

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
April 11, 2017

The April vestry meeting was called to order by Senior Warden Jewlon Morris at 6:36 pm, and the vestry said an opening prayer for the parish.

Vestry Members Present:

Leslie Amentini	Oscar Lozano
Betty Best	Dorothy Lyons
Greg Bethke	Scott McLemore
Roy Haley	Jewlon Morris
Terry Jordan	Joyce Strimple
	Amber Zentis

Also Present: Fr. Paul Wehner - Rector, Rev. Lecia Brannon – Curate

Absent: Jason Kniss, Christian Iversen – Treasurer, Bill Daw – Chancellor

Greg Bethke led the vestry in a devotional about the unexpected ways in which we are invited to participate in God’s work. As a way to better know one another, Leslie Amentini and Joyce Strimple shared with the vestry their spiritual journey.

Rev. Lecia led a discussion on the first part of chapter 2 (Leadership Development) of Tom Ehrich’s book, ‘Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations.’

Review of March Meeting Minutes

- The minutes of the March 2017 vestry meeting were reviewed for accuracy and approved, following a motion to approve by Dorothy Lyons and a second by Leslie Amentini.

Treasurer’s Report

- Scott McLemore reviewed the March 2017 monthly finance report. See Appendix A of Meeting Minutes for summary of the revenues and expenses (NOTE: the numbers reported in these Minutes differ from those presented at the meeting due to an invoice payment being removed from March and placed in April). Month-to-date spending was \$15,094.85 below revenue (i.e. surplus). Year-to-date, spending is \$11,010.55 below revenue (i.e. surplus).
- Scott conveyed that the Finance Committee recommends a professional leak check of the lawn sprinkler system, since the church’s water bill has been much higher than usual for the last couple of months. **Action: Jr. Warden Terry Jordan took the action to arrange for a leak test of the system.**
- Scott also reported the kiosk transactions since November 2016. See Appendix B of Meeting Minutes for details.
- Fr. Paul shared details of and answered questions about the two proposals received (Amegy Bank and NewFirst Bank) for refinancing the building loan. Malcolm Smith (Headmaster of Calvary Episcopal Preparatory) was in attendance to answer questions as well.

- **Motion:** Amber Zentis made a motion to authorize the Calvary Episcopal Preparatory school finance committee to renegotiate the Calvary Church and Calvary Episcopal Preparatory school building loan with Amegy Bank according to the terms presented at the vestry meeting. Terry Jordan seconded the motion, and the motion passed.

Rector's Report

- Fr. Paul reminded vestry of the schedule of events for the remainder of Holy Week, including Maundy Thursday, Good Friday, Holy Saturday and Easter Sunday.
- A new member Welcome Party at Fr. Paul and Sherry's house is planned for April 23 from 4 pm to 6 pm. Vestry members are encouraged to attend and bring an appetizer or dessert. Please RSVP with Fr. Paul.
- Calvary Episcopal Preparatory will present 4 showings of their rendition of the Lion King play starting April 26. Tickets go on sale tomorrow (April 12). Contact the school for times and dates of the show.
- The date of the EYC meal sponsored by vestry has been changed to May 14, 2017.
- Ideal Impact has scheduled a meeting with Fr. Paul and Jr. Warden Terry Jordan for Monday, May 15, 2017. Ideal Impact is a company that proposes ways to improve energy usage resulting in lower energy costs. They are paid according to the amount of savings they realize for their customer, relative to a baseline year.
- Calvary Connection Weekend will be held on May 12 and 13. Vestry is asked to help with the interviews at the end of the program.

Curate's Report

- Rev. Lecia shared that Mission Action Sunday will be held between services on April 23, 2017. Activities will benefit Abigail's Place, an organization committed to supporting single mothers in Fort Bend County by providing affordable, safe housing opportunities while promoting self-sufficiency and neighborhood revitalization.
- Adult Sunday school continues on April 30, 2017.
- The Pastoral Care ('Care Team') ministry group has been very active making visits and phone calls to those in need.
- The Healing Service held on March 26, 2017 had 34 attendees.

Sr. Warden Report

- Sr. Warden Jewlon Morris reported that a replacement is being sought for the lock on the outside kitchen door.
- Jewlon will be looking at the issue of improving the security of the church against burglary.
- In addition, he will be looking into the issue of giving kiosk users the option to automatically 'gross up' their payments to account for the incurred credit card fees from using the kiosk. These fees are currently covered by Calvary Church.
Father Paul explained that changing it so that Kiosk allows for the option to "gross up" is not a probability, but that this change will be looked at for those who give online, as the same charges are currently covered by Calvary Church.
- Jewlon shared that the Parish Family Retreat at Camp Allen is set for October 13 – 15, 2017.

Jr. Warden Report

- Jr. Warden Terry Jordan started his report with an update on the April 1st Clean Up Day. Over 20 parishioners and high school students participated. Terry especially thanked Jose Portillo (Calvary's sexton) for his help.
- He also shared that he has a draft flyer put together summarizing the plans for the kitchen remodeling project.
- Additional details of ongoing projects are included in the Jr. Warden's report attached to the vestry packet.

