

Otey Memorial Parish
Sewanee, Tennessee
Vestry Agenda for February 21, 2019
5:30 pm

- | | | |
|------|----------------------------------------------------------------------------------|------|
| I. | Opening Devotions | |
| II. | Minutes from the January meeting | 5:50 |
| III. | Reports | 5:55 |
| | Treasurer | |
| | including proposals for budget revisions
and financing for bell tower repairs | |
| | <i>Break</i> | 6:25 |
| | Rector | 6:35 |
| | Committees, as necessary | |
| IV. | Old Business | 6:55 |
| | Report on Seder request--Gary Sturgis | |
| V. | New Business | 7:00 |
| | Vestry retreat items | |
| VI. | Closing Prayers | 7:25 |

The Vestry meets at 5:30pm normally on the third Thursday of each month: February 21, March 21, April 11 or 25, May 16, June 20, [July 18], August 15, September 19, October 17, November 21, December 19 (or 12). According to diocesan canons, we must meet at least quarterly.

**OTEY PARISH
VESTRY MEETING
JANUARY 17, 2019**

Present: The Rev. Rob Lamborn, Tim Graham, Lisa Howick, Claudia Porter, Gary Sturgis, Susan Holmes, Karen Meridith, Sue Moseley, The Rev. Betty Carpenter, John Simpson, Seminarian

Absent: David Burnett, Lee Stapleton

I. Opening Devotions:

Gathered in the Chapel for Evening Prayer

II. Elections:

Clerk of the Vestry – motion to nominate Julie Elrod was moved by Karen Meridith and seconded by Gary Sturgis – motion to close the nominations was made by Lisa Howick, seconded by Susan Holmes. Julie elected unanimously

Senior Warden – motion to nominate Tim Graham was moved by Lisa Howick and seconded by Sue Moseley. Tim elected unanimously

Junior Warden – motion to nominate Claudia Porter was moved by Gary Sturgis and seconded by Lisa Howick. Claudia elected unanimously

Treasurer – motion to nominate Kathy Solomon was moved by Tim Graham and seconded by Claudia Porter. Kathy elected unanimously.

III. Minutes of December meeting

Karen Meridith moved the minutes be accepted as revised; seconded by Susan Holmes. Minutes approved.

IV. Duties and Process of Vestry Service

Materials distributed to the vestry members include (see attachments)

What We're About on Vestry

Vestry As A Life-Giving Team

Description of Duties of Sr. Warden, Jr. Warden, Clerk of the Vestry

It was determined that all new Vestry Members and Wardens could be present for installation on Sunday, January 20 at the service each normally attends.

Date of Vestry Retreat: Saturday, February 9 at the home of Lisa Howick
More details to follow.

V. Reports

Treasurer's Report:

In the absence of Treasurer, Kathy Solomon, a brief one page Financial Report was explained by Tim Graham. Due to the continuing process of closing the books for 2018 the normal reports given to the Vestry will be provided at the February meeting.

Rector's Report:

The Rector explained several items on his report (copy attached) with the addition of the status of pledges received for 2019. He answered questions regarding the possibility of receiving those pledges that are still outstanding.

Bishop Otey Sunday is January 27 with lecture by Howard Lotti, Historian, which will continue the discussion of who Bishop Otey was and how that will impact the name of our parish in the future.

Vestry members reminded to get connected to Realm the new software package at Otey ... there are still some things to be worked out, but overall it is working well.

CAC Report:

Betty Carpenter reported that all is going well at CAC; they were extremely pleased to receive \$12,500 from the Hunger Walk fund raiser as they had anticipated around \$7,000.

VI. Old Business

Bell Tower Project: A copy of the proposal from Joseph Sumpter to repair the Bell Tower was reviewed by the Vestry. (Copy attached) After a discussion of the options, it was moved by Tim Graham, seconded by Gary Sturgis to accept Option I of the proposal. Motion carried.

