

# Church of the Transfiguration

## Vestry Meeting February 27, 2018

<b>Opening Prayer</b>	Roy Heller		
<b>Formation</b>	The Rev. Casey Shobe, Rector		20 Minutes
<b>PES</b>	Dave Monaco, HOS		10 Minutes
<b>EEE</b>	Vestry		10 Minutes
<b>Adoption of Minutes</b>	Peggy Kwoka, Clerk (Tudi Owens)		5 minutes
<b>Treasurer's Report</b>	Allison Murphy	<ul style="list-style-type: none"> <li>• January Financials</li> </ul>	10 minutes
<b>Budget, Finance &amp; Administration</b>	Bob Button, Chair	<ul style="list-style-type: none"> <li>• Disposal of 2018 surplus</li> <li>• Parochial report for Diocese</li> </ul>	10 minutes
<b>Building, Grounds &amp; Technology</b>	Liberty Ford, Chair		5 minutes
<b>Mission &amp; Ministry</b>	Julia Trizzino, Chair		5 minute
<b>Rector's Report</b>	The Rector & Chief Administrative Officer	<ul style="list-style-type: none"> <li>• Easter Plate</li> <li>• Lenten Small Groups</li> <li>• Clergy search</li> <li>• Youth Minister search</li> <li>• Strategic Plan (sent under separate cover)</li> <li>Priorities for 2018</li> </ul>	20 minutes
<b>Wardens Report</b>	Paul Sternweis, SW Nancy Jagmin JW	<ul style="list-style-type: none"> <li>• Resolution for National Convention (distributed under separate cover)</li> <li>• Approval of Vestry Covenant for 2018</li> <li>• Thank yous</li> </ul>	15 minutes
<b>Compline</b>			10 minutes

### Upcoming Events

- 3/2 & 3/3 Lenten Journey
- 3/4 Lenten Taizé service
- 3/17 Lenten Half Day retreat with Brother Keith Nelson
- 3/20 **Vestry Meeting**
- 3/25 Palm Sunday
- 4/1 Easter Day

Vestry Minutes  
Episcopal Church of the Transfiguration  
February 27, 2018  
7p.m.—Vestry Room

*Approved by the Vestry March 20, 2018*

**Vestry members in attendance:** Bob Button, John Donaldson, Liberty Ford, Betsey Hardman (remotely), Roy Heller, Nancy Jagmin, Sheila Runnels MacLennan, Paul Sternweis, Julia Trizzino, Evan Williams and Bart Stockton.

**Others in attendance:** Casey Shobe +, Rector; Rev. Erin Jean Warde +, Associate Rector of Christian Formation; Dave Monaco, PES Head of School; Sophie Lowrance, Parish Administrator; Allison Murphy, Treasurer; Tudi Owens, Substitute Clerk; Jay Madrid, Chancellor; Cindy Hauser, Director of Children's Ministries.

**Excused Absences:** Frank DeLizza

1. Opening Prayer: Roy Heller led the Vestry in prayer (from the 1928 Book of Common Prayer):

O most loving Father, who willest us to give thanks for all things, to dread nothing but the loss of thee, and to cast all our care on thee, who carest for us; Preserve us from faithless fears and worldly anxieties, and grant that no clouds of this mortal life may hide from us the light of that love which is immortal, and which thou hast manifested unto us in thy Son, Jesus Christ our Lord. *Amen.*

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of Romans 2:1-11 from the New Revised Standard and The Message.
3. Parish Episcopal School: Dave Monaco, Head of School.
  - a. The Admissions department will send out invitations to prospective students the Friday before Spring Break that begins in ten days.
  - b. The Annual Gala was held last weekend and featured a Mardi Gras theme.
  - c. On-going security challenges continue on both campuses. Recently, on the Hillcrest campus, a purse was grabbed from a school parent's car as she was securing her child in the back seat. Conversations with staff and parents are being conducted about this concern.
4. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.
5. Adoption of Minutes: Tudi Owens, Substitute Clerk.  
**MOTION: Evan Williams moved to adopt the Vestry minutes of January 23, 2018 as presented. Julia Trizzino seconded. Motion carried.**
6. Treasurer's Report: Allison Murphy, Treasurer.
  - a. Total income for January 2018 is \$297,564 and total expenses are \$134,900.
  - b. Current year pledges were a little higher than budgeted.

- c. Net income was about \$7,000 over budget, rather than the reported \$17,000 due to the inappropriate inclusion of item #7070 Exchange/Special Events, and any reported use of item #5352 Capital Maintenance Expense.

