

Otey Memorial Parish  
Sewanee, Tennessee  
Vestry Agenda for September 15, 2016  
5:30 pm

- I. Opening Devotions, including silence
- II. Welcome of Deacon Betty Carpenter & Seminary Intern Chris Wilkerson
- III. Minutes from August meeting 5:55
- IV. Report of the Treasurer, including 2015 audit 6:00  
and reconstitution of Finance Committee
- V. Break 6:25
- VI. Reports 6:35
  - Wardens
  - Rector
  - Committees, as necessary
- VII. Old Business
  - Mutual Ministry Review (Laura Willis)
- VIII. New Business 7:10
  - Update on Probate of Estate of Mary Sears
  - Proposal from Friends of Canon Gideon Foundation
  - Missional Engagement Initiative
  - Adaptive listening system for church
- IX. Closing Prayers, including silence 7:25

*Next Regular meeting: Thursday, October 20, 5:30pm*

## MINUTES OF THE VESTRY

Otey Memorial Parish Church

September 15, 2016 5:30 PM

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

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

Absent: Barbara Prunty; Ken Taylor

Visitors: Betty Carpenter; Chris Wilkerson, Delanna Rhoton

The meeting opened with a reading and prayer

INTRODUCING CHRIS WILKERSON Rob introduced Chris Wilkerson, the seminary intern for this term. Chris introduced himself briefly, and each Vestry member introduced themselves and outlined their responsibilities. Rob stated that he would manage Chris' calendar so far as Otey activities are concerned.

Rob also introduced Betty Carpenter who is Otey's new deacon.

Rob asked that going forward Betty and Chris be included as nonvoting members of the Vestry.

**Motion:** Dorothy moved to grant a seat and voice to Betty and to Chris Wilkerson for this semester. Pam seconded the motion. The motion passed by unanimous vote.

### APPROVAL MEETING MINUTES

**Motion:** Pam moved that the August 2016 minutes be accepted as amended. Tim seconded the motion. The motion passed by unanimous vote.

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

1. **Audit Report:** Kathy introduced Delanna Rhoton, principal at the accounting firm of Bean, Rhoton & Kelley, PLLC. Ms. Rhoton distributed copies of the 2015 audit report and reviewed the report. She made suggestions directed toward improving documentation on disbursements and receipts given to donors.

A few facts of interest are:

- Otey assets year end 2015 were: \$3,411,729.96
- Assets increased slightly from 2014 to 2015 particularly nonrestricted funds
- Expenses, at \$500,955.21 remained consistent with prior years.

2. *Monthly Budget Line Items (See Financial Report):* Kathy quickly reviewed budget line items of note, including adjustments for Property rentals and Miscellaneous line items, a donation for piano stringing, Elevator maintenance, and the Audit charge of \$6,000.

3. *2017 Budget Preparation:* Kathy proposed to the Vestry that the 2017 budget be prepared from the proposed budgets submitted by each Otey committee or activity.

4. *New Finance Committee (See Proposal Attached):* Rob distributed a proposal for a reconstituted finance committee: The committee to be comprised of 6 members who are:

1. Treasurer 2. A Warden 3. A Vestry Liaison 4. 2 Members nominated by the Treasurer and Rector and approved by the Vestry 5. Rector *ex officio*

**Motion: Tim moves to accept the Finance Committee Proposal.** Pam seconded the motion. The motion passed by unanimous vote.

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

1. *Recent Activities:* Rob highlighted his activities for the preceding month including the Rotary Hunger Walk and his participation in the Sewanee Orchestra.
2. *Vestry Nominations:* Vestry nominations will begin in January.
3. *Field Education Students:* Vetting is commencing for the mid year field education internship at Otey.
4. *Building and Grounds Projects:* Rob is moving forward with a sound system for the church. (See New Business below).
5. *Annual Meeting:* Rob proposes that the Annual Meeting be held November 20, 2016 at 9:30 a.m.

**Motion: Laura moved that the all parish annual meeting be set for November 20, 2016 at 9:30 a.m.** Pam seconded the motion. The motion passed by unanimous vote.