Tim Graham presented a proposal by First Tennessee Bank whereby Otey Parish would be granted a Line of Credit of \$150,000 with an interest rate of prime + 2.25% to be used to pay for the Bell Tower project and other projects as determined by the Vestry. This Line of Credit could incorporate any remaining balance on the Claiborne Parish House Loan when the June 2019 deadline occurs. At this time there are pledges of \$55,510 toward the remaining balance. There was no action taken with further discussion anticipated as the deadline gets closer.

Sunday Schedule: The Rector asked for information from the Vestry as to how the change in the schedule is being received ... the consensus is that the new schedule is working well ... especially for Christian Formation.

Proposal for Seder was held for the February meeting.

There being no further business the meeting was adjourned.

Respectfully submitted, Claudia Porter, Substitute Clerk

Otey Memorial Parish Church

Treasurer's Report

2/20/2019

Statement of Activities through 12/31/18:

- Otey ended 2018 with uncollected pledges of about \$16,000 due to pledges that were forgiven or collected in 2019, and the difference between estimated total pledges and actual total pledges. This 4% variance is not unusual.
- Total Revenues were under budget by about \$27,000, with most categories not meeting budget.
- This shortfall in revenues was offset by expense control in every category except Facilities Expenses, primarily due to utilities and elevator maintenance.
- Net operating income about \$24,000 contributed to other income and expenses, resulting in net disbursements of about \$3,500. (Unrealized losses on investments of about \$16,000 have largely been recovered as of today.)

Summary of Cash Position:

- As of 12/31, there was just short of \$150,000 in unrestricted liquid assets comfortably over the minimum four months of operating expense target.
- As of 2/18/19, that balance has increased by about \$46,000, illustrating the year-end increase in pledge collections.
- Overall, Otey remains in a very strong cash position.

First Tennessee Loan Summary:

I am thrilled to be able to say that debt reduction pledges received and receivable will allow us to completely pay the balloon payment due 6/1. Our parish hall renovations that cost about \$2.2 million required about \$683,000 in borrowing in 2014. Five years later, that debt will be completely retired due to generous and substantial contributions from this parish.

Respectfully submitted,

Kathy Solomon,
Treasurer

Otey Memorial Parish Church
Statement of Activities through 12/31/18

2/20/2019

				Approved	Revised		
Revenues	Actual 2018	Budget 2018	Budget Remaining	Budget 2019	Budget Adj.	Budget 2019	
Support From Usual Sources							
4111 - Plate Offerings	8,615	8,200	415	8,500	500	9,000	Based on 2018
4115 - 1/4th Plate to RDF	(2,154)	(2,050)	(104)	(2,125)	(125)	(2,250)	
4131 - Pledge Payments	364,647	380,858	(16,211)	395,000	(5,000)	390,000	Review again
4141 - Non-Pledge Gifts	20,015	25,000	(4,985)	30,000	(5,000)	25,000	
4191 - Other Outside Support	19,738	20,000	(262)	20,000	-	20,000	
Total Support From Usual Sources	410,861	432,008	(21,147)	451,375	(9,625)	441,750	
Support From Internal Sources							
4512 - Investment Income**	15,644	16,875	(1,231)	6,000	2,000	8,000	4% instead of 3%
4551 - Property Rental Income	5,337	10,000	(4,663)	8,000	-	8,000	3 year average
Total Support From Internal Sources	20,981	26,875	(5,894)	14,000	2,000	16,000	
Total Revenues	431,842	458,883	(27,041)	465,375	(7,625)	457,750	
Expenses							
Work Outside Congregation							
5111 - Diocesan Assessment	36,026	36,026	-	38,894	-	38,894	Set by Diocese
5121 - Seminary Gift	500	500	-	500	-	500	
5171 - Stephen Ministry Expenses		1,000	1,000	1,000	(1,000)	-	RDF to fund
Total Work Outside Congregation	36,526	37,526	1,000	40,394	(1,000)	39,394	
Work Within Congregation							
5311 - Christian Education	3,458	3,000	(458)	3,500	-	3,500	Rest'd Funds
5331 - Parish Life	2,300	2,300	-	2,500	(200)	2,300	based on actuals
5351 - Altar Supplies	921	1,300	379	1,300	(300)	1,000	based on actuals
5353 - H.E. Prep. & Confirmation	51	200	149	200	(100)	100	based on actuals
5355 - Music	112	750	638	750	(250)	500	based on actuals
5357 - Prayer Book and Liturgy Materials		200	200	200	-	200	
5359 - Organ & Piano Maintenance	1,695	2,300	606	2,400	-	2,400	
5371 - Youth Ministry	2,641	3,000	359	3,000	(1,000)	2,000	Rest'd Funds \$5K
5398 - Pastoral Care	72	150	78	150	-	150	
Total Programs	11,249	13,200	1,951	14,000	(1,850)	12,150	
Operating Expenses							
Salaries & Wages							
5411 - Clergy	40,120	39,344	(776)	40,525	-	40,525	
5415 - Supply Clergy	775	1,300	525	1,350	-	1,350	
5421 - Youth Minister	5,202	5,202	-	5,358	-	5,358	
5431 - Organist	10,069	10,047	(22)	10,348	-	10,348	

