

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
August 8, 2017

Sr. Warden Jewlon Morris was absent from the meeting, and Rector Fr. Paul Wehner ran the meeting. The August vestry meeting was called to order by Rector Fr. Paul Wehner at 6:36 pm, and the vestry said an opening prayer for the parish.

Vestry Members Present:

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

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

Absent: Jason Kniss, Oscar Lozano, Jewlon Morris, Christian Iversen – Treasurer, Bill Daw – Chancellor

Scott McLemore led the vestry in a devotional on Mark 8:24.

Rev. Lecia provided a summary of an Episcopal Health Foundation workshop she attended in June. The workshop focused on community engagement and the resources available from the Episcopal Health Foundation.

Discussion of Tom Ehrich’s book, ‘Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations’ was not held this month, and Fr. Paul noted the next time it is, Chapter 4 will be covered.

Review of July Meeting Minutes

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

Treasurer’s Report

- Scott McLemore reviewed the July 2017 monthly finance report. See Appendix A of Meeting Minutes for summary of the revenues and expenses. Month-to-date spending was \$4,655.06 above revenue (i.e. deficit). Year-to-date, spending is \$7,626.15 below revenue (i.e. surplus).
- Scott also reported the kiosk transactions since November 2016. See Appendix B of Meeting Minutes for details.
- The Finance Report was accepted by vestry following a motion to accept by Roy Haley.

Rector's Report

- Fr. Paul received a summary report of Calvary's contributions (from parishioners and the church) to Food for the Poor. The total was about \$5,900.
- Five vestry positions will be open during the election on November 12. A couple of parishioners have expressed interest in running. Church members interested in vestry should contact Fr. Paul or current vestry members.
- Fr. Paul presented to vestry a letter signed by Calvary's Financial Administrator Kathy Haley stating that Fr. Paul's discretionary account is being used in accordance with the Canons of the Episcopal Church.

Curate's Report

- Rev. Lecia updated vestry on the work she and Betty Anne Taylor (Christian Education Coordinator) have been doing for Christian formation. Events have been planned for every Sunday starting September 10 until Advent (Advent activities start on December 3). Sunday School teachers are being sought to help with the activities.
- The Pastoral Care Committee has been very busy tending to the needs of parishioners.

Sr. Warden Report

- Sr. Warden Jewlon Morris was absent, but Fr. Paul presented the Sr. Warden's report on Jewlon's behalf.
- The annual joint meeting of the Calvary Vestry, Calvary Episcopal Preparatory School Board and Myers Foundation Board was held on June 28.
- A Security Committee has been formed to look into options for a church-wide surveillance system.

Jr. Warden Report

- Jr. Warden Terry Jordan provided updates on several activities:
 - * The sidewalks along Austin St. have been repaired by Gary and Amy Randolph's company.
 - * The air conditioner in the Youth Building was replaced.
- Terry provided an update on the Kitchen Remodeling project. The project is ahead of schedule with the cabinetry currently being installed. In general, the project is going well.
- Terry updated vestry on a zoning hearing he attended on Calvary's behalf. The hearing regarded re-zoning a residential property on Austin St. to commercial. Calvary Church and Calvary Episcopal Preparatory submitted a protest against the re-zoning on grounds that water drain-off (in an already flood-prone area) may be an issue and increased traffic may impact school safety.
- Additional details of ongoing projects are included in the Jr. Warden's report attached to the vestry packet.

Committee Reports

- Amber Zentis presented a report from the Welcome and Embrace sub-team (part of the Mission and Vision Team). All parishioners were invited to attend two sessions focusing on

what types of future programs Calvary should be considering and *how* people should be approached so they want to participate. Just under 20 church members participated. Amber shared some of the key comments from the sessions. The comments will be reviewed and plans will be developed. See the full report in the vestry packet.

