

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for November 17, 2016
5:30 pm

- | | | |
|------|--------------------------------------|------|
| I. | Opening Devotions, including silence | |
| II. | Minutes from October meeting | 5:50 |
| III. | Report of the Treasurer | 5:55 |
| IV. | Reports | 6:20 |
| | Wardens | |
| | Rector | |
| | Committees, as necessary | |
| | <i>Break</i> | 6:40 |
| V. | Old Business | 6:50 |
| | Mutual Ministry Review | |
| | Friends of Canon Gideon Foundation | |
| | Missional Engagement Initiative | |
| | Nominating committee for 2017 | |
| | Mary Sears Bequest | |
| VI. | New Business | |
| VII. | Closing Prayers, including silence | 7:15 |

Next Regular meeting: Thursday, December 15, 5:30pm

MINUTES OF THE VESTRY

Otey Memorial Parish Church

November 17, 2016 5:30 PM

Present: Larry Barker; Pam Byerly; Shelley Cammack; Dorothy Gates, Junior Warden; Tim Graham; Barbara Prunty; Rachel Suarez; Laura Willis, Senior Warden; Rob Lamborn, Priest; Ann Aitken, Clerk; Chris Wilkerson

Kathy Solomon; Treasurer, attended during the presentation of the financial reports

Absent: Betty Carpenter; Ken Taylor

Visitors: None

The meeting opened with a reading and prayer

APPROVAL MEETING MINUTES

Motion: Dorothy moved that the October 2016 minutes be accepted as amended. Larry seconded the motion. The motion passed by unanimous vote.

Pam moved that the minutes of the Special Meeting on November 3, 2016 be accepted. Laura seconded the motion. The motion passed by unanimous vote.

TREASURER'S REPORT – Kathy Solomon (See Reports Attached)

1. CAC Statement Detail. Kathy began the financial statement review by calling attention to a new column that breaks out CAC income and expenses. She explained each line item, and noted particularly how Betty Carpenter's salary and benefits are shared between CAC and Otey. Once all line items are broken out, CAC will have a separate financial report, beginning about Jan 1, 2017. Otey's statements will show only the aggregate transfers to the CAC account.

2. Monthly Financial Report: Kathy noted that the Revenue portion of the monthly statement is expanded, adding line items for CAC Non-Pledge Gifts, Investment Income and Investments sold. Investment line items are new and show for the first time the income from the Vanguard account.

Pledge payments are slightly behind budget, but Kathy expects year end giving to be larger and to make up the current shortfall.

3. Discretionary Fund: Rob explained the formula for accruing funds to this fund.

RECTOR'S REPORT- Rob Lamborn (See report attached)

1. *Recent Activities:* Of note, the Pulse memorial at St. Mark's hall then a celebration at Angel Park of the individuals who lost their lives. The Parish Life Committee thanked for Octoberfest and help with the Shrimp and Grits luncheon.
2. *Jill Levine:* Rob noted that he attended a lecture by Jill Levine, a New Testament professor at Vanderbilt entitled, "Ways to Avoid Antisemitism in Preaching"
3. *Friends of Canon Gideon Foundation:* Sally Hubbard gave a talk on the Canon Gideon and Hope project during the Christian Education hour.
4. *Missional Engagement Initiative:* Rob explained to the Vestry that Otey's current Initiative is celebrating the School of Theology's 150th year.

SENIOR WARDEN'S REPORT - (No Report)

JR. WARDEN'S REPORT- (No Report)

COMMITTEES (ATTACHMENTS)

1. *Building and Grounds* (See report attached) Dorothy reminded the Vestry that the trees on campus will be cut. Tim asked Dorothy to ensure that a notice to that effect be put in the bulletin.
2. *CAC:* Larry Barker (See report Attached).
3. *Nominating Committee:* Laura announced that Tim Graham, Claudia Porter and Pete Trenchi are the 3 parishioners who agreed to be nominated for the Vestry.

Rachel suggested that the Vestry affirm to the parish that the policy of accepting all qualified parishioners for nomination is and remains Otey's policy. Laura noted that the ballot will have, in addition to the three names listed above, several spaces provided for the names of those nominated from the floor.

