

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
March 21, 2017

The March vestry meeting was called to order by Senior Warden Jewlon Morris at 6:30 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	Amber Zentis

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

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

Amber Zentis circulated, for signing by vestry, thank you cards for Rev. Francine Young (for her speaking at the first session of the Calvary/St. Mark’s Lenten series) and for Lois Essells (for helping in the church office while Celeste Davis was out this past week).

Amber then led the vestry in reciting the Collect for Lent, followed by reflection on a devotional for Romans 4:20-21. As a way to better know one another, Scott McLemore and Dorothy Lyons shared with the vestry their spiritual journey.

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

Review of February Meeting Minutes

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

Treasurer’s Report

- Scott McLemore reviewed the February 2017 monthly finance report. Month-to date spending was \$7,708.68 below revenue (i.e. surplus). However, year-to-date, spending is \$4,084.30 above revenue (i.e. deficit). 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. See Appendix B of Meeting Minutes for details.
- Fr. Paul reported that Calvary has approached a second bank (in addition to Amegy Bank) for an offer to refinance the church’s loan.

Rector's Report

- Fr. Paul shared the schedule of events for Holy Week (the week of April 9), including Palm Sunday, Maundy Thursday, Good Friday, Holy Saturday and Easter Sunday.
- Fr. Paul reminded the vestry of the Calvary Episcopal Preparatory Silent Auction and BBQ being held at the Swinging Door restaurant on March 25.
- The Lenten series has begun and will continue for the next three weeks with two of the remaining sessions being hosted at Calvary and one of the remaining sessions being hosted by St. Mark's. Weekly speakers discuss Adam Hamilton's book 'Half Truths, God Helps Those Who Help Themselves and Other Things The Bible Doesn't Say.' Sessions begin with a fellowship meal at 6:30 pm.
- The Dad's Seminar has been cancelled due to lack of interest.
- Calvary Episcopal Preparatory will present 4 showings of their rendition of the Lion King play starting April 26. Contact the school for times and dates.
- A new member Welcome Party at Fr. Paul's house is planned for April 23. Vestry members are encouraged to attend and bring a dessert. Please RSVP with Fr. Paul.
- Calvary Episcopal Preparatory school board meeting minutes from the February meeting are included in the vestry packet.

Curate's Report

- Rev. Lecia shared that she will soon be wrapping up her first year of Curate Camp.
- Adult Sunday school continues. Rev. Lecia will be gone on April 23, and Betty Anne Taylor will be substituting for her.
- The Pastoral Care ('Care Team') ministry group is quite active with several initiatives, including sending birthday cards to parishioners.
- Rev. Lecia shared that the Care Team will be hosting a Healing Service on March 26 in the chapel.

Sr. Warden Report

- Nothing to report.

Jr. Warden Report

- Jr. Warden Terry Jordan updated the vestry on several ongoing projects, including:
 - The roof leak in the sanctuary near the 'Jesus window' was repaired.
 - Tree trimming on the church and school grounds has been completed.
- A church-wide Spring Clean-Up Day has been scheduled for April 1 from 9 am to 1 pm. A list of tasks has been developed, and parishioners are encouraged to sign-up with Terry or Oscar Lozano after services on March 26.
- The flower beds around the church were cleaned up by Harrie and Angela Cooley's crew.
- A section of sidewalk along Austin St. needs leveling and is scheduled to be repaired.
- Pre-work for the potential kitchen remodeling project continues. A rough bid of \$45,865 for the entire (as-scoped) project was received; this bid does not include new dishwasher, new stoves or aluminum shelving near 'wet areas.' The next step is to put together a 'story board' for fundraising.

- 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. The team met to review the visioning outcomes, including the updated vision document, from the vestry retreat held in late January. Goal teams for the three focus areas (Welcome & Embrace, Forming Disciples and Into the Community) then met to review the vision document and begin refining goals and objectives.
- Finalized goals and objectives will be presented to the vestry for endorsement in the coming months.
- No changes were made to the Vision Document following the vestry retreat, and the Mission and Vision Team would like to seek its approval from the vestry.
- **Motion:** Greg Bethke made a motion for vestry to approve Calvary's updated Vision Document as presented in the vestry packet. Roy Haley seconded the motion, and the motion passed.

New Business

- Roy Haley shared that the ACTION Team will be helping Will Mason move this Saturday morning starting at 9 am. Volunteers are needed.

Old Business

- Susan Grotte will be organizing the 2017 family retreat. Jim Grotte has taken the action to contact Camp Allen about available dates.

Vestry members shared prayer concerns, and after a closing prayer, the meeting was adjourned at 8:24 pm.

Submitted by,
Greg Bethke, Clerk

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

Date : 03/23/2017 Time : 11:02:05 AM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary February 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	\$38,914.11	\$47,708.33	\$8,794.22	\$88,430.56	\$95,416.66	\$6,986.10	
Investment Income	\$0.20	\$0.00	(\$0.20)	\$0.41	\$0.00	(\$0.41)	
Church Usage	\$0.00	\$83.33	\$83.33	\$200.00	\$166.66	(\$33.34)	
Designated Income	\$7,881.62	\$6,041.67	(\$1,839.95)	\$9,467.62	\$12,083.34	\$2,615.72	
Total Revenues	\$46,795.93	\$53,833.33	\$7,037.40	\$98,098.59	\$107,666.66	\$9,568.07	
Expenses							
Vestry Oversight							
Insurance	(\$7,377.92)	(\$7,675.00)	(\$297.08)	\$5,456.08	\$4,900.00	(\$556.08)	
Office and Administration	\$1,544.40	\$2,204.17	\$659.77	\$3,057.35	\$4,408.34	\$1,350.99	
Buildings and Grounds	\$5,748.58	\$6,240.00	\$491.42	\$12,423.51	\$12,480.00	\$56.49	
Employee Compensation	\$26,113.06	\$25,841.32	(\$271.74)	\$59,034.72	\$59,181.81	\$147.09	
Vestry and Stewardship	\$1,665.11	\$333.33	(\$1,331.78)	\$2,442.66	\$666.66	(\$1,776.00)	
Finance Committee	\$866.82	\$1,214.58	\$347.76	\$1,635.42	\$2,429.16	\$793.74	
Total Vestry Oversight	\$28,560.05	\$28,158.40	(\$401.65)	\$84,049.74	\$84,065.97	\$16.23	
Mission/Outreach Ministry	\$4,485.24	\$6,279.17	\$1,793.93	\$6,612.47	\$10,158.34	\$3,545.87	
Calvary Life Ministry	\$777.20	\$1,187.49	\$410.29	\$1,793.86	\$2,374.98	\$581.12	
Worship Ministry	\$958.73	\$1,029.16	\$70.43	\$1,142.26	\$2,058.32	\$916.06	
Formation/Spirituality Mnstry	\$177.61	\$837.52	\$659.91	\$327.72	\$1,675.04	\$1,347.32	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$8,256.84	\$8,256.84	\$0.00	
Depreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Expenses	\$39,087.25	\$41,620.16	\$2,532.91	\$102,182.89	\$108,589.49	\$6,406.60	
Net Total	\$7,708.68	\$12,213.17	\$4,504.49	(\$4,084.30)	(\$922.83)	\$3,161.47	
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	\$7,708.68	\$12,213.17	\$4,504.49	(\$4,084.30)	(\$922.83)	\$3,161.47	

APPENDIX B: Summary of Kiosk Transactions

<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
February 2017	23	\$2,645.00 (20 pledgers, 3 non-pledgers)