestry decided not to entertain any further names at this time.
3. *Staff Evaluations:* All evaluations are completed and are satisfactory. Jess will make files available to the Vestry upon request.

4. *Meeting with Staff:* As the staff requested, the 2013 Vestry class met October 24 with all the staff.

SENIOR WARDEN'S REPORT - Doug Seiters (See Report Attached)

1. *Dedication of Claiborne Parish House:* Doug thanked the Vestry for its work in the successful dedication of the Claiborne Parish Hall.

JR. WARDEN'S REPORT-

There is no report this month.

CONTINUING BUSINESS

1. *Vestry Nominations-* Pratt, Karen- Pratt reported that the committee had assembled a list of 16 potential nominees suggested by the Vestry and other parishioners; of the 16 names, 5 had both qualified and agreed to serve. The five are Pam Byerly, Dorothy Gates, Susan Holmes, Ken Taylor and Pete Trenchi.

At Jess' suggestion, Pratt decided to ask each of the nominees to prepare a short biography for distribution to the parish.

Qualification for service on the Vestry: Peggy Bonds asked the Vestry to reconsider its list of qualifications for Vestry. Specifically, Peggy asked that the Vestry change the requirement that the nominee make a financial pledge to Otey, and recommended that "support" or "give" be the requirement instead. Jess noted that each parish has the autonomy to determine what "support" is. Pratt explained that Otey must have pledges in order to create a budget and plan for the coming year, and that the parish leaders must be a part of that process.

The Vestry decided that it could not change the qualifications for this Vestry election, as the qualifications had already been published and names processed using the existing rules.

2. *Annual Meeting:* The Annual Meeting will be December 7, 2014 at 10:00 am.

COMMITTEES (ATTACHMENTS)

1. *Search Committee-* Laura, Steve (No report attached) The Search Committee has completed the focus groups; 60 people attended. The Committee will conduct a final focus group for the Search Committee and any Vestry members who wish to attend. Also, the Committee invites the parish to submit signed letters addressing any topic covered in the focus groups. This phase will be concluded with an executive summary of the focus groups' findings and comments.

The next step is a Parish profile, which will be brought to the Vestry prior to moving on to nominations.

The Committee will publish the search status, and tentative calendar of the next steps in the December Otey Notes.

Motion: Alex moved as follows: The Vestry affirms and applauds the parish conversations and progress in accumulating information by listening groups conducted by the Search Committee and reaffirms its charge to move forward with the search.

Doug Seconded the motion and it was approved by acclamation.

The Search Committee's news is on the Otey website at <www.oteyparish.org> Click on the Search link at the top left of the page.

2. *Stewardship* - Doug Seiters (No Report) Doug noted that pledge cards had been distributed and that 90 pledges totaling \$246,305 have been returned and in addition \$55,900 pledged to retire the parish hall debt. This puts the parish ahead of last year's pledges at this point in the campaign.

3. *Budget Committee*- Doug Seiters (Draft Attached) Jess distributed the first draft of the 2015 budget. The first draft shows approximately a \$20,000 shortfall caused by items such as increased utilities, priest compensation and search. There was ongoing discussion proposing line item changes to balance the budget and considering the Building Committee's request for a part time Sexton.

Motion: Carol moved that the Budget Committee is directed to prepare a second draft budget which will include three line item changes from the first draft. Pratt seconded the motion and it was approved by acclamation.

4. *Parish Life*- Karen (No Report) Karen announced a Christmas lunch on December 21 which will be a covered dish; the parish will provide the meats. Some parishioners do not have e-mail; Jess agreed to send Otey Notes by mail to any parishioners who need that service.

- Karen suggested a kitchen Christmas wish list for small kitchen items.

5. *Newcomer* – Carol Sampson. (No Report) Carol reported that Otey is giving fresh bread to newcomers and listed names of fall visitors to the parish.

6. *CAC* – Larry Barker (No Report) CAC will celebrate its 40th year with a luncheon on December 14 at 12:30 in St. Mark's Hall. CAC is also planning a Mountain Goat Trail Hunger Walk; date to be announced. This month CAC served 64 Families, including 62 grocery bags, 8 utility assistance, 6 referrals to other agencies

7. *Christian Formation*: Alex No report, meeting is on Friday, 11/21/2014.

8. *Building Committee*- Barbara Prunty (No Report) The Building Committee requested

a part time Sexton.

NEW BUSINESS

OLD BUSINESS

The meeting closed with prayer. The meeting was adjourned at 8:00.

NEXT MEETING IS DECEMBER 14 between services in Brooks hall.

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Budget Committee to revise the 2015 budget draft	Jess
Appointment of new Junior Warden	Jess and Doug
Vestry nametags	Steve
Update monthly financial report to show prior year actuals.	Steve
Portrait to be hung in Parish Hall	Doug/ Bldg Comm.