SENIOR WARDEN'S REPORT - (No Report)

JR. WARDEN'S REPORT- (No Report) Dorothy provided a copy of the Building and Grounds Committee meeting report. (See Committee reports below)

COMMITTEES (ATTACHMENTS)

1. *Building and Grounds* (See report attached)

**Adaptive Listening Devices:** Rob has researched and proposes to purchase an adaptive listening system. He distributed to the Vestry a spec for the Williams Sound PPA VP 37-00 which includes 4 portable receivers. Rob proposes to purchase the system using funds from the Memorial Fund. Tim asked whether the funds are restricted. Rob explained that the Memorial Fund is used to pay for "enduring improvements" The question was then raised concerning how Otey can keep from losing the hand held receivers.

**Motion:** *Laura moved that the Vestry authorize up to \$2,000 from the Memorial Fund to begin testing an adaptive listening system.* Rachel seconded the motion. The motion passed by unanimous vote.

2. *CAC:* Larry Barker (See report Attached).

4. *Mutual Ministry:* Laura Willis Laura has not heard from Reverend Kristine Blaess.

3. *Stewardship:* Rachel Suarez (See reports attached) Rachel reported that the Ingathering Luncheon is to be held on October 30 and that 4 Vestry members are needed to prepare the Shrimp and Grits main dish. Rachel will provide the recipe to those who volunteer. Rob will circulate an email to support the effort.

OLD BUSINESS

(1) *Mary Sears Estate:* Rachel reported that she attended a preliminary meeting with Bob Burns who is the attorney for Mary Sears' estate. She will report as the estate administration moves forward.

NEW BUSINESS

1. *Friends of Canon Gideon:* (See attached memorandum) Sally Hubbard is asking Otey to provide support for Canon Gideon's Hope Institute in Kampala Uganda. Betty Carpenter will work with Sally to frame a proposal to the Vestry.

Rob asked: Does Otey want a foreign mission? If so, how do we go about supporting Hope Institute?

**Motion:** *Laura moved that the Vestry move forward on next steps toward a foreign mission in collaboration with the Canon Gideon organization.* Shelley seconded the motion. The motion passed by unanimous vote.

The meeting was adjourned at 7:40.

**NEXT MEETING OCTOBER 20 AT 5:30.**

Respectfully submitted,  
Ann Aitken, Clerk of the Vestry

ACTION ITEMS	LEAD
Report on Insurance Coverages, add year to date figures on the budget form, create a CAC income statement	Kathy
Ingathering Meal <b>OCT 30</b> Shrimp and Grits provided by Vestry	Rachel
Mutual Ministry Review	Laura, Rob and Dorothy
Sanctuary Floor	Building Committee
Hope Institute Exploration of a foreign mission	Laura, Rob
Missional Engagement Initiative	Barbara Prunty and Dorothy Gates

## **Rector's Report: 15 September 2016**

*Some of my activities in addition to Sunday services between Wednesday, August 17, and Tuesday, September 13, 2016:*

Evening Prayer (as available, Mon-Thurs)

13 pastoral meetings or visits

### Meetings:

Sr. Warden	Director of Christian Formation (weekly)
Junior Warden	Christian Formation Committee
Wardens	Betty Carpenter & Sally Hubbard
Staff (twice)	A forum speaker
Vestry	Stewardship Committee chair (twice)
Parish Administrator (often)	Stewardship Committee (twice)
Treasurer (twice)	Lectionary class or Forum (weekly)
Treasurer and Finance Committee Liaison	Acolyte Coordinator
Treasurer and Financial Admin. Asst.	Rotary (weekly when in town)
New SCC Director Sandy Glacet	5 other meetings
Deacon Betty Carpenter	
Seminary Intern Chris Wilkerson (weekly)	
Buildings and Grounds Committee	

### Welcome Picnic

Vestry brown-bag lunch  
Wednesday Seminary Eucharist & lunch, (twice)  
Annual employee reviews: Neil Patterson & Kathy Sturgis  
Attended welcome reception for new UoS faculty & staff  
Rotary Hunger Walk to benefit CAC & Morton Memorial food bank  
Sunset Serenade at St. Mary's-Sewanee  
All-day meeting of Missional Engagement Initiative at SoT  
Sewanee Symphony Orchestra (weekly starting Sept 13)

### Coming up:

2017 Budget Process  
Nomination Process for Vestry terms to begin 1/1/2017  
Discernment process for 2017 Seminary Intern  
I propose that the Annual Parish Meeting take place on Sunday, November 20

I have reported to the parish that the Rev. Clifford Schane, rector of Otey 1979-1996, died in Atlanta early on Sunday, September 11, 2016.

