

CALVARY EPISCOPAL CHURCH  
MINUTES OF VESTRY MEETING  
January 10, 2017

The January vestry meeting was called to order by Senior Warden Jewlon Morris at 6:34 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
Jason Kniss	Amber Zentis

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

Absent: Bill Daw – Chancellor

Group photos of the current vestry were taken. Jason Kniss led a devotional about the power of ‘now,’ an idea that if a person hears the calling of God, they should answer that call now and not wait.

Fr. Paul introduced a new leadership book the vestry will be following this year, ‘Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations,’ by Tom Ehrich. Vestry will start with chapter 1 at the February meeting.

Review of December Meeting Minutes

- The minutes of the December 2016 vestry meeting were reviewed for accuracy and approved, following a motion to approve by Jason Kniss and a second by Dorothy Lyons.
- Amber Zentis was asked to leave the room while the vestry discussed appointing her to fill the vacant vestry position. Betty Anne Taylor was elected to the position in November 2016, but resigned her seat to fill the staff position of Christian Education Coordinator. Note: staff cannot serve on vestry.
- **Motion:** Jason Kniss made a motion to appoint Amber Zentis to the vacant vestry position for a term of 1-year; the position will then be filled through the regular congregation-wide vestry election process in November 2017. Dorothy Lyons seconded the motion, and the motion passed.
- Amber was invited to return to the meeting.
- **Motion:** Dorothy Lyons made a motion to elect as 2017 vestry officers: Christian Iversen as Treasurer, Greg Bethke as Clerk, Terry Jordan as Junior Warden and Bill Daw as Chancellor. Scott McLemore seconded the motion, and the motion passed.

- The vestry roster was updated with members' current contact information.

#### Treasurer's Report

- Scott McLemore reviewed the December 2016 monthly finance report. (NOTE: Revenue reported in this month's Vestry Minutes has been updated from that shown at the meeting. A 2016 pledge payment stolen during the December church burglary was paid again to the church and, subsequently, was posted late.) Month-to date spending was \$3,871.39 above revenue (i.e. deficit). However, year-to-date (2016 year-end) spending was \$10,143.26 below revenue (i.e. surplus). See Appendix A of Meeting Minutes for summary of revenues and expenses. The treasurer's report was accepted following a motion by Leslie Amentini.
- A question was asked about how the money stolen during the December church burglary was accounted for in the financials.
- **Action: Fr. Paul** will ask Kathy Haley (financial administrator) how the stolen monies were accounted for in the church's financials and report back to vestry.
- Fr. Paul reminded vestry that the bank signature card does not need to be changed. Those with signature authority are: Celeste Davis, Wayne Helbert, Christian Iversen and Amber Zentis.
- A question was asked about the number of uses of the electronic offering kiosk.
- **Action: Scott McLemore** will provide the number of users of the kiosk on a monthly basis at the vestry meeting.

#### Rector's Report

- Fr. Paul reminded vestry that the Annual Parish meeting will be held on January 22, 2017 between services. Fr. Paul reviewed the speaking assignments for the meeting. The 2017 vestry will be commissioned at the 10:30 am service.
- The Vestry Retreat is scheduled for January 27 and 28, 2017. The retreat will start on Friday evening with a dinner and speaker for vestry members, ministry leaders and their guests. Participants are asked to arrive between 6:00 pm and 6:30 pm for mingling and fellowship with the night's speaker, Jill Nehls (Principal of Jane Long Elementary school). The Saturday (January 28) workshop for vestry members and ministry leaders starts at 8:00 am with a light breakfast, followed by the business of the workshop starting at 8:30 am. Saturday's workshop should be finished by 1:30 pm.
- **Motion:** Greg Bethke made a motion that vestry approve the following resolution: 'Whereas Rev. Paul B. Wehner is employed as Rector of Calvary Episcopal Church, Richmond, TX which does not provide a residence for him, the Vestry resolves that for the calendar year of January 1, 2017 through December 31, 2017, the amount of \$1,800.00 per month be designated as housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. The Vestry further resolves that such housing allowance will continue each succeeding year of his employment unless otherwise resolved.' Amber Zentis seconded the motion, and the motion passed.
- **Motion:** Greg Bethke made a motion that vestry approve the following resolution: 'Whereas Rev. Lecia D. Brannon is employed as Curate of Calvary Episcopal Church,

Richmond, TX which does not provide a residence for her, the Vestry resolves that for the calendar year of January 1, 2017 through December 31, 2017, the amount of \$2,000.00 per month be designated as housing allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. The Vestry further resolves that such housing allowance will continue each succeeding year of her employment unless otherwise resolved.' Dorothy Lyons seconded the motion, and the motion passed.

- Fr. Paul circulated for vestry signing a covenant form between Calvary Episcopal Church and the Diocese agreeing that Calvary will support and train Rev. Lecia in the curate program.
- Fr. Paul informed the vestry that the YMCA will be renting the Family Life Center during basketball season.
- A brief update was given on the pledge commitments from the annual Stewardship drive.
- A committee will be meeting to discuss and recommend building security options given the increase in burglaries to the church, the most recent occurring in December 2016.