Senior Warden's Report, November 20

Dedication of Claiborne Parish House and Consecration of St. Paul's on the Mountain

November 15 was a grand day at Otey Parish. The Dedication of our new Claiborne Parish House was a wonderful success with over 100 people attending the service and brunch following. Our thanks go to Leah Rhys and many others who worked diligently to make this event a success. Bishop Bauerschmidt presided over the service and a brunch organized by the Parish Life Committee followed with music provided by Noel Workman and Bob Burns. This was a fitting culmination of and celebration for our several years of Phase II planning and construction.

Budget 2015

On November 10 a newly appointed Budget Committee met to discuss the Otey Budget for 2015. Members of the Committee are Jess Reeves, Beth Wiley, Diane Fielding, Fred Croom, Doug Seiters, Bill Harper, and Ward Cammack. The Committee agreed to recommend the budget attached to the Vestry agenda. It is understood that adjustments may need to be made once we have a more certain idea about what our final pledge income will be. Thanks to the parishioners named above for serving on this Committee.

Remaining Building Costs

There will be a few additional expenses for Phase II construction. The landscaping around Claiborne cost \$2,536. The bookshelves for Thurmond Library will be completed this week for another \$6,000. Those expenses will need to be charged to either the reserve funds or approved restricted funds.

Stewardship Report

As of 11/18, 90 pledges have been submitted for a total of \$246,305. Another \$55,945 has been pledged to the "retire the debt" effort. This is all encouraging, but we need to hear from the 50-60 people who have participated in the past, but have not yet pledged for 2015. We need to have pledges in by Dec. 1 in order to present a final budget at the Annual Parish Meeting.

Search C. –Vestry needs to decide next steps

The Search Committee would like to encourage the vestry to start talking to the University administration soon about the possibility of waiving the lease transfer fee and offering the SAS benefit to a potential new Otey rector. The committee believes these will be important when it comes time to recruit a new rector.

Two-way traffic sign

As discussed, a new two-way traffic sign has been placed on the entrance to the driveway shared by Otey and the Swallow family. We are grateful to John Swallow for making the arrangements.

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to October 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	\$493.31	\$583.33	\$5,167.92	\$5,833.30	73.83 %	\$7,000.00
4115 - 1/4th Plate to Rector's Discr Fd	\$0.00	(\$145.83)	(\$1,200.60)	(\$1,458.30)	0.00 %	(\$1,750.00)
4131 - Pledge Payments	\$25,983.25	\$26,666.67	\$231,644.96	\$266,666.70	72.39 %	\$320,000.00
4151 - Non-Pledge Gifts	\$2,295.41	\$1,500.00	\$26,117.86	\$15,000.00	145.10 %	\$18,000.00
4191 - Other Outside Support Revenues	\$1,000.00	\$1,166.67	\$12,374.35	\$11,666.70	88.39 %	\$14,000.00
Total Support From Outside Sources	<u>\$29,771.97</u>	<u>\$29,770.84</u>	<u>\$274,104.49</u>	<u>\$297,708.40</u>	<u>76.73 %</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	\$25.55	\$0.00	0.00 %	\$0.00
4531 - Gains (Losses) on Investments Sold	\$182.89	\$0.00	\$444.85	\$0.00	0.00 %	\$0.00
4551 - Property Rental Income	\$1,000.00	\$0.00	\$1,150.00	\$0.00	0.00 %	\$0.00
Total Support From Internal Sources	<u>\$1,182.89</u>	<u>\$0.00</u>	<u>\$1,637.58</u>	<u>\$0.00</u>	<u>0.00 %</u>	<u>\$0.00</u>
Total Revenues	<u><u>\$30,954.86</u></u>	<u><u>\$29,770.84</u></u>	<u><u>\$275,742.07</u></u>	<u><u>\$297,708.40</u></u>	<u><u>77.18 %</u></u>	<u><u>\$357,250.00</u></u>
Expenses						
Work Outside Congregation						
5111 - Diocesan Assessment	\$3,122.25	\$3,122.25	\$31,222.50	\$31,222.50	83.33 %	\$37,467.00
5121 - Seminary Gift	\$0.00	\$269.75	\$0.00	\$2,697.50	0.00 %	\$3,237.00
5171 - Stephen Ministry Expenses	\$0.00	\$41.67	\$0.00	\$416.70	0.00 %	\$500.00
Total Work Outside Congregation	<u>\$3,122.25</u>	<u>\$3,433.67</u>	<u>\$31,222.50</u>	<u>\$34,336.70</u>	<u>75.78 %</u>	<u>\$41,204.00</u>
Work Within Congregation						
Programs						
Christian Education						
5311 - Christian Education	\$495.77	\$191.67	\$2,025.36	\$1,916.70	88.06 %	\$2,300.00
Total Christian Education	<u>\$495.77</u>	<u>\$191.67</u>	<u>\$2,025.36</u>	<u>\$1,916.70</u>	<u>88.06 %</u>	<u>\$2,300.00</u>
Parish Life						
5331 - Parish Life	\$52.78	\$166.67	\$765.26	\$1,666.70	38.26 %	\$2,000.00
Total Parish Life	<u>\$52.78</u>	<u>\$166.67</u>	<u>\$765.26</u>	<u>\$1,666.70</u>	<u>38.26 %</u>	<u>\$2,000.00</u>
Worship						
5351 - Altar Supplies	\$75.20	\$83.33	\$1,042.16	\$833.30	104.22 %	\$1,000.00
5353 - Communion Prep. & Confirmation	\$0.00	\$16.67	\$0.00	\$166.70	0.00 %	\$200.00
5355 - Music	\$431.58	\$83.33	\$474.53	\$833.30	47.45 %	\$1,000.00
5357 - Prayer Books and Materials	\$0.00	\$8.33	\$251.75	\$83.30	251.75 %	\$100.00
5359 - Organ and Piano Maintenance	\$0.00	\$116.67	\$950.00	\$1,166.70	67.86 %	\$1,400.00
5398 - Pastoral Care	\$0.00	\$20.83	\$0.00	\$208.30	0.00 %	\$250.00
Total Worship	<u>\$506.78</u>	<u>\$329.16</u>	<u>\$2,718.44</u>	<u>\$3,291.60</u>	<u>68.82 %</u>	<u>\$3,950.00</u>
Youth						