Otev Memorial Parish Church

2/20/2019

5432 - Supply Organist	1,025	600	(425)	750	-	750	
5443 - Housekeeper	9,255	11,138	1,883	11,472	-	11,472	
5451 - Child Care	4,561	5,240	679	6,190	-	6,190	
5461 - Dir. Christian Formation	20,280	20,280	-	20,888	-	20,888	
5471 - CAC Director	24,102	24,102	-	24,825	-	24,825	
5481 - Parish Administrator/Otey Notes	38,604	38,604	-	40,000	-	40,000	
5486 - Financial Administrator	12,818	11,557	(1,261)	14,905	(1,378)	13,527	Corrected
Total Salaries & Wages	166,810	167,414	604	176,612	(1,378)	175,234	
Employee Expenses							
5511 - Clergy Pension	15,147	16,298	1,151	16,893	(1,178)	15,716	Corrected
5521 - Clergy Insurance	24,609	27,720	3,111	29,532	1,812	31,344	Corrected
5526 - Clergy Housing & Utility Allow.	38,400	38,400	-	39,552	-	39,552	
5531 - Clergy - SECA Payments	6,105	5,947	(157)	6,126	1,107	7,233	Corrected
5551 - Staff Payroll Taxes	10,261	9,773	(488)	10,597	(9)	10,588	6.15%
5561 - Staff Pension	5,643	5,644	1	8,196	-	8,196	
5571 - Staff Insurance	11,423	9,900	(1,523)	10,548	628	11,176	Corrected
Background Checks (new account)				400	-	400	
5631 - Workers Compensation	717	700	(17)	1,000	-	1,000	
Total Employee Benefits	112,304	114,382	2,078	122,845	2,361	125,205	
Facilities Expenses			-				
5611 - Property & Liability Insurance	9,445	9,200	(245)	10,000	(250)	9,750	Adjusted for actual
5711 - Repairs & Maintenance	4,997	10,000	5,003	10,000	(3,000)	7,000	Painting needed?
5721 - Elevator Maintenance	4,894	3,000	(1,894)	3,000	-	3,000	
5751 - Contracted Services	2,560	1,750	(810)	2,500	400	2,900	1700 Burl's, 1200 U
5761 - Furnishings	78	250	172	250	-	250	
5771 - Supplies	1,284	900	(384)	1,500	-	1,500	
5781 - Electricity	18,944	13,500	(5,444)	16,000	-	16,000	Energy Audit?
5783 - Gas	2,814	2,500	(314)	4,000	(1,000)	3,000	based on actuals
5785 - Water & Sewer	2,963	2,500	(463)	3,500	(500)	3,000	based on actuals
5790 - Grounds Maintenance	4,320	4,500	180	4,500	-	4,500	
Total Facilities Expenses	52,299	48,100	(4,199)	55,250	(4,350)	50,900	
Administrative/Organizational Expenses							
5811 - Audit	6,200	6,000	(200)	6,200	-	6,200	
5821 - Computer Expenses	3,426	2,800	(626)	3,500	-	3,500	
5831 - Copying expenses	3,812	3,300	(512)	3,400	400	3,800	based on actuals
5841 - Office Supplies	1,693	2,000	307	2,100	(300)	1,800	based on actuals
5851 - Office Equipment Purchases	766	750	(16)	750	-	750	
5861 - Postage	483	750	268	800	(300)	500	based on actuals
5871 - Telephone	5,669	5,890	221	6,200	(400)	5,800	based on actuals