7. Budget, Finance & Administration: Bob Button, Chair.

- a. Disposal of 2017 Surplus of \$158,192 (note that \$25,000 and \$ 1,000 had already been approved for in January for Capital Maintenance and Ellen Dingwall gift, respectively):  
**MOTION: Bob Button moved to transfer \$10,000 of the 2017 surplus to Restricted Account #8456—Chapel Reserve and move the remaining undesignated surplus from 2017 to Restricted Account #8499—Operating Capital. Paul Sternweis seconded. Motion carried.**
- b. The Parochial Report for the Diocese that has been prepared annually by Transfiguration will result in a \$14,000 increase in our 2019 assessment.  
**MOTION: Bob Button moved to approve the 2017 Parochial Report. Paul Sternweis seconded. Motion carried.**
- b. The utility and use of the three restricted Vestry accounts will be evaluated by committee.

8. Building, Grounds & Technology: Liberty Ford, Chair.

- a. Capital Maintenance Inventory: will be conducted by Bracken Reece and Hal Bybee.
- b. Ryan Spicer will conduct an environmental inventory on how money and energy can be saved on our campus.
- c. Earth Day parish wide project: Several ideas including well-informed recycling of electronics are being considered.
- d. Campus Tours will be conducted between the Sunday services this summer
- e. and will provide the opportunity to show off our campus with the main purpose to provide a visual understanding of our capital maintenance needs.
- f. Bracken Reece will schedule heating repairs to restore heat to the sacristy for late summer/early fall.
- g. Chapel Discernment Committee: The committee's ad hoc mission is to plan for projected necessary capital expenditures in the near term. Ongoing discussions with Mat Thekkil will align its assigned ad hoc mission with BGT's focus to avoid overlap.

9. Mission & Ministry: Julia Trizzino, Chair.

- a. Monthly meetings will be held on the first Wednesday and Dropbox will be used for file sharing.
- b. Youth Group priority for 2018 is to hire a new Youth Minister. A strategic goal will be addressed in the future once this person is on board.

10. Rector's Report: The Rector and Chief Administrative Officer.

- a. Easter Loose Plate:  
**MOTION: Liberty Ford moved to ask the Outreach Committee to make a recommendation for the distribution of the Easter Loose plate**

**offering with mindfulness, to include a local charity. Evan Williams seconded. Motion carried.**

- b. Lenten Small Groups: Rev. Erin Jean Warde. One hundred participants were divided into at least eight groups, each meeting once a week every day except Sunday and Monday. Facilitators report that several groups have bonded and will continue to meet past Lent. This is fulfilling the needs for many, including some newcomers, who were searching for personal relationships within the large congregation. At least one group includes homebound parishioners. Thirty children are participating in "Legos in Lent".
- c. Clergy Search: Job description is ready for Mtr. Erin's successor.
- d. Youth Minister (part time): Committee will meet Sunday to crystallize what was gleaned from the listening sessions with adults and youth. Fr. Casey will continue discussions with a priest moving to Dallas from Boston who is a possible candidate. He has many skills needed for our Youth Ministry plus additional experience in parish-wide services that would add to our clergy resources. There will be challenges for funding such a position without a long-term committed increase to future budgets.
- e. Silas Lincoln Gingles was born this morning to Rebecca and Dallas Gingles.
- f. Our need for more Priests during any break between departure of Mother Erin and hiring her replacement was discussed.

11. Wardens Report: Paul Sternweis, Sr. Warden and Nancy Jagmin, Jr. Warden.

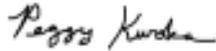
- a. Resolution for National Convention: A group from the Diocese of Tennessee created the original resolution addressed to the Deputies and Bishops of the Episcopal Church who will be assembled at the 79th General Convention. The resolution concerns marriage between same sex couples. Bob Button reworded it so that other parishes could adopt it.  
**MOTION: Bob Button moved to accept the "Vestry Resolution on Same Sex Marriage". Roy Heller seconded.**  
**Nancy Jagmin moved to add an amendment to this resolution: 'Whereas members of The Episcopal Church of the Transfiguration have been prohibited from accessing these authorized rites within their own church and by their own clergy;'**  
**Motion and amendment carried.**
- b. Approval of Vestry Covenant for 2018:  
**MOTION: Paul Sternweis moved to approve the content of the 2018 Vestry Covenant that will be reformatted by Nancy Jagmin. Julia Trizzino seconded. Motion carried.**
- c. Thank yous: Susan Fisk and David Diggs for Ellen's party (Nancy Jagmin to Susan, Liberty Ford to David), Staff of Camp All Saints for hosting Vestry retreat (Bart Stockton), Stephen Minister Program leader Bob Brewster (Allison Murphy), Newcomer Brunch hosted by Bill Edwards (Roy Heller).
- d. Strategic Plan priorities for 2018:  
**MOTION: Paul Sternweis moved to approve the Priority of Goals document. Nancy Jagmin seconded. Motion carried.**

12. Compline

Meeting adjourned at 9:30pm.