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

## **THE FRIENDS OF CANON GIDEON-USA**



### ***Who is the Rev. Canon Professor Gideon Byamugisha?***

Canon Gideon, age 56, is a Teacher by Profession, Theologian by Training and Pastor by Calling! He is a Priest in the Anglican Faith and an HIV/AIDS Activist who is known as the first practicing religious leader in Africa to publicly declare his positive HIV status (1992) as a way of breaking the silence, stigma, shame, denial and discrimination that were and continue to be life-reducing and life-wasting in many of the world's AIDS-affected families and communities.

Since that time, Gideon has made a great contribution in the prevention of HIV/AIDS and the mitigation of its impact, and in mobilizing faith communities for safer, healthier, more peaceful, more prosperous and more spiritually fulfilling living at individual, family and local community levels. He has accomplished this

through:

- \* his teaching work and leadership ministry with Bishop Tucker Theological College, Mukono; the Province of Church Of Uganda, The Diocese of Namirembe, World Vision International, Christian AID and The Friends of Canon Gideon Foundation;

- \* the founding of the Hope Institute for Transformational Leadership & Development, a vo-tech high school near Kampala, to graduate youths as leaders that are family and community health competent, spiritually empowered, gainfully and technologically skilled, social-justice sensitive, and environmental-health aware.

- \*public talks, lectures, media talks and sermons, visiting professorships, and personal testimony shared in 60 countries of the world.

THE FRIENDS OF CANON GIDEON FOUNDATION-USA (FOCAGIFO)  
PO BOX 213  
SEWANEE TN 37375

August 25, 2016

To: The Members of the Vestry of Otey Parish Church, Sewanee

Re: A Proposal for Social Outreach in Uganda

Thanks to the efforts of Politics Professor and Otey member Amy Patterson, in the Advent Semester of 2013 Canon Dr. Gideon Byamugisha of Uganda visited the University of the South at Sewanee to lecture on the subject of global religions' responses to the HIV/AIDS pandemic. In many ways he took part in community life, including attending Sunday services and classes at Otey Parish Church. Such was the response of community and parish members to his loving faith and indefatigable optimism that an incorporating board was formed to establish a 501c3 corporation and fundraise annually for his Hope Institute in the Kampala area. This is a boarding and day school which provides daily guidance regarding HIV prevention, testing, and treatment, as well as standard high school coursework and vocational training for about 80 students, age 14 to 20.

FOCAGIFO-USA has completed three years of support and remains true to our conviction that no donated dollars can be diverted for overhead expenses; there is no middle man--100% of donations are transferred directly to Canon Gideon. We also have confidence based on student interviews and photographs that our funds have been used appropriately for the designated projects (van 2014, computers 2015, catering kitchen 2016).

If non-profit corporations do not grow beyond the initial ambitions of founders and incorporators, they are statistically likely to fail in seven years. To increase the base of support and create a dependable source of future funding, the FOCAGIFO Board of Directors respectfully asks the Rector and Vestry of Otey Memorial Parish to consider instituting an ongoing foreign ministry project for the benefit of Canon Gideon and his Hope Institute. With your encouragement, we would like to have an information and planning meeting on Sunday, October 2, at 2 p.m. in Claiborne Parish Hall to visualize this commitment. Early planning includes a Silent Auction event at Otey in early April.

