

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
September 12, 2017

The September vestry meeting was called to order by Sr. Warden Jewlon Morris at 6:34 pm, and the vestry said an opening prayer for the parish.

Vestry Members Present:

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

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

Absent: Jason Kniss, Oscar Lozano, Joyce Strimple, Christian Iversen – Treasurer, Bill Daw – Chancellor

Suzette Hillis joined the meeting to describe to vestry how to download and use the ChurchLife app for smartphones. She also explained that Calvary has two Facebook pages; one is viewable by the general public, the other is only open for members and friends of Calvary, with access granted by Suzette upon request (Calvary parishioners are encouraged to request access).

A discussion of chapter 4 (Spiritual Development) of Tom Ehrich’s book, ‘Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations’ was led by Rev. Lecia.

Review of August Meeting Minutes

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

Treasurer’s Report

- Scott McLemore reviewed the August 2017 monthly finance report. See Appendix A of Meeting Minutes for summary of the revenues and expenses. Month-to-date spending was \$33,676.35 above revenue (i.e. deficit). Year-to-date, spending is \$26,050.20 above revenue (i.e. deficit). Note that services were not held on August 27, 2017 due to Hurricane Harvey.
- The number of kiosk transactions since November 2016 were provided after the vestry meeting and are included in these minutes for completeness. See Appendix B of Meeting Minutes for details.
- The Finance Committee will be holding the first 2018 Budget Workshop on October 3, 2017 from 6:00 pm to 9:30 pm.

Rector's Report

- Fr. Paul provided an update on parishioners interested in running for open vestry positions. Five vestry positions will be open during the election on November 12. Church members interested in vestry should contact Fr. Paul.
- The Stewardship Committee will soon start organizing this year's campaign. The committee is looking for new members. Interested parishioners should see Fr. Paul.
- Fr. Paul shared that Nancy Wilkes will be joining Calvary as a Deacon in Training for her senior year of study for the Diaconate in the Diocese of Texas. Nancy's first Sunday with Calvary will be September 17, 2017. She will introduce herself between services starting at 9:30 am in the parish hall.
- Oscar Lozano is unable to be the Vestry Person of the Day (VPOD) this Sunday (September 17, 2017). Roy Haley agreed to fill in for Oscar.

Curate's Report

- Rev. Lecia updated vestry on Sunday School which will be starting for the season this Sunday (September 17, 2017) with Nancy Wilkes, Calvary's Deacon in Training, speaking.
- She also reported that the Pastoral Care Committee had a lot of interest during Rally Day.
- Last Sunday (September 10, 2017), Rev. Lecia was at St. Mark's participating in confirmation and receiving services.
- Several spiritual formation classes will be offered in the coming weeks:
 - Prayer Practicum – a four week program looking at different methods of prayer. Wednesday evenings 6:00 pm to 7:30 pm, starting September 13, 2017. Betty Anne Taylor will be leading.
 - Sacred Rhythms – a 6 week study following Ruth Haley Barton's book of the same title. Monday evenings 6:00 pm to 7:30 pm, starting September 18, 2017. Betty Anne Taylor will be leading.
 - Being Disciples – a 6 week study and discussion on Rowan Williams' book of the same title. Tuesday mornings 10:30 am to 12:00 pm, starting September 26, 2017. Rev. Lecia will be leading.
- A Healing Service will be held at 5:30 pm on September 17, 2017 in the church.

Sr. Warden Report

- The Security Committee, which will look into options for a church-wide surveillance system, has been formed and will be meeting soon.

Jr. Warden Report

- Jr. Warden Terry Jordan reported that the kitchen remodeling project has been completed. There are only a few punch items remaining. Kitchen re-stocking will occur on Thursday evening (September 14, 2017), so the kitchen will be ready for Sunday (September 17, 2017).
- The non-functioning kitchen dishwasher is still an outstanding item. Intentionally left out of scope of the formal kitchen remodeling, Terry has been investigating whether to repair the unit or to replace it.

- With the kitchen remodeling project completed, Terry proposed the next capital project focus on restoring the stained glass windows in the church. Some of the windows have gaps between the framing and building, have leaks, and/or have cracked protectant covers.
- 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. A brief summary of Rally Day, held on September 10, was included in the report.

New Business

- None

Old Business

- None

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:32 pm.

Submitted by,
Greg Bethke, Clerk

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

Date : 09/12/2017 Time : 2:27:48 PM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary August 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	\$33,185.75	\$47,708.33	\$14,522.58	\$374,664.40	\$381,666.64	\$7,002.24	
Investment Income	\$1.03	\$0.00	(\$1.03)	\$3.38	\$0.00	(\$3.38)	
Church Usage	\$0.00	\$83.33	\$83.33	\$400.00	\$666.64	\$266.64	
Designated Income	\$1,836.93	\$6,041.67	\$4,204.74	\$37,432.84	\$48,333.36	\$10,900.52	
Total Revenues	\$35,023.71	\$53,833.33	\$18,809.62	\$412,500.62	\$430,666.64	\$18,166.02	
Expenses							
Vestry Oversight							
Insurance	\$12,335.75	\$12,575.00	\$239.25	\$21,941.91	\$22,375.00	\$433.09	
Office and Administration	\$4,652.43	\$3,329.17	(\$1,323.26)	\$24,316.50	\$28,508.36	\$4,191.86	
Buildings and Grounds	\$9,462.44	\$6,240.00	(\$3,222.44)	\$51,360.44	\$49,920.00	(\$1,440.44)	
Employee Compensation	\$28,787.35	\$28,341.04	(\$446.31)	\$230,799.51	\$226,728.32	(\$4,071.19)	
Vestry and Stewardship	\$176.47	\$333.33	\$156.86	\$3,252.78	\$2,666.64	(\$586.14)	
Finance Committee	\$98.83	\$1,214.58	\$1,115.75	\$11,002.11	\$9,716.64	(\$1,285.47)	
Total Vestry Oversight	\$55,513.27	\$52,033.12	(\$3,480.15)	\$342,673.25	\$339,914.96	(\$2,758.29)	
Mission/Outreach Ministry	\$5,832.96	\$6,279.17	\$446.21	\$36,695.99	\$41,333.36	\$4,637.37	
Calvary Life Ministry	\$920.52	\$1,112.49	\$191.97	\$10,753.39	\$10,549.92	(\$203.47)	
Worship Ministry	\$1,488.15	\$1,029.16	(\$458.99)	\$8,886.53	\$8,233.28	(\$653.25)	
Formation/Spirituality Mnstry	\$816.74	\$837.52	\$20.78	\$6,514.30	\$6,700.16	\$185.86	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$33,027.36	\$33,027.36	\$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	
Total Expenses	\$68,700.06	\$65,419.88	(\$3,280.18)	\$438,550.82	\$439,759.04	\$1,208.22	
Net Total	(\$33,676.35)	(\$11,586.55)	\$22,089.80	(\$26,050.20)	(\$9,092.40)	\$16,957.80	
Restricted Revenue							
Total Restricted Revenue	\$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	(\$33,676.35)	(\$11,586.55)	\$22,089.80	(\$26,050.20)	(\$9,092.40)	\$16,957.80	

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
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