4. *Stewardship:* Rachel Suarez (See report attached) Rachel reviewed her report showing the results of the 2017 campaign as of November 14 (74 pledges submitted, 56 are pending). The Committee has sent a second notice to parishioners.

OLD BUSINESS

1. *Mary Sears:* Rachel advised the Vestry that Lisa Orange is interested in purchasing Mary's house and will have it inspected and will make an offer on Monday. If this does not result in a sale, the property will be listed.

The home contains personal property, a portion of which will be used to stage the home. The remainder will be sold; it has not yet been decided how the proceeds will be divided between the Sears family and Otey. There was a short discussion concerning whether someone would sell the personal property for a commission.

Rob noted that Diane Jones has agreed to house sit, charging \$10 for each day that she provides that service.

Motion: Rachel moved that the Vestry authorize the executor of Mary Sears estate, Susan L'Engle de Figueiredo, to sell Mary's home in accordance with the will and, subject to Vestry approval of the sales price, and a requirement that the net proceeds be placed in escrow with the title company or into the Chancery Court until the estate is probated. Laura seconded the motion. The motion passed by unanimous vote.

Motion: Dorothy moved that the Vestry accept Diane Jones' offer of \$10/day to house sit May Sear's house until the house is sold. Tim seconded the motion. The motion passed by unanimous vote.

NEW BUSINESS

The meeting was adjourned at 7:05.

NEXT MEETING DECEMBER 15 AT LAURA'S HOUSE AT 5:30. MEETING AND DINNER.

Respectfully submitted,
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
December 15 pot luck dinner at Laura's home	All Vestry
Mutual Ministry Review	Laura, Rob and Dorothy

**SPECIAL MEETING OF THE VESTRY
MARY SEARS HOUSE**

Otey Memorial Parish Church
November 3, 2016 5:30 PM

Present: Larry Barker; Pam Byerly; Shelley Cammack; Barbara Prunty; Dorothy Gates,
Junior Warden; Tim Graham; Rachel Suarez; Laura Willis, Senior Warden; Rob
Lamborn, Priest; Ann Aitken, Clerk

Kathy Solomon; Treasurer

Absent: Ken Taylor

Visitors: None

The meeting opened with a reading and prayer

Rob opened the meeting stating that the purpose of the meeting and the sole topic of discussion is Mary Sears' house which Mary has devised to Otey Parish. Rob then turned the meeting over to Rachel.

Rachel brought two questions before the Vestry for discussion and guidance going forward. (1) How best to go forward with sale of the property and (2) whether Otey will, if asked, commence making payments of the home mortgage, utilities, insurance and other ongoing expenses related to Mary's house.

EXECUTIVE SESSION: At or about 6:00 Rob declared an Executive Session for the purpose of discussing the topics named above.

At or about 6:20 Rob adjourned the executive session and commenced the open meeting of the Vestry for the purpose of taking action.

Motion: Rachel moved that Otey make mortgage payments no earlier than December 1, 2016 and pay utility bills as they become due, effective immediately. The motion passed by unanimous vote.

Motion: Rachel stated that a potential buyer for Mary Sears' house has been identified and moved that the list price authorized by the Vestry shall be \$199,000 [remainder of the motion containing further terms of sale has been redacted until the house has been sold] The motion passed by unanimous vote.

The meeting was adjourned at 6:30.