Committee Reports

- Greg Bethke provided an update from the Mission and Vision Team. The goal teams for the three focus areas (Welcome & Embrace, Forming Disciples and Into the Community) are refining goals and objectives. It is anticipated that the goals and objectives will be presented to vestry for endorsement at the May vestry meeting.
- Roy Haley gave a brief update on some of the projects undertaken by the Into the Community ministry. Twelve persons from St. Mark's Episcopal church have joined Calvary's Action Team.
- Amber Zentis shared that no new visitor cards were received in March.
- Amber also shared that the Media Communicator's Team, which meets monthly, arranged for an Easter banner to be purchased and hung along Hwy 90 on the eastern edge of Richmond. They are also working on revamping the church website.

New Business

- Amber Zentis shared that Foyer Groups (small informal groups that meet monthly for dinner) will be starting up again after Easter.
- Dorothy Lyons shared that a parishioner was interested in having a Calvary night at Skeeters. Vestry supported the idea and asked for the parishioner to look into possible dates and details.

Old Business

- Susan Grotte will be organizing the 2017 family retreat and is looking for volunteers to help lead sub-committees. The dates of the retreat are October 13-15, 2017.

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 9:05 pm.

Submitted by,
Greg Bethke, Clerk

APPENDIX A: Analysis of Revenues & Expenses – Summary – March 2017

Date : 04/19/2017 Time : 12:13:42 PM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary March 2017					Page : 1
Accounts	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget Remaining (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget Remaining (This Year)	
Revenues							
Offerings	\$57,410.11	\$47,708.33	(\$9,701.78)	\$145,840.67	\$143,124.99	(\$2,715.68)	
Investment Income	\$0.25	\$0.00	(\$0.25)	\$0.66	\$0.00	(\$0.66)	
Church Usage	\$0.00	\$83.33	\$83.33	\$200.00	\$249.99	\$49.99	
Designated Income	\$4,725.00	\$6,041.67	\$1,316.67	\$14,192.62	\$18,125.01	\$3,932.39	
Total Revenues	\$62,135.36	\$53,833.33	(\$8,302.03)	\$160,233.95	\$161,499.99	\$1,266.04	
Expenses							
Vestry Oversight							
Insurance	\$0.00	\$0.00	\$0.00	\$5,456.08	\$4,900.00	(\$556.08)	
Office and Administration	\$2,291.79	\$3,329.17	\$1,037.38	\$5,349.14	\$7,737.51	\$2,388.37	
Buildings and Grounds	\$7,673.26	\$6,240.00	(\$1,433.26)	\$20,096.77	\$18,720.00	(\$1,376.77)	
Employee Compensation	\$27,008.67	\$25,841.32	(\$1,167.35)	\$86,043.39	\$85,023.13	(\$1,020.26)	
Vestry and Stewardship	\$222.42	\$333.33	\$110.91	\$2,665.08	\$999.99	(\$1,665.09)	
Finance Committee	\$539.49	\$1,214.58	\$675.09	\$2,174.91	\$3,643.74	\$1,468.83	
Total Vestry Oversight	\$37,735.63	\$36,958.40	(\$777.23)	\$121,785.37	\$121,024.37	(\$761.00)	
Mission/Outreach Ministry	\$2,626.83	\$4,279.17	\$1,652.34	\$9,239.30	\$14,437.51	\$5,198.21	
Calvary Life Ministry	\$1,527.63	\$1,112.49	(\$415.14)	\$3,321.49	\$3,487.47	\$165.98	
Worship Ministry	\$168.95	\$1,029.16	\$860.21	\$1,311.21	\$3,087.48	\$1,776.27	
Formation/Spirituality Mnstry	\$853.05	\$837.52	(\$15.53)	\$1,180.77	\$2,512.56	\$1,331.79	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$12,385.26	\$12,385.26	\$0.00	
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Expenses	\$47,040.51	\$48,345.16	\$1,304.65	\$149,223.40	\$156,934.65	\$7,711.25	
Net Total	\$15,094.85	\$5,488.17	(\$9,606.68)	\$11,010.55	\$4,565.34	(\$6,445.21)	
Restricted Gifts							
Total Restricted Gifts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Restricted Expenses							
Total Restricted Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Net Operating Total	\$15,094.85	\$5,488.17	(\$9,606.68)	\$11,010.55	\$4,565.34	(\$6,445.21)	

APPENDIX B: Summary of Kiosk Transactions

<u>Kiosk Transactions</u>				
<u>Month/Year</u>	<u>Number of Transactions</u>	<u>Amount</u>	<u>Pledgers</u>	<u>Non-Pledgers</u>
November 2016	3	\$210.00		
December 2016	11	\$1,170.00		
January 2017	33	\$3,150.00		
February 2017	23	\$2,645.00	20	3
March 2017	25	\$3,627.00	21	4