Otey Memorial Parish
Vestry Long Form
Fund: Otey Church General Fund
January to October 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	\$124.63	\$250.00	\$3,473.56	\$2,500.00	115.79 %	\$3,000.00
Total Youth	\$124.63	\$250.00	\$3,473.56	\$2,500.00	115.79 %	\$3,000.00
Total Programs	\$1,179.96	\$937.50	\$8,982.62	\$9,375.00	79.85 %	\$11,250.00
Operating Expenses						
Salaries & Wages						
5411 - Clergy	\$4,354.17	\$4,354.17	\$43,541.70	\$43,541.70	83.33 %	\$52,250.00
5415 - Supply Clergy	\$0.00	\$145.83	\$496.19	\$1,458.30	28.35 %	\$1,750.00
5421 - Youth Minister	\$833.33	\$833.33	\$8,333.30	\$8,333.30	83.33 %	\$10,000.00
5431 - Organ & Choir	\$781.25	\$781.25	\$7,421.88	\$7,812.50	79.17 %	\$9,375.00
5432 - Supply Organ	\$0.00	\$50.00	\$450.00	\$500.00	75.00 %	\$600.00
5451 - Child Care	\$346.00	\$404.17	\$3,937.30	\$4,041.70	81.18 %	\$4,850.00
5461 - Dir. Christian Formation	\$1,035.17	\$1,035.17	\$10,351.70	\$10,351.70	83.33 %	\$12,422.00
5471 - CAC Director (Otey)	\$1,416.67	\$1,416.67	\$14,166.70	\$14,166.70	83.33 %	\$17,000.00
5481 - Office Staff	\$2,666.67	\$2,666.67	\$26,666.70	\$26,666.70	83.33 %	\$32,000.00
5486 - Financial Staff	\$916.67	\$458.33	\$2,961.55	\$4,583.30	53.85 %	\$5,500.00
5493 - Otey Notes	\$266.67	\$266.67	\$2,666.70	\$2,666.70	83.33 %	\$3,200.00
Total Salaries & Wages	\$12,616.60	\$12,412.26	\$120,993.72	\$124,122.60	81.23 %	\$148,947.00
Employee Benefits						
5511 - Clergy Pension	\$3,723.90	\$1,085.92	\$16,666.54	\$10,859.20	127.90 %	\$13,031.03
5521 - Clergy Insurance	\$0.00	\$632.00	\$18,413.40	\$6,320.00	242.79 %	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$1,250.00	\$1,250.00	\$12,500.00	\$12,500.00	83.33 %	\$15,000.00
5531 - Clergy - SECA Payments	\$434.32	\$428.72	\$4,343.20	\$4,287.20	84.42 %	\$5,144.63
5551 - Staff Payroll Taxes	\$632.07	\$601.46	\$5,857.62	\$6,014.60	81.16 %	\$7,217.55
5561 - Staff Pension	\$367.50	\$240.00	\$2,047.50	\$2,400.00	71.09 %	\$2,880.00
5571 - Staff Insurance	(\$38.50)	\$632.00	\$6,529.90	\$6,320.00	86.10 %	\$7,584.00
Total Employee Benefits	\$6,369.29	\$4,870.10	\$66,358.16	\$48,701.00	113.55 %	\$58,441.21
Insurance						
5611 - Property & Liability Insurance	\$0.00	\$583.33	\$7,688.00	\$5,833.30	109.83 %	\$7,000.00
5631 - Workers Compensation	\$0.00	\$101.08	\$1,424.00	\$1,010.80	117.39 %	\$1,213.00
Total Insurance	\$0.00	\$684.41	\$9,112.00	\$6,844.10	110.95 %	\$8,213.00
Facilities Expenses						
5711 - Repairs & Maintenance	\$0.00	\$208.33	\$1,397.66	\$2,083.30	55.91 %	\$2,500.00
5731 - Equipment Purchases	\$0.00	\$0.00	\$249.99	\$0.00	0.00 %	\$0.00
5751 - Contracted Services	\$1,262.40	\$1,166.67	\$11,728.46	\$11,666.70	83.77 %	\$14,000.00
5761 - Furnishings	\$0.00	\$166.67	\$0.00	\$1,666.70	0.00 %	\$2,000.00
5771 - Supplies	\$349.48	\$62.50	\$618.48	\$625.00	82.46 %	\$750.00
5781 - Electricity	\$978.27	\$600.00	\$8,008.44	\$6,000.00	111.23 %	\$7,200.00
5783 - Gas	\$101.48	\$266.67	\$2,028.01	\$2,666.70	63.38 %	\$3,200.00
5785 - Water & Sewer	\$232.60	\$216.67	\$1,505.64	\$2,166.70	57.91 %	\$2,600.00

