

CALVARY EPISCOPAL CHURCH  
MINUTES OF VESTRY MEETING  
October 10, 2017

The October vestry meeting was called to order by Sr. Warden Jewlon Morris at 6:37 pm, and the vestry said an opening prayer for the parish.

Vestry Members Present:

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

Also Present: Fr. Paul Wehner – Rector

Absent: Jason Kniss, Scott McLemore, Rev. Lecia Brannon – Curate, Christian Iversen – Treasurer, Bill Daw – Chancellor

Oscar Lozano led vestry in a devotional on 10 bible verses to help one get through times of tragedy.

Roy Haley provided vestry with information about Fort Bend Recovers, an organization created to help Fort Bend residents recover from disasters. The recent focus has been Hurricane Harvey recovery. The organization offers training to volunteers as well as helps fill the gap between financial needs and available assistance, such as FEMA aid.

Review of September Meeting Minutes

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

Treasurer's Report

- Amber Zentis reviewed the September 2017 monthly finance report. See Appendix A of Meeting Minutes for summary of the revenues and expenses. Month-to-date spending was \$29,638.51 below revenue (i.e. surplus). Year-to-date, spending is \$28,143.97 below revenue (i.e. surplus).
- The number of monthly kiosk transactions since November 2016 is included in Appendix B of the Meeting Minutes.
- The Finance Committee has been preparing the 2018 budget and will present vestry with a draft version at the next vestry meeting.
- **ACTION: Finance Committee to provide, in a timely manner and well before the next vestry meeting, vestry members the draft 2018 budget proposal following the next Budget Workshop (Fr. Paul).**
- The Finance Committee estimates Calvary's 2018 assessment to the Diocese to be \$55,000.

### Rector's Report

- Fr. Paul shared that the next Welcome Reception for new Calvary members will be Sunday, November 5, 2017 from 4 pm to 6 pm.
- The Stewardship Campaign will begin on Friday, November 10, 2017 with a dinner at the Swinging Door restaurant. Bob Schorr will be the invited speaker. Commitment Sunday will be November 12, 2017.
- Vestry elections will be held on Sunday, November 12, 2017.
- Bishop Andy Doyle will visit Calvary on Sunday, November 26, 2017. The agenda for the visit and reception will be discussed at the next vestry meeting.
- Christmas weekend services and Vestry Person of the Day (VPOD) assignments were discussed:  
Fourth Sunday of Advent (Dec. 24): One service at 9:30 am (VPOD - Leslie Amentini)  
Christmas Eve (Dec. 24): 5 pm (VPOD – Amber Zentis), 10:30 pm (VPOD – Terry Jordan)  
Christmas Day (Dec. 25): 10:30 am (VPOD - Oscar Lozano)
- Vestry Person of the Day (VPOD) assignments for early January 2018 were discussed:  
January 7: early – Dorothy Lyons, late – Dorothy Lyons  
January 14: early – Betty Best, late – Leslie Amentini  
January 21: early – Joyce Strimple, late – Joyce Strimple
- Calvary's Annual Meeting will be held on January 21, 2018.
- Fr. Paul reminded vestry members that the December vestry meeting will be held at his house on December 12 and will start at 6 pm.

### Curate's Report

- Rev. Lecia was not present, so no report was given.

### Sr. Warden Report

- Nothing to report.

### Jr. Warden Report

- Jr. Warden Terry Jordan reported that all outstanding items of the kitchen remodeling project have been completed.
- The kitchen freezer quite working and has now been repaired.
- The church had roof leakage around the bell tower which caused damage in the stairway area. The sheet rock was removed, and Duran was contacted to proceed with the repair.
- The double doors at the office entrance are not shutting properly. Terry will add this to the repair list.
- Additional details of ongoing projects are included in the Jr. Warden's report attached to the vestry packet.

### Committee Reports

- The Newcomers and Bread Delivery report from Anne Scarborough was included in the vestry packet.

### New Business

- Calvary Episcopal Preparatory would like to hold their Denim and Diamonds fund raising auction at the school on February 24, 2018. The organizers would like to serve alcohol at the event, and Fr. Paul wanted to discuss this with the vestry. From the discussion, the following stipulations were set:
  - The Diocese of Texas alcohol policy is followed
  - First choice is to include two drink tickets with registration and no provision for additional means of buying or receiving drinks. Second choice is cash bar. In either case, no ‘open bar.’
  - Beer and wine only; no hard liquor. Alcohol is to be served – and bartenders advised not to serve drinks to persons that exhibit signs of drunkenness.
  - Uniformed off-duty officer on site and visible throughout the evening.
  - Increase the umbrella liability policy to \$3 million.