Otey Memorial Parish Church

Year to Date 10/31/2016

Statement of Changes in Financial Position

	Operating	CAC	Consolidated	Budget 2016
Revenues				
Support From Usual Sources				
4111 - Plate Offerings	6,529	-	6,529	7,000
4115 - 1/4th Plate to RDF	(268)	-	(268)	(1,750)
4131 - Pledge Payments	267,326	-	267,326	349,150
4151 - Non-Pledge Gifts	25,792	43,631	69,423	27,000
4591 - Interfund Transfers	13,251	4,574	17,825	20,000
Total Support From Usual Sources	312,630	48,205	360,835	401,400
Support From Internal Sources				
4512 - Investment Income	1,480	-	1,480	-
4531 - Gain(Loss) investments sold	2,737	-	2,737	-
4551 - Property Rental Income	9,995	-	9,995	3,500
Total Support From Internal Sources	14,212	-	14,212	3,500
Total Revenues	326,842	48,205	375,047	404,900
Expenses				
Work Outside Congregation				
5111 - Diocesan Assessment	18,750	-	18,750	25,000
5121 - Seminary Gift	-	-	-	-
5131 - Outreach (CAC)	-	23,518	23,518	-
Total Work Outside Congregation	18,750	23,518	42,268	25,000
Work Within Congregation				
5211 - Work w/in Parish, Rector	-	-	-	-
5171 - Stephen Ministry Expenses	-	-	-	500
5398 - Pastoral Care	-	-	-	150
5311 - Christian Education	1,919	-	1,919	2,000
5317 - Discernment	-	-	-	-
5331 - Parish Life	1,349	-	1,349	1,000
5351 - Altar Supplies	204	-	204	1,000
5353 - H.E. Prep. & Confirmation	-	-	-	200
5355 - Music	165	-	165	750
5357 - Prayer Book and Liturgy Materials	198	-	198	100
5359 - Organ & Piano Maintenance	1,425	-	1,425	1,800
5371 - Youth Ministry	2,467	-	2,467	2,000
Total Programs	7,727	-	7,727	9,500
Operating Expenses				
Salaries & Wages				
5411 - Clergy	33,997	-	33,997	40,400
5413 - Seminarian	-	-	-	-
5415 - Supply Clergy	925	-	925	1,250
5421 - Youth Minister	4,167	-	4,167	5,000
5431 - Organist	7,838	-	7,838	9,375
5432 - Supply Organist	300	-	300	600
5451 - Child Care	3,858	-	3,858	4,850
5461 - Dir. Christian Formation	7,153	-	7,153	9,979
5471 - CAC Director	-	19,167	19,167	23,000
5481 - Parish Administrator	30,133	-	30,133	36,160
5486 - Financial Administrator	10,608	1,441	12,049	11,000
Total Salaries & Wages	98,979	20,608	119,587	141,614
Employee Benefits				
5511 - Clergy Pension	13,321	-	13,321	14,340
5521 - Clergy Insurance	19,604	-	19,604	24,156

5526 - Clergy Housing & Utility Allow.	28,000	-	28,000	33,600
5531 - Clergy - SECA Payments	4,743	-	4,743	5,660
5551 - Staff Payroll Taxes	4,731	1,466	6,197	7,601
5561 - Staff Pension	2,712	1,725	4,437	5,325
5571 - Staff Insurance	7,161	-	7,161	8,628
5631 - Workers Compensation	201	192	393	1,200
Total Employee Benefits	80,473	3,383	83,856	100,510
Facilities Expenses				
5611 - Property & Liability Insurance	9,191	-	9,191	8,600
5711 - Repairs & Maintenance	803	-	803	2,000
5721 - Elevator Maintenance	3,190	-	3,190	2,700
5731 - Equipment Purchases	-	-	-	500
5751 - Contracted Services	11,465	-	11,465	13,000
5761 - Furnishings	250	-	250	500
5771 - Supplies	513	-	513	750
5781 - Electricity	12,546	-	12,546	13,250
5783 - Gas	2,041	-	2,041	4,000
5785 - Water & Sewer	2,185	-	2,185	2,100
5790 - Grounds Maintenance	2,690	-	2,690	3,500
Total Facilities Expenses	44,874	-	44,874	50,900
Office Services				
5811 - Audit	6,000	-	6,000	6,000
5821 - Computer Expenses	2,157	-	2,157	2,500
5831 - Copying expenses (lease of large copier)	2,114	-	2,114	3,200
5841 - Office Supplies	1,096	500	1,596	1,500
5851 - Office Equipment Purchases	224	-	224	500
5861 - Postage	532	-	532	600
5871 - Telephone	4,970	443	5,413	4,498
5891 - Miscellaneous Expense	67	-	67	700
Total Office Services	17,160	943	18,103	19,498
Organizational Expenses				
5911 - Clergy Car Expense	-	-	-	1,500
5913 - Clergy Expense Allowance	-	-	-	500
5921 - Continuing Ed. Clergy	-	-	-	2,000
5922 - Continuing Ed. Staff	1,594	-	1,594	500
5931 - Convention & Travel	287	-	287	1,000
5941 - Ministering to New Members	-	-	-	100
5961 - Publications	1,037	-	1,037	1,000
5971 - Communications	-	-	-	200
5981 - Stewardship	-	-	-	400
5999 - Vestry	104	-	104	100
Total Organizational Expenses	3,022	-	3,022	7,300
Total Operating Expenses	270,985	48,452	319,437	354,322
Other Expenses				
7411 - Interest Expense	-	-	-	-
7311 - Sabbatical Reserve Provision	-	-	-	-
7211 - Depreciation Expense	-	-	-	-
7711 - Debt Service Provision	38,014	-	38,014	50,400
7400 - Search Committee	-	-	-	-
Total Other Expenses	38,014	-	38,014	50,400
Net Receipts/(Disbursements)	17,843	(247)	17,596	178