Respectfully submitted,

Tudi Owens for Peggy Kwoka, Clerk



**MOTION: Evan Williams moved to adopt the Vestry minutes of January 23, 2018 as presented. Julia Trizzino seconded. Motion carried.**

**MOTION: Bob Button moved to transfer \$10,000 of the 2017 surplus to Restricted Account #8456—Chapel Reserve and move the remaining undesignated surplus from 2017 to Restricted Account #8499—Operating Capital. Paul Sternweis seconded. Motion carried.**

**MOTION: Bob Button moved to approve the 2017 Parochial Report. Paul Sternweis seconded. Motion carried.**

**MOTION: Liberty Ford moved to ask the Outreach Committee to make a recommendation for the distribution of the Easter Loose plate offering with mindfulness to include a local charity. Evan Williams seconded. Motion carried.**

**MOTION: Bob Button moved to accept the Resolution for the Study of Marriage. Roy Heller seconded.**

**Nancy Jagmin moved to add an amendment to this resolution:**

**'Whereas members of The Episcopal Church of the Transfiguration have been prohibited from accessing these authorized rites within their own church and by their own clergy;'**

**Motion and amendment carried.**

**MOTION: Paul Sternweis moved to approve the content of the 2018 Vestry Covenant that will be reformatted by Nancy Jagmin. Julia Trizzino seconded. Motion carried.**

**MOTION: Paul Sternweis moved to approve the Priority of Goals document. Nancy Jagmin seconded. Motion carried.**

Accounts

<b>Assets</b>		
<b>CURRENT ASSETS</b>		
<b>CASH IN BANKS</b>		
1040 - Operations - Checking *6382	\$531,723.12	
1042 - BB&T Investment Account	\$500,000.00	
1043 - COMERICA - MONEY MARKET	\$390,271.39	
<b>Total CASH IN BANKS</b>	<u>\$1,421,994.51</u>	
<b>Total CURRENT ASSETS</b>		<b>\$1,421,994.51</b>
<b>CAPITAL ASSETS</b>		
1400 - LAND & BUILDINGS APPRAISE	\$5,719,000.00	
1410 - '97 BUILDING ADDITION	\$3,226,301.13	
1415 - '09 BUILDING ADDITION	\$5,875,542.46	
1420 - '09 ORGAN	\$1,741,520.23	
<b>Total CAPITAL ASSETS</b>		<b>\$16,562,363.82</b>
<b>RECEIVABLES</b>		
1310 - ACCOUNTS RECEIVABLE	\$37,900.12	
<b>Total RECEIVABLES</b>		<b>\$37,900.12</b>
<b>OTHER ASSETS</b>		
1500 - PREPAID EXPENSES	\$2,238.44	
<b>Total OTHER ASSETS</b>		<b>\$2,238.44</b>
<b>Total Assets</b>		<u><u><b>\$18,024,496.89</b></u></u>

**Liabilities, Fund Principal, & Restricted Funds**

<b>Liabilities</b>		
<b>ACCOUNTS PAYABLE</b>		
2530 - MEDICAL INSURANCE WITHHELD	\$21.11	
2532 - CPG - Lay 403b Employee Cont	(\$0.32)	
<b>Total ACCOUNTS PAYABLE</b>		<b>\$20.79</b>
<b>PAYROLL TAXES PAYABLE</b>		
2500 - FED INC TAX WITHHELD	\$3,842.08	
2510 - FICA WITHHELD	\$1,556.33	
2520 - MEDICARE WITHHELD	\$363.96	
2522 - FICA & MEDICARE PAYABLE	\$1,920.19	
<b>Total PAYROLL TAXES PAYABLE</b>		<u><b>\$7,682.56</b></u>
<b>Total Liabilities</b>		<b>\$7,703.35</b>
<b>Fund Principal</b>		
2999 - FUND BALANCE	\$16,731,962.94	
Excess Cash Received	\$162,664.32	
<b>Total Fund Principal and Excess Cash Received</b>		<b>\$16,894,627.26</b>
<b>Restricted Funds</b>		
Total Temporary Restricted	\$963,974.38	
<b>Total Restricted Funds</b>		<u><b>\$963,974.38</b></u>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<u><u><b>\$17,866,304.99</b></u></u>
<b>***** Out of Balance *****</b>		<b>\$158,191.90</b>



Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b>Temporary Restricted</b>				
7060 - Vacation Bible School	3,401	0	0	3,401
7065 - VOICE OF HOPE	500	0	500	0
8404 - St. Elizabeth's	1,428	0	0	1,428
8412 - Stations of the Cross	17,450	3,000	9,000	11,450
8458 - PES SAL REIMBURSEMENT	(8,453)	7,116	12,824	(14,161)
8477 - Invite/Welcome/Connect	1,575	0	0	1,575
<b>Worship</b>				
8426 - Prayer Book Hymnals	17	0	0	17
8468 - Adult Lay Vestments	870	0	0	870
8503 - Altar Guild	5,261	137	0	5,398
8521 - Youth Acolyte Robes	2,049	0	0	2,049
8549 - Flower Guild	16,626	1,163	3,501	14,288
<b>Total Worship</b>	<b>24,824</b>	<b>1,300</b>	<b>3,501</b>	<b>22,623</b>
<b>Music</b>				
8400 - Music for Christmas & Easter	5,706	0	0	5,706
8475 - Transfigured Nights	29,810	138	2,569	27,379
8505 - Music Recordings	3,079	0	0	3,079
8512 - Music Fund	3,993	93	860	3,226
<b>Total Music</b>	<b>42,588</b>	<b>231</b>	<b>3,429</b>	<b>39,390</b>
<b>Building &amp; Grounds</b>				
7020 - PES Invoiced Expenses	(17,315)	12,588	5,955	(10,682)
7026 - B&G Special - Wayfinding / Signage	(3,868)	0	0	(3,868)
8456 - Chapel Reserve	595,912	28	0	595,940
8457 - PES CAPITAL MAINTENANCE	(51,193)	0	28,720	(79,914)
8510 - Capital Contengency Fund	21,160	1,300	0	22,460
8515 - Roper Hall / Kitchen Replacements	2,536	0	0	2,536
8548 - Water Feature	5,003	0	0	5,003
<b>Total Building &amp; Grounds</b>	<b>552,236</b>	<b>13,916</b>	<b>34,675</b>	<b>531,476</b>
<b>Congregational Life</b>				
8436 - Daughters of the King	260	110	0	370
8438 - Weddings Income & Expense	(76)	0	0	(76)
8440 - Library	227	0	0	227
8450 - Stephen Ministries	7,086	0	0	7,086
8470 - Funerals Income & Expense	7,688	0	0	7,688
8471 - Fig Fest	1,462	0	0	1,462
8472 - Labyrinth	9,515	0	0	9,515
8482 - Parish Nurses	3,008	0	0	3,008
8497 - Fig Theatre	11,786	0	0	11,786
8524 - G&L Ministries	145	0	0	145
8547 - IParents	880	0	0	880
<b>Total Congregational Life</b>	<b>41,980</b>	<b>110</b>	<b>0</b>	<b>42,090</b>
<b>Leadership &amp; Administration</b>				
7010 - Special Offerings Exchange	0	0	0	0
8407 - Pre-Paid Pledges (Future Yr)	145,191	150	145,341	0
8414 - Communications - Website Project	1,790	0	0	1,790
8443 - Ministry Funds (Rector)	16,007	2,353	800	17,560



Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
8446 - Ministry Funds (EJW)	(51)	2,000	0	1,949
8447 - Ministry Funds (VIK)	862	0	400	462
8448 - Ministry Funds (MWM)	250	0	0	250
8449 - Ministry Funds (JSG)	491	0	0	491
8473 - Congregational Retreat	1,000	0	0	1,000
8478 - Columbarium	5,808	2,168	758	7,218
8479 - Endowment Exchange Account	3,225	3,821	3,225	3,821
8499 - Operating Capital	23,666	0	0	23,666
8501 - Farewell	48	0	0	48
8506 - Vestry Emergency Fund	103,516	0	0	103,516
8517 - Future Music Endowment	150	0	0	150
8533 - Sabbatical Fund	28,388	0	0	28,388
8544 - New Ministries Restricted	2,436	0	0	2,436
<b>Total Leadership &amp; Administration</b>	<b>332,777</b>	<b>10,492</b>	<b>150,524</b>	<b>192,745</b>
<b>Mission &amp; Outreach</b>				
8420 - Mission	13,194	0	0	13,194
8422 - Holy Faith	854	0	0	854
8423 - International Mission Trip	8,464	13,000	15,250	6,214
8460 - Outreach Gifts	14,087	0	0	14,087
8461 - Austin Street Shelter	14,169	0	0	14,169
8463 - Food Pantry	14,265	0	339	13,926
8509 - Rector Outreach	1,995	0	257	1,738
8543 - Happy Homes Africa	6,536	0	0	6,536
<b>Total Mission &amp; Outreach</b>	<b>73,565</b>	<b>13,000</b>	<b>15,846</b>	<b>70,719</b>
<b>Memorials / Bequests</b>				
8600 - Memorial Account	3,645	0	0	3,645
<b>Total Memorials / Bequests</b>	<b>3,645</b>	<b>0</b>	<b>0</b>	<b>3,645</b>
<b>Children's Formation</b>				
8405 - Pinson 3rd Grade Bibles	4,279	0	0	4,279
8406 - Godly Play	3,140	80	0	3,220
<b>Total Children's Formation</b>	<b>7,419</b>	<b>80</b>	<b>0</b>	<b>7,499</b>
<b>Youth Formation</b>				
8485 - Youth Ministries	10,316	38	11	10,343
<b>Total Youth Formation</b>	<b>10,316</b>	<b>38</b>	<b>11</b>	<b>10,343</b>
<b>Adult Formation</b>				
8545 - St. Catherine's Fund	17,026	22,725	0	39,752
<b>Total Adult Formation</b>	<b>17,026</b>	<b>22,725</b>	<b>0</b>	<b>39,752</b>
<b>Total Temporary Restricted</b>	<b>1,122,276</b>	<b>72,008</b>	<b>230,310</b>	<b>963,974</b>

Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2017	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance 2018	Annual Budget 2018
<b>INCOME - UNRESTRICTED</b>								
<b>Contributions - Pledge Giving</b>								
4000 - Prepaid Pledges	145,341	145,341	0	20,000	145,341	145,341	0	145,341
4005 - Pledges - Current Year	138,472	117,888	20,584	130,572	138,472	117,888	20,584	1,414,659
4007 - Matching Gifts	0	0	0	13,915	0	0	0	0
4010 - Prior Year Pledge Fulfillment	0	12,500	(12,500)	40,719	0	12,500	(12,500)	25,000
4028 - Online CC/ACH Fees	0	(417)	417	(1,340)	0	(417)	417	(5,000)
<b>Total Contributions - Pledge Giving</b>	<b>283,813</b>	<b>275,313</b>	<b>8,500</b>	<b>203,866</b>	<b>283,813</b>	<b>275,313</b>	<b>8,500</b>	<b>1,580,000</b>
<b>Contributions - Non-Pledge</b>								
4800 - Offering / Non-pledge Giving	2,474	10,417	(7,943)	15,087	2,474	10,417	(7,943)	125,000
<b>Total Contributions - Non-Pledge</b>	<b>2,474</b>	<b>10,417</b>	<b>(7,943)</b>	<b>15,087</b>	<b>2,474</b>	<b>10,417</b>	<b>(7,943)</b>	<b>125,000</b>
<b>Other Revenue</b>								
4805 - Church Usage	2,972	3,333	(362)	2,810	2,972	3,333	(362)	40,000
4810 - PES UTILITIES REIMBURSEMENT	10,091	8,333	1,758	10,091	10,091	8,333	1,758	100,000
4820 - Interest Income - Operating	123	83	40	129	123	83	40	1,000
4845 - Endowment Fund Grant	0	0	0	0	0	0	0	25,000
4852 - Capital Maintenance Income	0	0	0	2,083	0	0	0	0
4870 - Bank / Merchant Fees	(1,909)	(417)	(1,492)	(159)	(1,909)	(417)	(1,492)	(5,000)
<b>Total Other Revenue</b>	<b>11,277</b>	<b>11,333</b>	<b>(56)</b>	<b>14,954</b>	<b>11,277</b>	<b>11,333</b>	<b>(56)</b>	<b>161,000</b>
<b>Total INCOME - UNRESTRICTED</b>	<b>297,564</b>	<b>297,063</b>	<b>502</b>	<b>233,907</b>	<b>297,564</b>	<b>297,063</b>	<b>502</b>	<b>1,866,000</b>
<b>EXPENSES</b>								
5005 - Curate Reimbursement	(3,000)	(3,000)	0	0	(3,000)	(3,000)	0	(36,000)
5409 - North Dallas Shared Min	0	417	417	0	0	417	417	5,000
5411 - Austin St Shelter	0	833	833	0	0	833	833	10,000
5481 - Fig Fest	0	125	125	0	0	125	125	1,500
<b>Personnel</b>								
<b>Clergy</b>								
5000 - Clergy Salary	13,964	13,465	(499)	12,504	13,964	13,465	(499)	161,585
5010 - Clergy Housing	6,926	7,745	819	7,504	6,926	7,745	819	92,940
5020 - Clergy Pension	3,495	3,537	42	2,820	3,495	3,537	42	42,449
5030 - Clergy Insurance	6,634	5,492	(1,142)	3,130	6,634	5,492	(1,142)	65,906
<b>Total Clergy</b>	<b>31,019</b>	<b>30,240</b>	<b>(779)</b>	<b>25,958</b>	<b>31,019</b>	<b>30,240</b>	<b>(779)</b>	<b>362,880</b>
<b>Program Staff</b>								



Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2017	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance 2018	Annual Budget 2018
5100 - Program Staff Salary	14,936	13,936	(1,000)	18,236	14,936	13,936	(1,000)	167,230
5120 - Program Staff FICA	1,047	1,066	19	1,362	1,047	1,066	19	12,793
5130 - Program Staff Pension	897	913	16	3,376	897	913	16	10,951
5140 - Program Staff Insurance	262	1,983	1,721	3,587	262	1,983	1,721	23,796
<b>Total Program Staff</b>	<b>17,142</b>	<b>17,897</b>	<b>756</b>	<b>26,562</b>	<b>17,142</b>	<b>17,897</b>	<b>756</b>	<b>214,770</b>
<b>Admin Staff</b>								
5200 - Admin Staff Salary	20,888	20,254	(634)	22,826	20,888	20,254	(634)	243,045
5210 - Admin Staff FICA	1,594	1,549	(45)	1,848	1,594	1,549	(45)	18,592
5220 - Admin Staff Insurance	2,833	2,974	141	3,912	2,833	2,974	141	35,694
5230 - Admin Staff Pension	1,411	1,364	(48)	2,880	1,411	1,364	(48)	16,362
<b>Total Admin Staff</b>	<b>26,726</b>	<b>26,141</b>	<b>(585)</b>	<b>31,467</b>	<b>26,726</b>	<b>26,141</b>	<b>(585)</b>	<b>313,693</b>
<b>Plant Staff</b>								
5300 - Plant Parish Salary	12,412	12,944	531	14,160	12,412	12,944	531	155,322
5310 - Parish Plant FICA	939	990	51	1,061	939	990	51	11,882
5320 - Parish Plant Staff Insurance	2,004	2,974	971	3,346	2,004	2,974	971	35,694
5330 - Parish Plant Staff Pension	845	1,052	207	1,155	845	1,052	207	12,618
5335 - PES Plant Staff Reimb.	(12,824)	(14,969)	(2,144)	(12,824)	(12,824)	(14,969)	(2,144)	(179,625)
<b>Total Plant Staff</b>	<b>3,376</b>	<b>2,991</b>	<b>(385)</b>	<b>6,897</b>	<b>3,376</b>	<b>2,991</b>	<b>(385)</b>	<b>35,891</b>
<b>Music Staff</b>								
5451 - Music Salary	4,447	4,917	470	5,162	4,447	4,917	470	59,000
5464 - Music FICA	340	376	36	344	340	376	36	4,513
<b>Total Music Staff</b>	<b>4,787</b>	<b>5,293</b>	<b>506</b>	<b>5,507</b>	<b>4,787</b>	<b>5,293</b>	<b>506</b>	<b>63,513</b>
<b>Childcare</b>								
5620 - Child Care	1,566	1,667	101	784	1,566	1,667	101	20,000
5621 - Child Care FICA	93	128	34	60	93	128	34	1,530
<b>Total Childcare</b>	<b>1,660</b>	<b>1,794</b>	<b>135</b>	<b>843</b>	<b>1,660</b>	<b>1,794</b>	<b>135</b>	<b>21,530</b>
<b>Contract Labor</b>								
5282 - Contract Labor	645	0	(645)	0	645	0	(645)	0
<b>Total Contract Labor</b>	<b>645</b>	<b>0</b>	<b>(645)</b>	<b>0</b>	<b>645</b>	<b>0</b>	<b>(645)</b>	<b>0</b>
<b>Total Personnel</b>	<b>85,354</b>	<b>84,356</b>	<b>(998)</b>	<b>97,234</b>	<b>85,354</b>	<b>84,356</b>	<b>(998)</b>	<b>1,012,277</b>
<b>Worship</b>								
5435 - Acolytes	0	12	12	0	0	12	12	150
5470 - Altar Guild	1,156	417	(739)	221	1,156	417	(739)	5,000



Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2017	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance 2018	Annual Budget 2018
5473 - Flowers	871	833	(37)	3,940	871	833	(37)	10,000
<b>Total Worship</b>	<b>2,027</b>	<b>1,262</b>	<b>(764)</b>	<b>4,161</b>	<b>2,027</b>	<b>1,262</b>	<b>(764)</b>	<b>15,150</b>
<b>Music</b>								
5455 - Music - Purchase & Rent	0	83	83	0	0	83	83	1,000
5456 - Music - Tuning & Repairs	0	83	83	0	0	83	83	1,000
5459 - Music - Courtesy	0	29	29	0	0	29	29	350
<b>Total Music</b>	<b>0</b>	<b>196</b>	<b>196</b>	<b>0</b>	<b>0</b>	<b>196</b>	<b>196</b>	<b>2,350</b>
<b>Congregational Life</b>								
5400 - Congregational Development	185	208	24	1,072	185	208	24	2,500
5407 - Food / Coffee Fellowship	45	417	372	610	45	417	372	5,000
5410 - Pastoral Care	0	83	83	0	0	83	83	1,000
5475 - Parish Library	0	83	83	0	0	83	83	1,000
5615 - Stewardship	87	250	163	435	87	250	163	3,000
7070 - Exchange - Special Events	(5,823)	0	5,823	0	(5,823)	0	5,823	0
<b>Total Congregational Life</b>	<b>(5,507)</b>	<b>1,042</b>	<b>6,549</b>	<b>2,116</b>	<b>(5,507)</b>	<b>1,042</b>	<b>6,549</b>	<b>12,500</b>
<b>Christian Formation</b>								
5420 - Youth Formation	231	667	436	1,308	231	667	436	8,000
5430 - Children's Formation	294	667	373	353	294	667	373	8,000
5440 - Adult Formation	100	667	567	337	100	667	567	8,000
5625 - Baptism	39	42	3	0	39	42	3	500
<b>Total Christian Formation</b>	<b>664</b>	<b>2,042</b>	<b>1,378</b>	<b>1,998</b>	<b>664</b>	<b>2,042</b>	<b>1,378</b>	<b>24,500</b>
<b>Mission &amp; Outreach</b>								
5415 - Stephen Ministry	0	250	250	0	0	250	250	3,000
5604 - Outreach	0	2,083	2,083	0	0	2,083	2,083	25,000
5800 - Dioc/Natl Assessment	19,796	19,796	0	18,833	19,796	19,796	0	237,546
5810 - Seminary Support	3,000	3,000	0	0	3,000	3,000	0	3,000
<b>Total Mission &amp; Outreach</b>	<b>22,796</b>	<b>25,129</b>	<b>2,333</b>	<b>18,833</b>	<b>22,796</b>	<b>25,129</b>	<b>2,333</b>	<b>268,546</b>
<b>Leadership &amp; Administration</b>								
<b>General Office Support</b>								
5170 - Staff Replacement	30	0	(30)	495	30	0	(30)	0
5240 - General Office Supplies	222	833	611	1,098	222	833	611	10,000
5243 - Copier Lease Exp.	2,343	1,333	(1,010)	2,334	2,343	1,333	(1,010)	16,000
5244 - Office Equipment Repair	0	83	83	0	0	83	83	1,000





Episcopal Church of The Transfiguration  
2018  
January 2018

Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2017	YTD Actuals 2018	YTD Budget 2018	YTD Budget Variance 2018	Annual Budget 2018
5260 - IT Computer Support	1,454	2,083	629	1,432	1,454	2,083	629	25,000
5270 - Telephone / Internet	450	800	350	586	450	800	350	9,600
<b>Total Telephone / IT</b>	<b>1,904</b>	<b>2,883</b>	<b>979</b>	<b>2,018</b>	<b>1,904</b>	<b>2,883</b>	<b>979</b>	<b>34,600</b>
<b>Electric / Gas / Water</b>								
5370 - Gas	1,282	917	(365)	1,179	1,282	917	(365)	11,000
5372 - Water	1,981	3,000	1,019	2,942	1,981	3,000	1,019	36,000
5374 - Electrical	10,083	10,833	750	22,708	10,083	10,833	750	130,000
<b>Total Electric / Gas / Water</b>	<b>13,346</b>	<b>14,750</b>	<b>1,404</b>	<b>26,829</b>	<b>13,346</b>	<b>14,750</b>	<b>1,404</b>	<b>177,000</b>
<b>Total Utilities</b>	<b>15,250</b>	<b>17,633</b>	<b>2,384</b>	<b>28,847</b>	<b>15,250</b>	<b>17,633</b>	<b>2,384</b>	<b>211,600</b>
<b>Total Building &amp; Grounds</b>	<b>22,984</b>	<b>32,133</b>	<b>9,150</b>	<b>43,712</b>	<b>22,984</b>	<b>32,133</b>	<b>9,150</b>	<b>385,600</b>
<b>Total EXPENSES</b>	<b>134,900</b>	<b>152,043</b>	<b>17,143</b>	<b>178,767</b>	<b>134,900</b>	<b>152,043</b>	<b>17,143</b>	<b>1,866,000</b>
<b>Net Total</b>	<b>162,664</b>	<b>145,020</b>	<b>17,644</b>	<b>55,140</b>	<b>162,664</b>	<b>145,020</b>	<b>17,644</b>	<b>0</b>

## **Budget Finance and Administration Committee Report**

**February 2018**

Monthly Meeting – February 21, 2018

Those in Attendance: Sophie Lowrance, Allison Murphy, Paul Sternweis, Oliver Cone, Evan Williams, John Donaldson, Sheila Runnels MacLennan, Bob Button

The full committee for 2018 is comprised as follows:

Bob Button, Chair

John Donaldson, Policies and Procedures

Evan Williams, Endowment Co. Liaison

Sheila Runnels MacLennan – Elections

Oliver Cone – Stewardship Co. Liaison

Jeremy Teeples

Christopher Ray (joining later in the spring)

Review of January 2018 Financials by Parish Treasurer Allison Murphy:

Revenue - Current year pledges are \$20,584 above budgeted amount for January and they exceed the amount received in January 2017. All Prepaid Pledges have been recorded in and budgeted for January. Total January revenue is slightly above budget.