#### Curate's Report

- Rev. Lecia reported that she and Betty Anne Taylor (who was recently hired as Christian Education Coordinator) have begun discussing and developing the educational programs. Rev. Lecia will continue doing Adult Sunday School, which will re-start January 29, 2017.
- Work with the Pastoral Care group continues.
- Rev. Lecia shared that she has now been with Calvary for 6 months.

#### Sr. Warden Report

- Sr. Warden Jewlon Morris circulated a Vestry Person of the Day (VPOD) sign-up for the 2017 year as well as a sign-up for devotional and snacks for vestry meetings.
- Jewlon also reviewed the new process for counting and handling the offerings following the Sunday collections.

#### Jr. Warden Report

- A report providing a summary of ongoing activities was provided in the vestry packet by 2016 Junior Warden Jim Grotte.
- 2017 Junior Warden Terry Jordon shared that a new hot heater has been installed in the church. This water heater serves the kitchen and adjacent restrooms.
- Terry has asked Handyman Steve Villani for his thoughts on the proposed kitchen remodeling project. Steve will also provide a rough cost estimate.

#### Committee Reports

- Ann Scarborough provided the Newcomers and Bread Delivery report in the vestry packet.

#### New Business

- None to discuss.

## Old Business

- Fr. Paul asked about vestry interest in holding another family retreat at Camp Allen this year. There was support for this, and the following action resulted:  
**Action: Fr. Paul** will discuss with Susan Grotte about organizing the 2017 family retreat.

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:34 pm.

Submitted by,  
 Greg Bethke, Clerk

## APPENDIX A: Analysis of Revenues & Expenses – Summary – December 2016

Date : 01/12/2017 Time : 9:06:51 AM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary December 2016					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	\$61,525.56	\$48,750.00	(\$12,775.56)	\$581,116.69	\$585,000.00	\$3,883.31	
Investment Income	\$0.22	\$0.00	(\$0.22)	\$4.09	\$0.00	(\$4.09)	
Church Usage	\$0.00	\$125.00	\$125.00	\$1,295.00	\$1,500.00	\$205.00	
Designated Income	\$9,416.00	\$2,833.37	(\$6,582.63)	\$76,040.37	\$50,250.00	(\$25,790.37)	
<b>Total Revenues</b>	<b>\$70,941.78</b>	<b>\$51,708.37</b>	<b>(\$19,233.41)</b>	<b>\$658,456.15</b>	<b>\$636,750.00</b>	<b>(\$21,706.15)</b>	
<b>Expenses</b>							
<b>Vestry Oversight</b>							
Insurance	\$0.00	\$0.00	\$0.00	\$16,804.77	\$15,840.00	(\$964.77)	
Office and Administration	\$11,105.77	\$2,995.87	(\$8,109.90)	\$36,318.79	\$35,950.00	(\$368.79)	
Buildings and Grounds	\$7,792.87	\$6,112.61	(\$1,680.26)	\$77,921.55	\$73,350.00	(\$4,571.55)	
Employee Compensation	\$33,306.46	\$25,721.31	(\$7,585.15)	\$342,261.12	\$340,406.04	(\$1,855.08)	
Vestry and Stewardship	\$2,908.33	\$666.74	(\$2,241.59)	\$8,185.03	\$8,000.00	(\$185.03)	
Finance Committee	\$633.12	\$1,239.62	\$606.50	\$14,315.27	\$14,875.00	\$559.73	
<b>Total Vestry Oversight</b>	<b>\$55,746.55</b>	<b>\$36,736.15</b>	<b>(\$19,010.40)</b>	<b>\$495,806.53</b>	<b>\$488,421.04</b>	<b>(\$7,385.49)</b>	
Mission/Outreach Ministry	\$8,810.81	\$4,777.74	(\$4,033.07)	\$70,079.67	\$59,600.00	(\$10,479.67)	
Calvary Life Ministry	\$2,217.30	\$1,184.51	(\$1,032.79)	\$14,137.96	\$16,015.00	\$1,877.04	
Worship Ministry	\$2,670.93	\$1,183.26	(\$1,487.67)	\$10,030.40	\$14,200.00	\$4,169.60	
Formation/Spirituality Mnstry	\$1,500.91	\$947.88	(\$553.03)	\$11,858.29	\$11,375.00	(\$483.29)	
Diocesan Obligations	\$3,866.67	\$3,866.63	(\$0.04)	\$46,400.04	\$46,400.00	(\$0.04)	
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Total Expenses</b>	<b>\$74,813.17</b>	<b>\$48,696.17</b>	<b>(\$26,117.00)</b>	<b>\$648,312.89</b>	<b>\$636,011.04</b>	<b>(\$12,301.85)</b>	
<b>Net Total</b>	<b>(\$3,871.39)</b>	<b>\$3,012.20</b>	<b>\$6,883.59</b>	<b>\$10,143.26</b>	<b>\$738.96</b>	<b>(\$9,404.30)</b>	
<b>Restricted Gifts</b>							
Total Restricted Gifts	\$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>(\$3,871.39)</b>	<b>\$3,012.20</b>	<b>\$6,883.59</b>	<b>\$10,143.26</b>	<b>\$738.96</b>	<b>(\$9,404.30)</b>	