**Otey Memorial Parish
 Summary of Restricted Accounts
 January to October 2016**

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Credit Adjustments	Debit Adjustments	Ending Balance
Temporary Restricted						
Outreach Funds						
8111 - Community Action Committee	\$6,483.30	\$0.00	\$0.00	\$15,393.48	\$21,776.31	\$100.47
8155 - E Y C Fund Raiser	\$2,505.60	\$0.00	\$0.00	\$2,780.00	\$0.00	\$5,285.60
8175 - Bishop of TN Discretionary Fund	\$187.00	\$0.00	\$0.00	\$509.00	\$0.00	\$696.00
Total Outreach Funds	\$9,175.90	\$0.00	\$0.00	\$18,682.48	\$21,776.31	\$6,082.07
Buildings Funds						
8313 - Phase II Capital Campaign	\$4,280.00	\$0.00	\$0.00	\$8,885.00	\$0.00	\$13,165.00
8314 - Phase II Debt Reduction	\$46,795.54	\$0.00	\$0.00	\$28,380.71	\$0.00	\$75,176.25
Total Buildings Funds	\$51,075.54	\$0.00	\$0.00	\$37,265.71	\$0.00	\$88,341.25
Other Restricted Funds						
8911 - Altar Guild Flower Fund	\$4,192.86	\$0.00	\$0.00	\$1,495.00	\$3,703.00	\$1,984.86
8920 - Parish Life Restricted	\$979.31	\$0.00	\$0.00	\$1,400.30	\$509.64	\$1,869.97
8951 - Memorials	\$6,380.51	\$0.00	\$0.00	\$725.00	\$0.00	\$7,105.51
8971 - Rector's Discretionary Fund	\$9,741.45	\$0.00	\$0.00	\$5,470.17	\$7,904.62	\$7,307.00
8978 - Continuing Education	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
8991 - Miscellaneous Restricted Gifts	\$4,785.12	\$0.00	\$0.00	\$5,176.62	\$6,056.95	\$3,904.79
Total Other Restricted Funds	\$26,079.25	\$0.00	\$0.00	\$14,467.09	\$18,174.21	\$22,372.13
Total Temporary Restricted	\$86,330.69	\$0.00	\$0.00	\$70,415.28	\$39,950.52	\$116,795.45

Rector's Report: 17 November 2016

Some of my activities in addition to Sunday services between Wednesday, October 19, and Tuesday, November 15, 2016:

Evening Prayer (as available, Mon-Thurs)

6 pastoral meetings or visits

Meetings:

Sr. Warden

Vestry (once regular & once called)

Deacon Betty Carpenter (twice)

Parish Administrator (often)

Treasurer

Seminarian Chris Wilkerson (weekly)

University Chaplain

Finance Committee

Buildings and Grounds Committee

Friends of Canon Gideon Foundation USA

director Sally Hubbard

Seminarian Chris Wilkerson (weekly)