We very much appreciate your thoughtful consideration. Cordially,

Sally Hubbard

BOARD MEMBERS

Karin Ringheim, President, Arlington VA  
Sally Hubbard, Coordinator/Treasurer, Sewanee  
Marilyn Phelps, Secretary, Sewanee  
Betty Carpenter, Sewanee  
Sara Woldehanna, Washington DC  
Neil Patterson, Sewanee  
Karen Love, Chattanooga

501c3 INCORPORATORS

Laura Willis  
John Gatta  
Robert Hughes  
Haynes Roberts  
Amy Patterson  
Allison Hartley  
IRS Determination Letter dated Jan. 30, 2015



CAC BOARD REPORT August was somewhat of a slow month as the numbers will reflect. Several ongoing Hunger Walk meetings continued as well as meetings with Katherine Bruce as representative of Sewanee Elementary School. Now that the testing pressure is off we are going to have an ongoing relationship with SES students in terms of education about community needs and food insecurity. Positive results will follow. I met with the new VISTA worker in charge of the Weatherization Project and am hopeful that we can move forward so that our clients will benefit with having lower utility bills. This just may be the year! We also welcomed David Cobb as a new Board member and representative from the SOT. Some of our clients are artisans and CAC will again be a stop on the Artist Guild Tour in December. The entry fee will be waived. Students returned and we look forward to the upcoming academic year. Food with Friends has set a September date for the first community meal and I encourage everyone to come on Friday 9-23. The meals will be in St. Mark's Hall the last Friday of each month for the Advent semester. I would like for each member of our board to come with one thing that you can do to support the ongoing work of CAC.

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### CORE FUNCTIONS

- ◆ Individuals who came to CAC:54
- ◆ Families Serve: 31
- ◆ Grocery Bags Distributed: 57
- ◆ Medical/Dental: 2
- ◆ Housing: 3
- ◆ Education: 0
- ◆ Referrals to other agencies: 3
- ◆ Home Visits: 4
- ◆ \*18 utility assists
- ◆ Volunteers: 30

The mission of CAC is: Provide assistance to persons in crisis Provide services related to basic human needs Identify ways to break the cycle of poverty Present the love of Christ in our community.

Proposal to reconstitute the Finance Committee  
Submitted by Kathy Solomon, Tim Graham, and Rob Lamborn, September 2016

Purpose: The **Otey Parish Finance Committee** is established by the Vestry to assist in the optimal stewarding of parish financial resources in the service of the current ministries of the parish and those envisioned for the future.

Membership:

Treasurer

A Warden

A Vestry Liaison

2 Members nominated by the Treasurer and Rector, approved by the Vestry serving 3-year terms, who may succeed themselves once before rotating off for at least a year

The Rector, *ex officio*

The chair of the committee shall be someone other than the Treasurer, and is appointed by the Rector from among the committee's membership.

Responsibilities:

- provides support and oversight to the Treasurer in monitoring parish finances, reviewing financial statements quarterly
- establishes policies for internal controls and keeps those policies up-to-date
- reviews the annual audit and responds to its recommendations
- establishes investment policies in accordance with the goals and risk tolerance established by the Vestry, and ensures that investments are managed accordingly
- ensures that insurance coverage is adequate and appropriate in cost
- assembles operating budget requests into a budget recommendation to the Vestry
- recommends financial strategies to achieve the longer-term goals of the Vestry
- seeks expertise and advice when beneficial to the fulfillment of its duties
- helps recruit successor members for the committee members

Approximate schedule:

August—meeting primarily to review audit results

September—Treasurer invites budget requests from those with line-item responsibility

October—Treasurer collates budget requests; finance committee meets to review the requests and build a draft proposed budget

November—draft budget submitted to vestry meeting (final version approved Dec mtg)

February—meeting primarily to review year-end numbers and investments

late April—meeting primarily to review insurance and financial policies

## STEWARDSHIP COMMITTEE MEETING, September 12, 2016

Rob opened with a prayer.

Rob reported that there are ready-made bulletin inserts under the heading "Living Generously". They are produced by the Episcopal Network for Stewardship. The Committee discussed possible themes for the Stewardship Campaign. Diane read several Bible verses that were related. There was discussion, and the group focused upon the verse, "For where your treasure is, there your heart will be also," from Matthew 6:21. Offertory verses in the prayer book were discussed as another possibility. The consensus was to use the verse from Matthew as a theme.