- Leslie Amentini presented a report from the Forming Disciples sub-team (part of the Mission and Vision Team). Progress is being made on several of the goals defined earlier in the year. See the full report in the vestry packet.
- The Newcomers and Bread Delivery report from Anne Scarborough was included in the vestry packet. In addition, she is preparing for Rally Day which will be held on August 27.

New Business

- The purchase of a new safe for the church was discussed. The church's previous safe was stolen during a burglary in December 2016.
- **Motion:** Scott McLemore made a motion to authorize the Finance Committee to spend up to \$500 on a new church safe. Betty Best seconded the motion, and the motion passed.
- Changes to some of the duties of the Vestry Person of the Day (VPOD) were discussed.

Old Business

- Following up on an item from the July vestry meeting, vestry discussed providing donations to the entities involved in the Adult Mission trip. The Calvary team removed caulking from log cabins used by the City of Refuge, an organization providing housing for Veterans. First United Methodist church rented residential facilities to the Calvary team, and St. Paul's Episcopal Church donated evening meals to the Calvary team.
- **Motion:** Dorothy Lyons made a motion for Calvary to provide a \$500 donation to the City of Refuge. Joyce Strimple seconded the motion, and the motion passed.

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:35 pm.

Submitted by,
Greg Bethke, Clerk

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

Date : 08/10/2017 Time : 10:13:55 AM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary July 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	\$48,886.46	\$47,708.33	(\$1,178.13)	\$341,478.65	\$333,958.31	(\$7,520.34)	
Investment Income	\$0.61	\$0.00	(\$0.61)	\$2.35	\$0.00	(\$2.35)	
Church Usage	\$200.00	\$83.33	(\$116.67)	\$400.00	\$583.31	\$183.31	
Designated Income	\$3,215.00	\$6,041.67	\$2,826.67	\$35,595.91	\$42,291.69	\$6,695.78	
Total Revenues	\$52,302.07	\$53,833.33	\$1,531.26	\$377,476.91	\$376,833.31	(\$643.60)	
Expenses							
Vestry Oversight							
Insurance	\$0.00	\$12,575.00	\$12,575.00	\$9,606.16	\$22,375.00	\$12,768.84	
Office and Administration	\$7,005.30	\$8,204.17	\$1,198.87	\$19,664.07	\$25,179.19	\$5,515.12	
Buildings and Grounds	\$5,358.15	\$6,240.00	\$881.85	\$41,898.00	\$43,680.00	\$1,782.00	
Employee Compensation	\$28,778.70	\$33,340.49	\$4,561.79	\$202,012.16	\$203,386.75	\$1,374.59	
Vestry and Stewardship	\$255.92	\$333.33	\$77.41	\$3,076.31	\$2,333.31	(\$743.00)	
Finance Committee	\$2,588.22	\$1,214.58	(\$1,373.64)	\$10,903.28	\$8,502.06	(\$2,401.22)	
Total Vestry Oversight	\$43,986.29	\$61,907.57	\$17,921.28	\$287,159.98	\$305,456.31	\$18,296.33	
Mission/Outreach Ministry	\$6,103.76	\$4,612.42	(\$1,491.34)	\$30,863.03	\$35,054.19	\$4,191.16	
Calvary Life Ministry	\$1,751.26	\$1,112.49	(\$638.77)	\$9,832.87	\$9,437.43	(\$395.44)	
Worship Ministry	\$605.18	\$1,029.16	\$423.98	\$7,398.38	\$7,204.12	(\$194.26)	
Formation/Spirituality Mnstry	\$382.22	\$837.52	\$455.30	\$5,697.56	\$5,862.64	\$165.08	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$28,898.94	\$28,898.94	\$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	\$56,957.13	\$73,627.58	\$16,670.45	\$369,850.76	\$391,913.63	\$22,062.87	
Net Total	(\$4,655.06)	(\$19,794.25)	(\$15,139.19)	\$7,626.15	(\$15,080.32)	(\$22,706.47)	
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	(\$4,655.06)	(\$19,794.25)	(\$15,139.19)	\$7,626.15	(\$15,080.32)	(\$22,706.47)	

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