Director of Christian Formation

(most weeks)

Stewardship Committee

Adult Forum (weekly)

Rotary (weekly when in town)

5 other meetings

Vestry brown-bag lunch

Wednesday Seminary Eucharist & lunch, (weekly when available)

Memorial for victims of the Pulse nightclub shooting in Orlando

Otey Oktoberfest

Acolyte training

Prof. Amy-Jill Levine lecture at SoT

Real Estate meeting

Mary Sears memorial service and interment

Sewanee Symphony Orchestra (weekly through Nov 5)

Time away:

Monday, November 14--medical appointment with mother

Coming up:

Discernment for 2017 Seminary Intern

Annual Parish Meeting on Sunday, November 20 at 9:30am, followed by one service at 11.

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

BUILDINGS AND GROUNDS MINUTES – NOVEMBER 9, 2016

Updates on Projects:

1. New office space in Claiborne for Diane Fielding – completed
2. Installation of office door windows – Mickey has windows for framing prior to installation
3. Electrical work:
 - Rheostat for chapel light – completed but need dimmable bulbs
 - Rheostats for Brooks Hall center hall and dining room chandeliers – Mickey/Evan
 - Replace back hall sensor light switch with regular switch - Evan
 - Outside lighting – Wlm. McBee repaired Brooks Hall front porch light, it is on a timer. His opinion is that the outdoor lighting is so convoluted it will probably be less expensive to start over than to try to find where the wiring runs underground and could probably now be under concrete.
4. Linen cabinet in Sacristy – Rob discussing with George
5. Unclogging underground drain line for Brooks Hall downspout & removing surface downspout – underground drain determined to be cutoff during construction. Mickey & Drew will study possibility of rerouting.
6. Indoor signage – Rob & Frieda to determine location & nomenclature
7. Godly Play “clothesline” on which to hang children’s artwork – Frieda has clothesline – need someone to hang.
8. Corkboard for posting parish events – Dorothy painted and it needs to be hung in center hall over bench.
9. Adaptive sound system components received and in service – completed.
10. Usher instructions regarding changing temperature on HVAC. Discussed instruction sheet development for ushers. Frieda to look for possible existing one to tweak.
11. Looking for solution to prevent parking on grass between St. Mark’s and Brooks Hall – Betty Barton
12. Replacement of Episcopal Church sign on Hwy 41A. Rob studying options at <http://episcopalmarketplace.org/Configure-your-Custom-Sign>.
13. Light bulbs on outside eave motion sensor lights on driveway side of St. Mark’s were not broken but burned out and replaced (Drew). Need the sensors to be replaced with timer ones instead of motion ones. Evan
14. Need replacement of shingles on Brooks basement window on church side. Drew to replace and George to touchup paint.
15. Door leaning against back of Brooks needs to be taken to dump.
16. We have permission from the University to remove two large white oaks, one box elder and a sugar maple. King’s Tree Service had lowest bid. Frieda to arrange date to coordinate with parish activities.

Future Projects:

1. Claiborne floors – sound deadening between floors awaiting funding.
2. Reverberation in St. Marks Hall – Barbara Prunty will get two panels (enough for one window) from J. C. Penny. These are ready-made

