

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
February 14, 2017

The February vestry meeting was called to order by Senior Warden Jewlon Morris at 6:31 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, Bill Daw – Chancellor

Jewlon Morris led a reading of and discussion about Psalm 139. As a way to better know one another, Greg Bethke, Terry Jordan, Jewlon Morris and Amber Zentis shared with the vestry their spiritual journey.

Rev. Lecia led a discussion on the first part of chapter 1 (Membership Development) of Tom Ehrich’s book, ‘Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations.’

The vestry visited the new member board next to the kitchen pass-through window to review new Calvary members.

Review of January Meeting Minutes

- The minutes of the January 2017 vestry meeting were reviewed. An amendment was made to the third bullet point of the Jr. Warden’s Report. It should read: Terry has asked JR Construction for their thoughts on the proposed kitchen remodeling project; they will also provide a rough cost estimate.
- The amended January minutes were approved following a motion to accept by Leslie Amentini and a second by Roy Haley.

Treasurer’s Report

- Scott McLemore reviewed the January 2017 monthly finance report. Month-to date spending was \$11,792.98 above revenue (i.e. deficit). Since this is January’s financials, month-to-date was the same as year-to-date. See Appendix A of Meeting Minutes for summary of revenues and expenses.
- Following up on an action from the January vestry meeting, Scott reported the kiosk transactions since November 2016:

| <u>Kiosk Transactions</u> | | |
|----------------------------------|--------------------------------------|----------------------|
| <u>Month/Year</u> | <u>Number of Transactions</u> | <u>Amount</u> |
| November 2016 | 3 | \$210.00 |
| December 2016 | 11 | \$1,170.00 |
| January 2017 | 33 | \$3,150.00 |

- Fr. Paul updated the vestry on the work underway to re-finance the building loan following the \$500,000 grant received by Calvary Episcopal Preparatory.

Rector's Report

- Fr. Paul shared with the vestry that a chairperson is needed to look at options and provide recommendations for improved building security, such as cameras, motion detector, etc. Those interested should contact Fr. Paul.
- Fr. Paul shared details of the new lock box and the new Sunday collection counting procedures.
- Fr. Paul reminded vestry members of the upcoming Vestry 101 sessions being held in the Houston-area. Calvary will register vestry members interested in attending. The closest offering will be held at Holy Cross Church on February 25, 2017, starting at 8 am.
- Details of the Lenten series were provided. Alternating between Calvary and St. Mark's, weekly speakers will discuss Adam Hamilton's book 'Half Truths, God Helps Those Who Help Themselves and Other Things The Bible Doesn't Say.' The first session begins March 8 at Calvary with a fellowship meal at 6:30 pm. See the flyer for speakers and further details.

Curate's Report

- Rev. Lecia updated vestry on Christian formation. Adult Sunday school continues this Sunday with Dr. David Capes returning to lead the session. The unit on reading the bible finishes the following week, and a preview of the Lenten series will be given the week afterwards.
- The Pastoral Care ministry group will be commissioned during the services on Sunday (February 19).
- Rev. Lecia asked vestry to sponsor two meals for the regular EYC meetings on Sunday evenings. Volunteers signed up for the March 19th event and the following event (date to be communicated).

Sr. Warden Report

- Sr. Warden Jewlon Morris circulated a Vestry Person of the Day (VPOD) sign-up for the 2017 year and asked for volunteers to fill any holes in the schedule.
- The schedule for vestry meeting snacks and devotionals was circulated.
- Vestry members were reminded that the March meeting will be re-scheduled to March 21 due to the conflict of spring break with the regularly scheduled meeting.

- Jewlon provided a short summary of the Diocesan Council meeting. In addition to his comments made during Sunday's services, Jewlon shared that there was an emphasis on working for our communities, including the establishment of missional churches and missional communities.
- Jewlon directed vestry to the Newcomers and Bread Delivery report included in the vestry packet.
- Jewlon also reviewed details of the offering count procedures.

