

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
November 14, 2017

The November 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	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, David Taylor – 2018 vestry member-elect

Absent: Christian Iversen – Treasurer, Bill Daw – Chancellor

Joyce Strimple led vestry in a devotional (provided by Leslie Amentini) on Thanksgiving and Praise.

Rev. Lecia led a discussion of chapters 4 and 5 of Tom Ehrich’s book, ‘Church Wellness; A Best Practices Guide to Nurturing Healthy Congregations.’ Chapter 4 focused on ‘young adult ministries,’ and chapter 5 focused on the ‘listening church.’

Review of October Meeting Minutes

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

Treasurer’s Report

- Scott McLemore reviewed the October 2017 monthly finance report. See Appendix A of Meeting Minutes for summary of the revenues and expenses. Month-to-date spending was \$9,271.30 below revenue (i.e. surplus). Year-to-date, spending is \$1,139.28 above revenue (i.e. deficit). The finance report was accepted following a motion by Jason Kniss, and a second by Roy Haley.
- The number of monthly kiosk transactions since November 2016 is included in Appendix B of the Meeting Minutes.
- 2018 pledges through today (November 14) totaled \$438,620.00 from 90 pledgers. Additional pledges are expected in the coming weeks.
- The latest draft of the proposed 2018 budget was discussed. The final proposed budget will be voted on by vestry at the December vestry meeting. Vestry members interested in providing additional input are invited to the Finance Committee meeting on December 5th.
- Calvary’s 2018 assessment to the Diocese will be \$53,834.

Rector's Report

- Fr. Paul shared the election results from last Sunday (Nov. 12). Vestry-elect are: Jim Kidda, Frank Lemkowitz, Missy Marek & David Taylor. Council delegate-elect is Greg Bethke.
- Bishop Andy Doyle will visit Calvary on Sunday, November 26, 2017. The agenda for the visit was discussed. Vestry will present to the Bishop between services in the multi-purpose room, and a reception will be held following the second service. The Bishop will preside over both the early and the late services.
- Advent activities and services will be published in the bulletin. All are encouraged to participate in the activities. The Advent services will be advertised in the Del Webb newsletter and in the Fort Bend Christian Magazine.
- The Greening of the Church will occur on December 23, which is Saturday. Participation is encouraged.
- The December vestry meeting will be held at Fr. Paul's house on December 12 with a 6 pm starting time. Significant others of vestry members are invited for the dinner following the vestry meeting.
- There are two Calvary-member vacancies on the Calvary Episcopal Preparatory school board.
- **Motion:** Amber Zentis made a motion to approve Steven Cherry and Kathy Haley to these school board positions. Dorothy Lyons seconded the motion, and the motion passed.
- Fr. Paul shared the new locking and unlocking procedure for the school doors.

Curate's Report

- Rev. Lecia shared some of the activities being undertaken by the Pastoral Care team, including sending cards and making visits.
- A 'Blue Service' (a Service of Hope) will be held on December 3rd.
- Nancy Wilkes, Calvary's deacon-in-training will be taking training in the 'Mourners Path.' The plan is to offer this training at Calvary in early 2018.

Sr. Warden Report

- Sr. Warden Jewlon Morris shared that the EYC has asked for a dinner sponsor for December 3rd. Jason Kniss has volunteered.
- Jewlon provided information he obtained from the Fort Bend Sheriff's office about a possible outreach program for churches.

Jr. Warden Report

- Jr. Warden Terry Jordan reported on several items:
 - The bell tower leak has been fixed.
 - A termite inspection was done, and no active infestations were found.
 - Work to caulk the gaps around the 'Jesus window' is planned for early December.
 - Flood control: The City of Richmond has contracted a new flood assessment study by Costello Engineering and Surveying. Study results are expected to be presented to the city councils of the City of Richmond and the City of Rosenberg.

- The kitchen dishwasher is still in need of repair. Terry has researched purchasing a new dishwasher, and a Calvary family and the Calvary Foundation have agreed to donate funds for a new dishwasher.
- **Motion:** Roy Haley made a motion for Calvary to purchase a new dishwasher and to contribute up to \$1,000, if needed. Amber Zentis seconded the motion, and the motion passed.
- Further details of ongoing projects are in the Jr. Warden's report (see the vestry packet).