- curtains in long lengths that should fit our windows. She will outfit one window as a sample of what it could look like – possibly solicit donations?
3. Exterior signage of the “Exit only” sign and “Do Not Enter” sign need repainting, sealing and new posts. In order to maintain aging wood signs they need cleaning and painting with sealer once a year.
 4. Round-off turn from parking strip on the side of the church onto driveway and move existing rocks back to follow the new curve once Brenda can get back on her tractor.
 5. Need new speed bump on driveway behind Brooks Hall – Drew to investigate.
 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. Spring Parish Workday?
 7. Danley looked at relocating back thermostat in church from post to back left corner below inside glass window but he was not in favor of it. Dorothy will check with Mike Roark to see if he could run the wiring.
 8. Replace blown bulbs inside church before Advent - George
 9. Refinish outside top of front church doors - George
 10. Scrape and repaint iron railing in front of church. Spring Parish Workday?
 11. Remove leftover construction debris and scape lumber that have exposed nails from behind building. Spring Parish Workday?
 12. Dispose of wrought iron benches by outdoor chapel – wrought iron broken so not able to be salvaged. Get this done when door leaning against the back of Brooks is taken to the dump?
 13. Lay gravel and define additional parking by driveway of outdoor chapel. This will require Joseph Sumpter’s input to prevent erosion of new area.
 14. Banister at back of St. Mark’s Hall needs sealing. Bonner Scholars to work with Betty Carpenter and Bruce Baird.
 15. HVAC units behind St. Mark’s Hall need removable security fencing installed – plastic lattice? This is already on the radar of Children’s Center director Sandy Glycet.
 16. Recover couch in Adult Ed. Room with upholstery material found at Mary Sears house. Barbara will get upholsterer to come look at the couch to determine if there is enough material and if it will work on the couch.
 17. Contact Joseph Sumpter regarding erosion of driveway by Children’s Center - Dorothy
- Next regular meeting on Wednesday, December 14th.

COMMUNITY ACTION COMMITTEE
BOARD REPORT
OCTOBER 2016

The October Community Meal was a huge success with over fifty in attending. There was a wonderful cross-section of the mountain and the students did an outstanding job. Our financial picture is very clear and easily understood due to the hard work of Kathy Soloman and Diane Fielding. Monies to "Buck's Fund" for medical expenses have been distributed and we have been able to assist several individuals with medical requests. The South Cumberland Power committee continues its work in partnership with CAC, Mountain T.O.P. Community Engagement and VISTA. There has been much progress made this academic year and ultimately our clients can benefit with lower utility bills. The CAC/St. James After School Tutoring Program has a start date of January 11. There is a strong committee and Bonner Leader Allison Bruce has done an outstanding job. I am encouraged by the number of our CAC friends who drop by just to visit. It is a wonderful opportunity to share different world views and gain understandings as are the Community Meals always on the last Friday of each month.

Monthly Report

Visitors- To CAC- 90 Volunteers-11
Grocery Bags Distributed- 49 Families Served- 53
Utility Assists- 15 Medical-1 Housing-1 Transportation-0
Medical- 2 Dental- 0 Education- 0 Home Visits- 1

Faithfully,
Betty Carpenter

Stewardship Committee

The Stewardship Committee is initiating a year round approach to stewardship, incorporating it into our Christian life together and into Christian Formation. We seek to cultivate gratitude and generosity in the lives of our church family. We have organized the following:

- co-sponsored a BBQ after the evening service June 12th
- sent an initial letter from the rector and a follow-up letter from the Stewardship Committee that included the pledge card
- set the rector's stewardship sermon
- arranged for parishioner stewardship witnesses, Shelley Cammack, Sophia Patterson and Tom Phelps
- Rector conducted Adult Forum on parish finances,
- set up "Otey Parish Treasures" posters in St. Mark's Hall
- provided bulletin inserts on Stewardship
- conducted the ingathering of pledges on October 30th with Shrimp and Grits brunch following sponsored by the Stewardship Committee, Parish Life, and the Vestry
- writing thank-you notes to 2017 pledgers
- making plans for follow-up with selected 2016 pledgers who have not yet responded to the 2017 campaign

Results of the 2017 campaign as of November 14th:

Number of Pledges: 74

Amount Pledged: \$249,084

Pledges remaining same amount in 2017 as in 2016: 33

Pledges increasing in amount pledged: 28

Pledges decreasing in amount pledged: 6

New Pledges: 4

2016 pledgers who have not yet responded for 2017: 56

Amount 2016 pledgers who have not responded pledged in 2016: \$113,168

Debt Reduction Pledges: 15

Debt Reduction Amount \$18,180

Thank you for the opportunity to serve you.

Committee Members: Anne Griffin, Joel Cunningham, Susan Holmes, Diane Jones Brenda Matthews, Rachel Suarez and Rob Lamborn