Otey Memorial Parish
Vestry Long Form
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January to October 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
5790 - Grounds Maintenance	\$150.00	\$291.67	\$2,475.00	\$2,916.70	70.71 %	\$3,500.00
Total Facilities Expenses	\$3,074.23	\$2,979.18	\$28,011.68	\$29,791.80	78.35 %	\$35,750.00
Office Services						
5811 - Audit	\$0.00	\$416.67	\$5,900.00	\$4,166.70	118.00 %	\$5,000.00
5821 - Computer Expenses	\$176.50	\$266.67	\$2,438.77	\$2,666.70	76.21 %	\$3,200.00
5831 - Copying expenses	\$394.83	\$258.33	\$2,376.95	\$2,583.30	76.68 %	\$3,100.00
5841 - Office Supplies	\$248.46	\$175.00	\$1,589.96	\$1,750.00	75.71 %	\$2,100.00
5851 - Office Equipment Purchases	\$0.00	\$41.67	\$353.12	\$416.70	70.62 %	\$500.00
5861 - Postage	\$11.50	\$37.50	\$451.03	\$375.00	100.23 %	\$450.00
5871 - Telephone	\$869.22	\$508.33	\$6,037.60	\$5,083.30	98.98 %	\$6,100.00
5891 - Miscellaneous Expense	\$0.00	\$41.67	\$1,331.03	\$416.70	266.21 %	\$500.00
Total Office Services	\$1,700.51	\$1,745.84	\$20,478.46	\$17,458.40	97.75 %	\$20,950.00
Organizational Expenses						
5911 - Clergy Car Expense	\$41.66	\$208.33	\$1,012.87	\$2,083.30	40.51 %	\$2,500.00
5913 - Clergy Expense Allowance	\$52.49	\$83.33	\$152.49	\$833.30	15.25 %	\$1,000.00
5921 - Continuing Education	\$0.00	\$166.67	\$1,448.58	\$1,666.70	72.43 %	\$2,000.00
5922 - Continuing Education - Other	\$0.00	\$56.25	\$0.00	\$562.50	0.00 %	\$675.00
5931 - Convention & Travel	\$0.00	\$83.33	\$532.19	\$833.30	53.22 %	\$1,000.00
5941 - Ministering to New Members	\$0.00	\$25.00	\$135.00	\$250.00	45.00 %	\$300.00
5961 - Publications	\$168.44	\$83.33	\$1,163.08	\$833.30	116.31 %	\$1,000.00
5971 - Communications	\$0.00	\$83.33	\$80.00	\$833.30	8.00 %	\$1,000.00
5981 - Stewardship	\$0.00	\$83.33	\$0.00	\$833.30	0.00 %	\$1,000.00
5999 - Vestry	\$415.00	\$83.33	\$505.00	\$833.30	50.50 %	\$1,000.00
Total Organizational Expenses	\$677.59	\$956.23	\$5,029.21	\$9,562.30	43.83 %	\$11,475.00
Total Operating Expenses	\$24,438.22	\$23,648.02	\$249,983.23	\$236,480.20	88.09 %	\$283,776.21
Total Work Within Congregation	\$25,618.18	\$24,585.52	\$258,965.85	\$245,855.20	87.78 %	\$295,026.21
Total Expenses	\$28,740.43	\$28,019.19	\$290,188.35	\$280,191.90	86.31 %	\$336,230.21
Net Total	\$2,214.43	\$1,751.65	(\$14,446.28)	\$17,516.50	0.00 %	\$21,019.79
Other Expenses						
7711 - Debt Service Provision	\$6,265.60	\$1,666.67	\$20,569.74	\$16,666.70	102.85 %	\$20,000.00
Special expenses						
7400 - Search/Transition	\$675.40	\$83.33	\$675.40	\$833.30	67.54 %	\$1,000.00
Total Special expenses	\$675.40	\$83.33	\$675.40	\$833.30	67.54 %	\$1,000.00
Total Other Expenses	\$6,941.00	\$1,750.00	\$21,245.14	\$17,500.00	101.17 %	\$21,000.00
Net Operating Total	(\$4,726.57)	\$1.65	(\$35,691.42)	\$16.50	0.00 %	\$19.79