Otev Memorial Parish Church

2/20/2019

5891 - Miscellaneous	271	500	229	500	(200)	300	based on actuals
5911 - Clergy Car Expense	1,071	1,500	429	1,500	-	1,500	
5913 - Clergy Expense Allowance	324	500	176	500	-	500	
5921 - Continuing Ed. Clergy	177	2,000	1,823	2,000	-	2,000	
5922 - Continuing Ed. Staff	75	1,500	1,425	1,500	(500)	1,000	
5931 - Convention & Travel	538	1,000	462	2,000	(1,000)	1,000	
5941 - Ministering to New Members	280	500	220	500	-	500	
5961 - Publications	1,350	1,400	50	1,400	-	1,400	
5971 - Communications	-	250	250	250	-	250	
5981 - Stewardship	2,154	3,000	846	3,000	(1,000)	2,000	
5999 - Vestry	140	400	260	400	(200)	200	
Total Administrative/Organizational Expenses	28,429	34,040	5,611	36,500	(3,500)	33,000	
Total Operating Expenses	407,617	414,662	7,046	445,600	(9,717)	435,883	
Net Operating Income	24,225	44,221	(34,087)	19,775	2,092	21,867	
Other Income/Expenses							
6211 - Restricted Funds Released	146,765		(146,765)		-		
4514 - Unrealized Gains/Losses	(16,204)				-		non-cash
7411 - Interest Loan	(6,239)		6,239	(1,433)	-	(1,433)	
7411 - Interest LOC						(2,288)	1/2 year estimated
7311 - Sabbatical Reserve Provision	(1,500)	(1,500)	-	(1,685)	185	(1,500)	
7711 - Principal Payment	(150,520)	(39,994)	110,526	(16,841)	-	(16,841)	
Net Other Income/Expenses	(27,698)	(41,494)	(30,000)	(19,959)	185	(22,062)	
Net Receipts/(Disbursements)	(3,473)	2,727	(64,087)	(184)	2,277	(195)	

*Clergy Insurance: 13 payments in 2018 actual, did not include life and disability in 2018 budget, total \$2468.40/mo.

**Staff Insurance did not include life and disability in 2018 budget

Rector's Report: 21 February 2019

Some of my activities in addition to Sunday services January 16-February 19, 2019:

Evening Prayer (as available, Mon-Thurs)

8 pastoral meetings or visits

Meetings:

Vestry

Treasurer and Finance Chair (thrice)

Deacon

Treasurer

Wardens

Seminarian John Simpson (weekly)

Sr. Warden

Vicar of St. James, Midway

Jr. Warden

Financial Administrative Assistant

Parish Administrator Frieda Hawkins

A Vestry member

(often)

A clergy colleague

Director of Christian Formation

SAS chaplain

(most weeks)

Parish Staff (twice monthly)

Tuesday morning Scripture reflection group for clergy sermon preparation.