Jr. Warden Report

- Jr. Warden Terry Jordan is planning a Work Saturday for inside and outside spring cleaning of the church and grounds. The date will be decided and communicated.
- A section of sidewalk along Austin St. needs leveling and is scheduled to be replaced following a report of a person tripping.
- Terry shared that several weeks ago, the Men's restroom had a water leak. The leak has been repaired, but Terry urged all to be on the look-out for maintenance issues.
- The potential kitchen remodeling project design and cost estimating continues. Terry and Fr. Paul will discuss funding options for the project.
- Terry will be speaking with Jim Grotte for an update on the Flood Control project.
- The tree trimming planned for around the church has not yet been started. Terry will contact Coach Carter about the project.
- Additional details and a complete project list 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. He started by summarizing the outcome from the vestry retreat held in January, primarily the consolidation of the Strategic Priorities from five to three. He then shared the short-term plans for the Mission and Vision Team, namely, finalizing the Vision Document and setting the path for reaching the goals identified during the vestry retreat.

New Business

- None to discuss.

Old Business

- Susan Grotte will be organizing the 2017 family retreat. She has several parishioners interested in helping, but is still in need of leaders.
- Vestry members shared their preferences for vestry oversight assignments.

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:59 pm.

Submitted by,
Greg Bethke, Clerk

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

| Date : 02/23/2017 Time : 1:16:45 PM | | Calvary Episcopal Church Analysis of Revenues & Expenses - Summary January 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 | \$49,516.45 | \$47,708.33 | (\$1,808.12) | \$49,516.45 | \$47,708.33 | (\$1,808.12) | |
| Investment Income | \$0.21 | \$0.00 | (\$0.21) | \$0.21 | \$0.00 | (\$0.21) | |
| Church Usage | \$200.00 | \$83.33 | (\$116.67) | \$200.00 | \$83.33 | (\$116.67) | |
| Designated Income | \$1,586.00 | \$6,041.67 | \$4,455.67 | \$1,586.00 | \$6,041.67 | \$4,455.67 | |
| Total Revenues | \$51,302.66 | \$53,833.33 | \$2,530.67 | \$51,302.66 | \$53,833.33 | \$2,530.67 | |
| Expenses | | | | | | | |
| Vestry Oversight | | | | | | | |
| Insurance | \$12,834.00 | \$12,575.00 | (\$259.00) | \$12,834.00 | \$12,575.00 | (\$259.00) | |
| Office and Administration | \$1,512.95 | \$2,204.17 | \$691.22 | \$1,512.95 | \$2,204.17 | \$691.22 | |
| Buildings and Grounds | \$6,674.93 | \$6,240.00 | (\$434.93) | \$6,674.93 | \$6,240.00 | (\$434.93) | |
| Employee Compensation | \$32,921.66 | \$33,340.49 | \$418.83 | \$32,921.66 | \$33,340.49 | \$418.83 | |
| Vestry and Stewardship | \$777.55 | \$333.33 | (\$444.22) | \$777.55 | \$333.33 | (\$444.22) | |
| Finance Committee | \$768.60 | \$1,214.58 | \$445.98 | \$768.60 | \$1,214.58 | \$445.98 | |
| Total Vestry Oversight | \$55,489.69 | \$55,907.57 | \$417.88 | \$55,489.69 | \$55,907.57 | \$417.88 | |
| Mission/Outreach Ministry | \$2,127.23 | \$3,879.17 | \$1,751.94 | \$2,127.23 | \$3,879.17 | \$1,751.94 | |
| Calvary Life Ministry | \$1,016.66 | \$1,187.49 | \$170.83 | \$1,016.66 | \$1,187.49 | \$170.83 | |
| Worship Ministry | \$183.53 | \$1,029.16 | \$845.63 | \$183.53 | \$1,029.16 | \$845.63 | |
| Formation/Spirituality Mnstry | \$150.11 | \$837.52 | \$687.41 | \$150.11 | \$837.52 | \$687.41 | |
| Diocesan Obligations | \$4,128.42 | \$4,128.42 | \$0.00 | \$4,128.42 | \$4,128.42 | \$0.00 | |
| Depreciation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Total Expenses | \$63,095.64 | \$66,969.33 | \$3,873.69 | \$63,095.64 | \$66,969.33 | \$3,873.69 | |
| Net Total | (\$11,792.98) | (\$13,136.00) | (\$1,343.02) | (\$11,792.98) | (\$13,136.00) | (\$1,343.02) | |
| 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 | (\$11,792.98) | (\$13,136.00) | (\$1,343.02) | (\$11,792.98) | (\$13,136.00) | (\$1,343.02) | |