<u>18/11/2014</u>							
Accounts ACS # and Name	Budget 2012	Actual 2012	Budget 2013	Actual 2013	Budget 2014	YTD 9/1/14	Plan last draft
Revenues							
Support From Usual Sources							
4111 - Plate Offerings	\$8,000.00	\$7,312.49	\$8,000.00	\$6,916.15	\$7,000.00	\$4,674.61	\$6,000.00
4115 - 1/4th Plate to RDF	-\$2,000.00	-\$1,828.12	-\$2,000.00	-\$1,729.04	-\$1,750.00	\$1,200.60	-\$1,500.00
4131 - Pledge Payments	\$331,600.00	\$311,396.97	\$307,400.00	\$305,075.16	\$320,000.00	\$205,871.71	\$340,000.00
4151 - Non-Pledge Gifts	\$31,000.00	\$26,143.00	\$31,000.00	\$14,495.75	\$18,000.00	\$23,822.45	\$20,000.00
4191 - Other Support	\$16,000.00	\$22,302.34	\$16,000.00	\$16,852.42	\$14,000.00	\$11,374.35	\$14,000.00
Total Support From Usual Sources	\$384,600.00	\$365,326.68	\$360,400.00	\$341,610.44	\$357,250.00	\$244,542.52	\$378,500.00
Support From Internal Sources							
4512 - Investment Income	\$0.00	\$0.09	\$0.00	\$4,396.55	\$0.00	\$42.73	\$0.00
4531 - Gain(Loss) investments sold	\$0.00	\$1,194.72	\$0.00	-\$431.39	\$0.00	\$261.96	\$0.00
4551 - Property Rental Income	\$0.00	-\$75.00	\$0.00	\$0.00	\$0.00	\$150.00	\$5,000.00
Total Support From Internal Sources	\$0.00	\$1,119.81	\$0.00	\$3,965.16	\$0.00	\$454.69	\$5,000.00
Total Revenues	\$384,600.00	\$366,446.49	\$360,400.00	\$345,575.60	\$357,250.00	\$244,997.21	\$383,500.00
Expenses							
Work Outside Congregation							
5111 - Diocesan Assessment	\$36,235.50	\$36,235.50	\$25,000.00	\$24,996.00	\$37,467.00	\$28,100.25	\$37,000.00
5121 - Seminary Gift	\$3,300.00	\$3,300.00	\$1,500.00	\$1,500.00	\$3,237.00	\$0.00	\$0.00
5131 - Outreach Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5171 - Stephen Ministry Expenses	\$2,000.00	\$25.90	\$1,000.00	\$431.57	\$500.00	\$0.00	\$0.00
Total Work Outside Congregation	\$41,535.50	\$39,561.40	\$27,500.00	\$26,927.57	\$41,204.00	\$28,100.25	\$37,000.00
Work Within Congregation							
5211 - Work w/in Parish, Rector	\$1,000.00	\$243.97	\$500.00	\$324.47	\$0.00	\$0.00	\$0.00
Programs							
Christian Education							
5311 - Christian Education	\$2,300.00	\$2,548.96	\$1,500.00	\$1,390.60	\$2,300.00	\$1,529.59	\$1,750.00
5317 - Discernment	\$200.00	\$0.00	\$200.00	\$950.00	\$0.00	\$0.00	\$0.00
Total Christian Education	\$2,500.00	\$2,548.96	\$1,700.00	\$2,340.60	\$2,300.00	\$1,529.59	\$1,750.00
Parish Life							
5331 - Parish Life	\$1,000.00	\$760.03	\$1,000.00	\$979.79	\$2,000.00	\$712.48	\$1,000.00
Total Parish Life	\$1,000.00	\$760.03	\$1,000.00	\$979.79	\$2,000.00	\$712.48	\$1,000.00
Worship							
5351 - Altar Supplies	\$2,000.00	\$957.79	\$900.00	\$1,135.08	\$1,000.00	\$966.96	\$1,000.00
5353 - H.E. Prep. & Confirmation	\$200.00	\$88.94	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
5355 - Music	\$1,000.00	\$1,029.35	\$1,000.00	\$457.63	\$1,000.00	\$42.95	\$700.00
5357 - BCP/ liturgy Materials	\$300.00	\$33.80	\$300.00	\$25.95	\$100.00	\$251.75	\$100.00
5359 - Organ & Piano Maintain	\$1,500.00	\$1,187.00	\$1,800.00	\$1,310.00	\$1,400.00	\$950.00	\$1,000.00
5398 - Pastoral Care	\$750.00	\$91.35	\$750.00	\$162.05	\$250.00	\$0.00	\$150.00
Total Worship	\$5,750.00	\$3,388.23	\$4,950.00	\$3,090.71	\$3,950.00	\$2,211.66	\$2,950.00