Sewanee Symphony Orchestra (weekly)

Wednesday Eucharist and lunch at the School of Theology (weekly)

Rotary (most weeks)

Diocesan Convention--Jan 25-26, Clarksville

Bishop Otey Sunday sermon

Funeral of Liz Workman

Christian Formation Committee

Local Episcopal clergy colleague meeting

Buildings and Grounds Committee

Vestry retreat

Diocesan clergy silent retreat

Finance committee

Phone meeting with diocesan clergy colleagues

Realm software training

Rector's Forum on same-sex marriage in the Episcopal Church and Diocese of Tennessee

Episcopal 101

Sewanee Project on Slavery, Race & Reconciliation Community Advisory Board (twice)

Working group on re-envisioning youth ministry

Premarital preparation sessions (2)

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

Goals for 2019 and somewhat beyond (in no particular order)
Identified at Vestry Retreat 2019

Re-establish a choir

An outdoor pavilion

Accommodations for those with low vision (bulletin, prayer book, hymnal)

Sesquicentennial focus on connecting with our community

Focus on youth/re-envision program, staffing & funding

Reinforce and deepen the fellowship of 12-step groups; publicize them

Diversity in services, and include people from the University

Young family ministry

Ministry in other countries/ regularize a process for outreach beyond CAC

Focus on ministry regularly in the Vestry agenda

Use roles in the liturgy to involve more people

Connect money with ministry in people's understanding

Pay off Claiborne loan

Determine how to pay for bell tower

Implement Invite-Welcome-Connect (x2)

Organ repairs & improvements in dynamic range

Continue to learn about Bp. Otey to a point of greater clarity

Prepare for sesquicentennial

Process of identifying capital needs and appropriate funding

Parish Sesquicentennial Ideas
(from Missional Engagement Group 2016-17
and Vestry Retreat 2019)

St. Paul's-on-the-Mountain Organizational Meeting--Nov 18, 1870
Accepted into Diocesan Convention—May 24, 1871

Celebrate Otey's 150th anniversary through learning about and reflecting on God's work in the past, discovering and understanding God's work in the present, and discerning and envisioning God's work for the future.

Parish History Book

An edited volume

Latham Davis, Pat West?

Get National Episcopal Historians and Archivists to help with oral histories

Sewanee Trust for Historic Preservation liaison--Melissa Williams?

Oral histories

have begun in cooperation with Ben King's seminary classes

premiere an edited video

people dressed as historical personages

Gather stories on July 4

Historic quilts? Ask Louise Irwin

Tag info--Story Corps

Living histories with kids playing historic personages

Find & open the cornerstone at the beginning of the anniversary period?

display items

re-install with the same and additional items at the end

Consult Sewanee in Stone

Univ Archaeologist Sarah Sherwood

Scavenger hunt and workday

Speaker series

Involve the Bishop

Photo project

book, website, archive, video
give people the JPEG of the scan
have a designated archivist

Historic liturgy

Ask Neil Alexander for info

Party (-ies)

*A homecoming event, including past seminarians
Encourage re-activation of nonparticipating members*

Involvement of the Greater Community

People to ask for help

*retirees
VISTAs
Interns from UoS*

BUILDINGS AND GROUNDS
FEBRUARY 21, 2019

Summary of Current Activities

Bell Tower Renovation: The Vestry has approved Option I of Joseph Sumpter's proposal to repair the bell tower. The estimated cost is about \$60,000. Joseph plans to begin the project after Easter. The funding of this project will be discussed further by Tim Graham and Kathy Solomon during the Treasurer's report.

Electrical: Expecting estimate from Henley to increase electrical circuits at the east end of St. Mark's to facilitate using multiple griddles, crockpots, etc. during meal events. Hope to have completed by Shrove Tuesday if cost isn't prohibitive.

Refinishing Doors to Claiborne Hall: Steve Winney is to do this in the spring when weather permits – cost estimate \$500.

Brooks Hall and Church Painting: Waiting for George Dick to give us estimate on cost of painting west side of Brooks Hall and finishing painting of outside of church; have asked him for this again and hoping for response soon.