### Old Business

- None

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:23 pm.

Submitted by,  
Greg Bethke, Clerk

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

Date : 10/10/2017 Time : 3:32:32 PM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary September 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)	
<b>Revenues</b>							
Offerings	\$47,997.76	\$47,708.33	(\$289.43)	\$422,662.16	\$429,374.97	\$6,712.81	
Investment Income	\$1.25	\$0.00	(\$1.25)	\$4.63	\$0.00	(\$4.63)	
Church Usage	\$0.00	\$83.33	\$83.33	\$400.00	\$749.97	\$349.97	
Designated Income	\$18,104.96	\$6,041.67	(\$12,063.29)	\$82,195.39	\$54,375.03	(\$27,820.36)	
<b>Total Revenues</b>	<b>\$66,103.97</b>	<b>\$53,833.33</b>	<b>(\$12,270.64)</b>	<b>\$505,262.18</b>	<b>\$484,499.97</b>	<b>(\$20,762.21)</b>	
<b>Expenses</b>							
<b>Vestry Oversight</b>							
Insurance	(\$7,894.88)	(\$7,675.00)	\$219.88	\$14,047.03	\$14,700.00	\$652.97	
Office and Administration	\$4,574.42	\$2,204.17	(\$2,370.25)	\$28,890.92	\$30,712.53	\$1,821.61	
Buildings and Grounds	\$1,929.86	\$6,240.00	\$4,310.14	\$53,090.30	\$56,160.00	\$3,069.70	
Employee Compensation	\$28,651.02	\$28,341.04	(\$309.98)	\$259,450.53	\$255,089.36	(\$4,381.17)	
Vestry and Stewardship	\$43.62	\$333.33	\$289.71	\$3,296.40	\$2,999.97	(\$296.43)	
Finance Committee	(\$2,692.90)	\$1,214.58	\$3,907.48	\$10,611.14	\$10,931.22	\$320.08	
<b>Total Vestry Oversight</b>	<b>\$24,611.14</b>	<b>\$30,658.12</b>	<b>\$6,046.98</b>	<b>\$369,386.32</b>	<b>\$370,573.08</b>	<b>\$1,186.76</b>	
Mission/Outreach Ministry	\$6,910.43	\$4,279.17	(\$2,631.26)	\$43,591.38	\$45,612.53	\$2,021.15	
Calvary Life Ministry	(\$210.89)	\$1,112.49	\$1,323.38	\$10,557.54	\$11,662.41	\$1,104.87	
Worship Ministry	\$588.50	\$1,029.16	\$440.66	\$9,475.03	\$9,262.44	(\$212.59)	
Formation/Spirituality Mnstry	\$437.86	\$837.52	\$399.66	\$6,952.16	\$7,537.68	\$585.52	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$37,155.78	\$37,155.78	\$0.00	
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Foundation Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Expenses</b>	<b>\$36,465.46</b>	<b>\$42,044.88</b>	<b>\$5,579.42</b>	<b>\$477,118.21</b>	<b>\$481,803.92</b>	<b>\$4,685.71</b>	
<b>Net Total</b>	<b>\$29,638.51</b>	<b>\$11,788.45</b>	<b>(\$17,850.06)</b>	<b>\$28,143.97</b>	<b>\$2,696.05</b>	<b>(\$25,447.92)</b>	
<b>Restricted Revenue</b>							
Total Restricted Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Restricted Expenses</b>							
Total Restricted Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Net Operating Total</b>	<b>\$29,638.51</b>	<b>\$11,788.45</b>	<b>(\$17,850.06)</b>	<b>\$28,143.97</b>	<b>\$2,696.05</b>	<b>(\$25,447.92)</b>	

APPENDIX B: Summary of Kiosk Transactions

<b><u>Kiosk Transactions</u></b>				
<b><u>Month/Year</u></b>	<b><u>Number of Transactions</u></b>	<b><u>Amount</u></b>	<b><u>Pledgers</u></b>	<b><u>Non-Pledgers</u></b>
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
April 2017	33	\$4,702.00	28	5
May 2017	35	\$4,659.00	25	10
June 2017	28	\$6,806.00	22	8
July 2017	26	\$4,140.00	19	7
August 2017	21	\$3,950.00	16	5
September 2017	28	\$6,324.00	20	8