Accounts ACS # and Name	Budget 2012	Actual 2012	Budget 2013	Actual 2013	Budget 2014	YTD 9/1/14	Plan last draft
Youth							
5371 - Youth Ministry	\$4,400.00	\$2,601.37	\$3,000.00	\$1,110.84	\$3,000.00	\$3,348.93	\$2,500.00
Total Youth	\$4,400.00	\$2,601.37	\$3,000.00	\$1,110.84	\$3,000.00	\$3,348.93	\$2,500.00
Total Programs	\$13,650.00	\$9,298.59	\$10,650.00	\$7,521.94	\$11,250.00	\$7,802.66	\$8,200.00
Operating Expenses							
Salaries & Wages							
5411 - Clergy	\$57,371.00	\$57,371.05	\$57,371.00	\$47,382.44	\$52,250.00	\$39,187.53	\$52,250.00
5413 - Seminarian	\$500.00	\$847.02	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00
5415 - Supply Clergy	\$2,000.00	\$2,250.00	\$2,000.00	\$3,075.00	\$1,750.00	\$496.19	\$1,200.00
5421 - Youth Minister	\$17,825.00	\$17,824.96	\$17,825.00	\$17,825.03	\$10,000.00	\$7,499.97	\$10,000.00
5431 - Organ & Choir	\$8,240.00	\$8,239.95	\$8,240.00	\$8,240.03	\$9,375.00	\$6,640.63	\$9,375.00
5432 - Supply Organ	\$1,500.00	\$650.00	\$600.00	\$600.00	\$600.00	\$450.00	\$600.00
5443 - Housekeeper**							
5451 - Child Care	\$5,000.00	\$4,825.24	\$5,000.00	\$3,742.03	\$4,850.00	\$3,591.30	\$4,850.00
5461 - Dir. Christian Formation	\$12,422.00	\$12,422.01	\$12,422.00	\$12,422.03	\$12,422.00	\$9,316.53	\$12,422.00
5471 - CAC Director (Otey)	\$25,410.00	\$23,982.18	\$17,000.00	\$17,000.04	\$17,000.00	\$12,750.03	\$17,000.00
5481 - Office Staff	\$29,635.00	\$28,569.18	\$32,000.00	\$32,000.04	\$32,000.00	\$24,000.03	\$32,000.00
5486 - Financial Staff	\$12,576.00	\$12,575.97	\$12,576.00	\$7,336.00	\$5,500.00	\$2,044.88	\$11,000.00
5493 - Otey Notes	\$3,200.00	\$3,200.04	\$3,200.00	\$3,200.04	\$3,200.00	\$2,400.03	\$3,200.00
5491 - Other							
Total Salaries & Wages	\$175,679.00	\$172,757.60	\$168,734.00	\$152,822.68	\$148,947.00	\$108,377.12	\$153,897.00
Employee Benefits							
5511 - Clergy Pension	\$16,750.00	\$16,648.65	\$16,750.00	\$12,557.88	\$13,031.03	\$13,182.64	\$13,031.03
5521 - Clergy Insurance	\$14,000.00	\$14,290.82	\$14,200.00	\$14,626.18	\$7,584.00	\$18,413.40	\$7,584.00
5526 - Clergy Housing & Utility Allow.	\$30,000.00	\$30,000.00	\$30,000.00	\$24,061.94	\$15,000.00	\$11,250.00	\$15,000.00
5531 - Clergy - SECA Payments	\$6,683.88	\$6,683.93	\$7,000.00	\$5,538.22	\$5,144.63	\$3,908.88	\$5,144.63
5551 - Staff Payroll Taxes	\$9,300.00	\$8,505.08	\$8,300.00	\$7,785.09	\$7,217.55	\$5,225.55	\$8,236.91
5561 - Staff Pension	\$3,000.00	\$1,333.56	\$5,000.00	\$2,880.00	\$2,880.00	\$1,680.00	\$2,880.00
5571 - Staff Insurance	\$7,400.00	\$12,869.07	\$8,300.00	\$8,531.60	\$7,584.00	\$6,568.40	\$7,584.00
Total Employee Benefits	\$87,133.88	\$90,331.11	\$89,550.00	\$75,980.91	\$58,441.20	\$60,228.87	\$59,460.57
Insurance							
5611 - Property & Liability Insurance	\$6,500.00	\$6,260.00	\$6,500.00	\$11,642.00	\$7,000.00	\$7,688.00	\$7,000.00
5631 - Workers Compensation	\$2,000.00	\$1,493.00	\$2,000.00	\$566.00	\$1,213.00	\$1,424.00	\$1,213.00
Total Insurance	\$8,500.00	\$7,753.00	\$8,500.00	\$12,208.00	\$8,213.00	\$9,112.00	\$8,213.00
Facilities Expenses							
5711 - Repairs & Maintenance	\$4,000.00	\$1,258.64	\$2,500.00	\$1,899.31	\$2,500.00	\$1,397.66	\$2,000.00
5731 - Equipment Purchases	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.99	\$500.00
5751 - Contracted Services	\$13,300.00	\$12,908.00	\$13,500.00	\$12,612.80	\$14,000.00	\$10,466.06	\$14,000.00
5761 - Furnishings	\$4,300.00	\$1,408.12	\$2,000.00	\$299.64	\$2,000.00	\$0.00	\$500.00
5771 - Supplies	\$750.00	\$448.67	\$750.00	\$462.50	\$750.00	\$269.00	\$500.00
5781 - Electricity	\$5,000.00	\$5,868.85	\$7,700.00	\$5,099.46	\$7,200.00	\$7,030.17	\$9,200.00
5783 - Gas	\$4,000.00	\$2,677.93	\$3,000.00	\$2,444.58	\$3,200.00	\$1,926.53	\$3,200.00
5785 - Water & Sewer	\$2,500.00	\$2,550.10	\$2,500.00	\$1,723.33	\$2,600.00	\$1,273.04	\$2,600.00