Water erosion problem: The gravel driveway down to the SCC entrance ... we have three options for repairing this with estimates from \$20,000 to less than \$10,000. Discussion and considerations with the SCC and B&G are still in progress.

Noise abatement in SCC ceiling: Options are still being considered; Mickey Suarez is coordinating this.

Elevator Alarm System: During this current very rainy time the elevator sump pump system seems to be working properly as the alarm has not been tripped. Mickey Suarez continues to monitor this.

Church Doors: The doors are opening easily for wheel chair access; possible solutions to the threshold situation are being considered.

Door Mats: New mats have been installed at the doors to Claiborne Hall ...

Basement Door at Sacristy Door to Church: Mickey Suarez and Alec Moseley plan to replace these doors and repair frame as soon as weather permits.

Respectfully submitted,
Claudia Porter, Jr. Warden



Otey Parish <oteyparish@gmail.com>

Tree planting

1 message

William Shealy <woshealy@sewanee.edu>

Tue, Feb 19, 2019 at 4:01 PM

To: Otey Parish <oteyparish@gmail.com>

Cc: Sewanee Children's Center <sewaneechildrenscenter@gmail.com>

Frieda-

Per our phone conversation, I wanted to give you some details to share about our proposed tree planting on your property. As part of our Tree City USA certification, we hold an annual arbor day celebration. We typically partner with students at the University, Sewanee Elementary, University Childcare, Sewanee Children's Center, etc. to plant a few trees on their campus. We also read a story about trees, talk about proper planting, and the importance of trees in our community. This year I reached out to Sandy Glacet at the Sewanee Children's Center to see if we might plant trees with her students. She then spoke to you about that possibility.

If your buildings and grounds committee is in agreement, we would like to work with the children at SCC to plant 3-4 hardwood shade trees along the drive on the southern end of your property. From working with you on past dead and dying tree that had to be removed and then talking with you today, I know that many trees have been lost in this area. If we replant in that area now, we can provide future shade for the playground, start new canopy trees where trees have been lost, and artfully frame the beautiful view of Otey Chapel from University Avenue. I would suggest that the trees be oaks or maples in keeping with the current character of your property. Perhaps white oaks (one of the most beautiful, strongest, and long-lived oaks in Sewanee) and red maples (fast growing, native trees that do well in Sewanee and also have nice fall color). That said, I am open to your ideas too. The trees would likely be 8-12' tall once in stalled and between 1.5" and 2.5" caliper trees.

There would be no cost to the church for this work. Either I will pay for them from my budget or more likely we will work with one of our Tree City partners to provide the trees. We will be responsible for getting them to the property and installed properly. I can even have one of our grounds employees keep up with watering them during any dry periods this coming summer. If you all are interested, please let me know and I can flag out locations for approval and get the trees ordered

Many thanks for considering this project.

-William

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William Shealy

Superintendent of Landscape Planning and Operations

The University of the South

Sewanee, TN

Office: 931.598.1453

CAC BOARD REPORT
January 2019

January was a somewhat slow month with fewer requests for groceries and the average requests for utility assistance. The monthly mobile food pantry of Morton Methodist Church supplies many on the mountain with large amounts of food. We are in no way in competition as the ultimate goal is for those who need food get it. Our goal is to increase our client base and there are several ways to go about that which are currently being finalized with plans to expand toward Sherwood. There is definitely a need and we will work with community leaders to offer help with respect to the dignity of everyone. Several campus organizations and a class taught by Dr. Deb McGrath are interested in working with CAC this semester. The Rev. Molly Short, Chaplain at St. Andrew's wants to involve students with the tutoring program. SafeGuarding and background checks will be required and her discretionary fund will cover the cost of the background checks. We have two new Bonners and they are busy with a plan to provide fresh produce by working with the farm. There are a lot of balls in the air and that is what makes the work exciting, organic and meaningful.

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- Grocery Bags-46
- Visitors-59
- Transportation-2
- Housing-2
- Medical/Dental-1
- Education-1

Betty Carpenter