Joel presented a draft of the letter from the Committee to the congregation. It will go out with the pledge card and the brochure. Various suggestions were made. Susan and Rob will edit, and Rob will prepare the next draft.

The group discussed the need to show that our money supports ministries and outreach. Rob is meeting with Kathy tomorrow to determine the feasibility of showing those items in a pie chart.

The group discussed having information that would show the categories of current giving. This might be a bulletin insert during the Stewardship Campaign.

Diane discussed the brochure and what elements it would contain: the theme, photos, quotes from parishoners, a short statement from Rob, and financial data with one or two pie charts and a table. Rob wanted to sprinkle the quotes throughout. Susan will work on a table showing categories of pledges. She will prepare a draft for the September 26th meeting. Diane will have a draft of the brochure by September 26th also.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Rachel Suarez

Stewardship Committee Meeting, August 28, 2016

Rob opened with a prayer. He announced that Ann has agreed to chair the Committee.

He handed out an outline of the Fall 2016 proposed Stewardship timeline.

The group discussed having a thank you lunch or dinner. The dinner would be a joint effort between the Stewardship Committee, Parish Life, and the Vestry. After discussion the group reached a consensus that a brunch between services would be the best approach, so that 8:50 church attendees would not have to return later for lunch. Shrimp and grits is suggested for the menu. The tentative plan is for Ingathering Sunday and the brunch to take place on October 30th. Rob will check with Brown Patterson to see if October 30th will work with the Christian Formation schedule. If not, we will have the Ingathering and brunch on November 6th.

Rev. John Talbird is proposed to be our consultant and will meet with the Stewardship Committee and the Vestry on September 15th at 5:30 if his schedule can accommodate that date. He will also be invited to preach the Sunday before the Ingathering.

The Committee discussed allocating individual action items, and also decided that follow-up will be a group action.

With regard to individual action items, Rob will draft the initial letter, give a stewardship sermon, solicit parishioner stewardship witnesses, and obtain quotes from parishioners for a brochure regarding ministries, i.e. Otey in action. Quotes will include such items as, for example, "why Otey means so much to me".

Diane will take responsibility for the pledge card with new art and produce the brochure regarding ministries. Others will gather the pictures and quotes for the brochure. For example, there might be a photograph of someone receiving help at CAC. The purpose of the brochure is to highlight what our generosity and pledges accomplish. Diane and Brenda will work on the posters.

Rachel will coordinate with Farris Ralston regarding photographs of Otey in action for the brochure. Rachel will also coordinate with Parish Life and the Vestry regarding the brunch on Ingathering Sunday, and will prepare the text of the report for the November 17th Vestry meeting. Frieda will provide the numbers for the report.

Joel mentioned that in the past Otey had a chart with different levels of giving among parishioners and the numbers in that level, as a frame of reference. Rachel stressed the importance of tithing as a standard and sacrificial giving versus actual dollars. Joel felt the time is right to be more assertive and to challenge people and talk about what we could do with increased giving such as paying our diocesan commitment. He said that if we have the capacity to have more resources, we could do more for the kingdom of God rather than just getting by.

The Committee discussed the meeting dates and various conflicts. October 19th will replace October 17th. The September 12th meeting will take place at 11:00.

Respectfully submitted, Rachel Suarez

## CALENDAR OF EVENTS-OTEY PARISH STEWARDSHIP CAMPAIGN

September 26	Committee preps initial letter from Rob for mailing
September 28-29	Frieda mails initial letter
October 1	Put up posters
October 2	Rector's stewardship sermon at both services
October 2-30	Stewardship bulletin inserts, possible parishioner talks
October 17	Committee preps brochure/letter/pledge card mailing
October 22	Frieda mails brochure/letter/pledge cards
October 30	Ingathering of pledges and shrimp and grits thank you brunch between services to be hosted by Stewardship Committee, Parish Life Committee and Vestry (subject to approval of each group)
October 31	Begin thank you notes
Week of Nov. 6	Begin follow up contacts
November 14	Committee meets and prepares report for November 17 Vestry Meeting