Accounts ACS # and Name	Budget 2012	Actual 2012	Budget 2013	Actual 2013	Budget 2014	YTD 9/1/14	Plan last draft
5790 - Grounds Maintenance	\$4,000.00	\$2,090.00	\$3,000.00	\$3,165.00	\$3,500.00	\$2,325.00	\$3,500.00
Total Facilities Expenses	\$38,600.00	\$29,210.31	\$34,950.00	\$27,706.62	\$35,750.00	\$24,937.45	\$36,000.00
Office Services							
5811 - Audit	\$5,000.00	\$4,900.00	\$4,900.00	\$5,500.00	\$5,000.00	\$5,900.00	\$5,000.00
5821 - Computer Expenses	\$3,500.00	\$2,436.59	\$3,000.00	\$3,023.61	\$3,200.00	\$2,262.27	\$2,500.00
5831 - Copying expenses (lease of large copier)	\$3,200.00	\$3,056.69	\$3,000.00	\$2,955.41	\$3,100.00	\$1,982.12	\$2,500.00
5841 - Office Supplies	\$3,000.00	\$2,044.39	\$2,500.00	\$1,337.85	\$2,100.00	\$1,341.50	\$1,500.00
5851 - Office Equipment Purchases	\$1,000.00	\$204.90	\$500.00	\$555.82	\$500.00	\$353.12	\$500.00
5861 - Postage	\$600.00	\$500.67	\$600.00	\$650.38	\$450.00	\$439.53	\$500.00
5871 - Telephone	\$5,000.00	\$7,421.13	\$6,000.00	\$6,080.31	\$6,100.00	\$5,168.38	\$6,100.00
5891 - Miscellaneous Expense	\$1,500.00	\$276.74	\$500.00	\$969.64	\$500.00	\$1,331.03	\$500.00
Total Office Services	\$22,800.00	\$20,841.11	\$21,000.00	\$21,073.02	\$20,950.00	\$18,777.95	\$19,100.00
Organizational Expenses							
5911 - Clergy Car Expense	\$3,000.00	\$2,155.17	\$2,500.00	\$2,004.20	\$2,500.00	\$971.21	\$1,000.00
5921 - Continuing Ed. Clergy	\$3,200.00	\$1,571.47	\$2,000.00	\$1,179.82	\$2,000.00	\$1,448.58	\$2,000.00
5922 - Continuing Ed. Other					\$675.00	\$0.00	\$500.00
5913 - Clergy Expense Allowance					\$1,000.00	\$100.00	\$500.00
5931 - Convention & Travel	\$3,000.00	\$150.00	\$1,500.00	\$1,172.51	\$1,000.00	\$532.19	\$750.00
5941 - Ministering to New Members	\$300.00	\$22.72	\$300.00	\$15.00	\$300.00	\$135.00	\$200.00
5961 - Publications	\$750.00	\$251.45	\$1,000.00	\$1,154.87	\$1,000.00	\$994.64	\$750.00
5971 - Communications	\$2,000.00	\$634.98	\$1,000.00	\$843.25	\$1,000.00	\$80.00	\$200.00
5981 - Stewardship	\$1,000.00	\$1,467.02	\$1,500.00	\$876.48	\$1,000.00	\$0.00	\$400.00
5999 - Vestry	\$2,000.00	\$1,253.93	\$1,000.00	\$427.46	\$1,000.00	\$90.00	\$100.00
Total Organizational Expenses	\$15,250.00	\$7,506.74	\$10,800.00	\$7,673.59	\$11,475.00	\$4,351.62	\$6,400.00
Total Operating Expenses	\$347,962.88	\$328,399.87	\$333,534.00	\$297,464.82	\$283,776.20	\$225,785.01	\$283,070.57
Total Work Within Congregation	\$362,612.88	\$337,698.46	\$344,684.00	\$305,311.23	\$295,026.20	\$233,587.67	\$291,270.57
Total Expenses	\$404,148.38	\$377,859.86	\$372,184.00	\$332,238.80	\$336,230.20	\$261,687.92	\$328,270.57
Net Total	(\$19,548.38)	(\$11,413.37)	(\$11,784.00)	\$13,336.80	\$21,019.80	(\$16,690.17)	\$55,229.43
Other Expenses							
7311 - Sabbatical Reserve Provision	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
7xxx - Debt Service Provision			\$5,000.00	\$0.00	\$20,000.00	\$14,304.14	\$56,938.80
Search Committee				\$5,188.86	\$1,000.00	0	\$18,000.00
Total Other Expenses	\$600.00	\$600.00	\$5,600.00	\$5,188.86	\$21,000.00	\$14,304.14	\$74,938.80
	(\$20,148.38)	(\$12,013.37)	(\$17,384.00)	\$8,147.94	\$19.80	(\$30,994.31)	(\$19,709.37)