Committee Reports

- Greg Bethke provided an update on the Mission and Vision team; the report is in the vestry packet.
- Roy Haley provided an update on Outreach, and the full report is in the vestry packet.
- The Newcomers and Bread Delivery report from Anne Scarborough was included in the vestry packet. Amber Zentis highlighted the beginning of a program which matches a new Calvary member with an existing member who acts as a 'connector/pal' to help the new member get better acquainted with Calvary. The program will begin in early 2018.

New Business

- Calvary Episcopal Preparatory would like to add an additional exit door off the stage.
- **Motion:** Leslie Amentini made a motion to allow Calvary Episcopal Preparatory to add another exit door to the stage. Dorothy Lyons seconded the motion, and the motion passed.

Old 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, last month, vestry set stipulations that must be met for them to do so.
- **Motion:** Dorothy Lyons made a motion to allow Calvary Episcopal Preparatory to hold their Denim and Diamonds fund raiser at the school and to serve alcohol at the event if they follow the stipulations set forth in the October vestry meeting. Those stipulations are:
 - 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.
 Roy Haley seconded the motion, and the motion passed.

Vestry members shared prayer concerns. After a closing prayer, the meeting adjourned at 9:30 pm.

Submitted by,
Greg Bethke, Clerk

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

Date : 11/14/2017 Time : 11:37:49 AM		Calvary Episcopal Church Analysis of Revenues & Expenses - Summary October 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	\$46,174.60	\$47,708.33	\$1,533.73	\$468,836.76	\$477,083.30	\$8,246.54	
Investment Income	\$1.14	\$0.00	(\$1.14)	\$5.77	\$0.00	(\$5.77)	
Church Usage	\$100.00	\$83.33	(\$16.67)	\$500.00	\$833.30	\$333.30	
Designated Income	\$16,643.40	\$6,041.67	(\$10,601.73)	\$60,284.24	\$60,416.70	\$132.46	
Total Revenues	\$62,919.14	\$53,833.33	(\$9,085.81)	\$529,626.77	\$538,333.30	\$8,706.53	
Expenses							
Vestry Oversight							
Insurance	\$0.00	\$0.00	\$0.00	\$14,047.03	\$14,700.00	\$652.97	
Office and Administration	\$1,587.02	\$2,204.17	\$617.15	\$30,477.94	\$32,916.70	\$2,438.76	
Buildings and Grounds	\$10,298.48	\$6,240.00	(\$4,058.48)	\$63,388.78	\$62,400.00	(\$988.78)	
Employee Compensation	\$29,385.76	\$28,341.04	(\$1,044.72)	\$288,836.29	\$283,410.40	(\$5,425.89)	
Vestry and Stewardship	\$94.35	\$333.33	\$238.98	\$3,390.75	\$3,333.30	(\$57.45)	
Finance Committee	\$1,377.38	\$1,214.58	(\$162.80)	\$11,988.52	\$12,145.80	\$157.28	
Total Vestry Oversight	\$42,742.99	\$38,333.12	(\$4,409.87)	\$412,129.31	\$408,906.20	(\$3,223.11)	
Mission/Outreach Ministry	\$4,941.42	\$3,779.17	(\$1,162.25)	\$48,532.80	\$49,391.70	\$858.90	
Calvary Life Ministry	\$410.76	\$1,112.49	\$701.73	\$10,968.30	\$12,774.90	\$1,806.60	
Worship Ministry	\$685.01	\$1,029.16	\$344.15	\$10,160.04	\$10,291.60	\$131.56	
Formation/Spirituality Mnstry	\$739.24	\$837.52	\$98.28	\$7,691.40	\$8,375.20	\$683.80	
Diocesan Obligations	\$4,128.42	\$4,128.42	\$0.00	\$41,284.20	\$41,284.20	\$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	\$53,647.84	\$49,219.88	(\$4,427.96)	\$530,766.05	\$531,023.80	\$257.75	
Net Total	\$9,271.30	\$4,613.45	(\$4,657.85)	(\$1,139.28)	\$7,309.50	\$8,448.78	
Restricted Revenue							
Total Restricted Revenue	\$2,171.07	\$0.00	(\$2,171.07)	\$40,725.62	\$0.00	(\$40,725.62)	
Restricted Expenses							
Total Restricted Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Net Operating Total	\$11,442.37	\$4,613.45	(\$6,828.92)	\$39,586.34	\$7,309.50	(\$32,276.84)	

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
September 2017	28	\$6,324.00	20	8
October 2017	35	\$4,324.00	19	16