2015 draft shows pledging estimates based on recent years & does not include accessing unrestricted parish reserves (~ \$57,000). Bank loan terms require a balanced budget.

Senior Warden's Report
November 21, 2013 Vestry Meeting

Letter of Agreement with Interim Priest A committee consisting of three members of the vestry (the wardens and Doug Seiters) and the Treasurer met to draft a Letter of Agreement with the Interim based on a format sent to us by the Diocese. We submitted our draft to Jess and to Canon Snare and they both approved. We will approve the attached LoA at our meeting, Jess and I will sign and submit it to Canon Snare for review prior to submission to the Bishop.

Diocesan Convention

Registration will be submitted NLT December 6 for delegates (Karen Keele, Louise Irwin and Robin Reed) and alternates (Bob Keele, Dave Spaulding and Amy or Neil Patterson). St. Paul's Murfreesboro has requested photos from our church to be submitted for a slide show at convention. I will get photos in on 11/24 so a photo of Jess on his first Sunday can be one of our photos.

Annual Parish Meeting December 8

Please be sure that the committees you are on submit reports to be included in the annual reports. Agenda will include election of vestry members, statement from Jess and report from the Treasurer.

Vestry Candidate Nomination Process

Members of the parish nominated 30 people for the vestry.

The names of all nominees were sent to Beth Wiley who checked church records to determine if the nominees had pledged in 2013, had paid or are paying on the 2013 pledge and had pledged for 2014. The nominating committee reduced the list by four based on 2013 pledge information. We also removed Neil Patterson from the list because he was hired as a member of the staff.

The three of us divided up the 26 names remaining and contacted each person to ask them questions and give them some information. We asked each candidate if he was interested in serving on the vestry, if he was confirmed in the Episcopal Church and if he was a member of Otey Parish. Those who answered those three questions in the affirmative were asked to submit a 2014 pledge if they had not and to compose biographical information to be disseminated to the parish prior to the annual meeting.

One person (Doug Seiters) is running for the remaining two years on Theresa Shackelford's term and ? persons have met the minimum requirements for the three slots in the new class to replace Steve, Dave and me. The names of those people will be announced in the vestry meeting and the final slate of candidates approved at that time.

Vestry Election Process

All confirmed communicants in good standing who are at least 16 years of age are eligible to vote. At least 10 per cent of the total members so classified must be present in order for the election to count.

1. Elect two-year term vestry member from those willing to serve 2 years.
 - a. Introduce the candidate.
 - b. Ask for nominations from the floor.
 - c. If no one is nominated from the floor, ask for a move for election by acclamation.
 - d. If there are nominees from the floor, pass out ballots with the name of the nominee and blank spaces for write-ins.
 - e. Post names of write-in candidates on screen so that everyone can see them.
 - f. All ballots must have one name and only one name marked.

1. Elect three full-term vestry members.
 - a. Introduce the candidates.
 - b. Ask for nominations from the floor.
 - c. Pass out ballots with names of nominees and blank spaces for write-ins.
 - d. Post names of write-in candidates on screen so that everyone can see them.
 - e. Each ballot must have exactly three names marked.

In the case of a tie in either election, another vote will be held. In that case we can pass out slips of paper and people can write the name of the candidate they prefer.

Criteria for candidates nominated from the floor:

Candidates nominated from the floor must satisfy the same criteria as those listed on the printed ballot:

1. Understand the duties and responsibilities of vestry members and be willing to serve.
2. Pledged in 2013 and 2014 and be paying 2013 pledge. Beth Wiley will be standing by to check church financial records for all candidates nominated from the floor.
3. Confirmed in the Episcopal Church and a member of Otey Parish.

If you intend to nominate someone from the floor you should talk to the person and determine that they meet all three criteria above.

These criteria will be published along with the biographical information about those whose names will be on the printed ballot.