Expenses - January expenses were \$17,143 below budget. PES Plant Staff Reimbursement was at the prior year rate but will change to the new year rate going forward. Exchange Account 7070 should not be on the income statement and will be removed. Communications exceeded budget due to Christmas bulletin and Illumine payments in January. No capital maintenance expense was incurred.

The committee discussed and reviewed the progress of the annual Parochial Report due to the Diocese on March 1. The plan is to complete and present for Vestry approval at the February Vestry Meeting.

The Committee will follow a schedule in 2018 similar to that of 2017 with meetings on the 3<sup>rd</sup> Wednesday of the month at 6:30 pm. The goal is to present the 2019 proposed budget to the Vestry for consideration in December 2018.

The Committee discussed the Vestry restricted fund accounts and we will review their descriptions and purposes this year. Any proposed changes will be brought before the Vestry.

The Committee discussed the 2017 operating surplus (approximately \$158,192) and recommends the following treatment:

- Move \$25,000 to Restricted Account 8510 – Capital Contingency Fund (Approved by the Vestry in January 2018)
- Use \$1,000 as a retirement gift to Ellen Dingwall (Approved by the Vestry in January 2018)
- Transfer \$10,000 to Restricted Account 8456 – Chapel Reserve. This will serve to honor the previous Vestry commitment to provide some funding to this account.
- Move the remainder of the budget surplus to Restricted Account 8499 – Operating Capital. This will help restore the Vestry funds which have been significantly reduced in recent years and provide a cushion for unforeseen expenses.

The committee brings forth the following resolution for the Vestry's consideration:

**Transfer \$10,000 of the 2017 surplus to Restricted Account 8456-Chapel Reserve and the remaining undesignated surplus from 2017 to Account 8499-Operating Capital.**

Submitted by Bob Button for the BFA Committee

BGT – 2/12/18

Present: Liberty Ford (chair), Frank DeLizza, Paul Sternweis, Bart Stockton, vestry; Hal Bybee, Ryan Spicer, non-vestry members; Bracken Reece, Operations Manager  
Absent: Sara Ivey (out of town), Bill Keslar (grandbaby visiting from Berlin)

We opened with prayer and shared brief info about ourselves .

Shared with the group the vestry's six areas of special focus, determined at retreat 2/9-11. (Five items plus the shorter-term initiative on same-sex marriage to be implemented for General Convention.)

### **Bracken's Report:**

1. Parking lot is dark and therefore dangerous, with special concern about a common accident: tripping over tire stops. LED lights will be installed, fixed to the north side of the Roper Hall wall, to illuminate the area out to the northern row of tire stops. Cost \$4000. A city pole is down by the alley, and Bracken has contacted the city.
  2. Bell tower – dangerous condition. AT&T seems to be putting off this repair and perhaps has little incentive until it's time to renegotiate their contract in a couple of years. Bracken is going to renew effort with AT&T, talking with Sophie and Jay. Seriously discussed placing warning tape around perimeter until repair complete.
  3. Labyrinth and columbarium maintenance. The labyrinth seems fine for now. Garden has uneven ground and other basic maintenance needs. Endowment and Operations working to define where respective responsibilities begin and end in the garden/columbarium area. Bracken is pricing copper troughs to divert water from face of columbarium. Details for interment of cremains being worked out.
  4. Emergency Procedures (also discussed below): Bracken is talking to an energy-management systems firm. Their fee would be covered if we installed the system. Stay tuned.
  5. Bracken and Hal will shortly begin an inventory of all capital maintenance needed on our campus.
- 5a. **ADDENDUM to original report.** The east doors and those leading from the porte cochere need to be repaired and made more secure. We will take this up fully at the March meeting.

### **Committee Work and Discussion:**

6. Earth Day. Fr. Casey would like to see a whole-congregation project, so the committee spent some time brainstorming, with a commitment to come up with more ideas very soon. It's too short a time to plan and man a work day; might be feasible later in the year. We can further discuss whether we want to sell Tau Cross coffee cups both to use here and to take to work (Evangelism!) So we'll do the following:

- 1) Electronics recycling collection. Make very clear what devices and equipment are and are not acceptable. (Bracken, Ryan develop language for email, posters)

- 2) "Buy an LED light for the Fig" campaign @ \$35 each. (email; posters) Bracken will quantify savings that would result from an all-LED campus.
- 3) 3 Larger, "bossier" signage on recycle bins, e.g., "Wait! Is that recyclable?" (Bracken)
- 4) A "green moment" each month in email: something environmentally conscious we do that families can emulate, with info on cost and how long till payoff. (Ryan)
- 5) Possibility: Ryan told us about the "dark hour" concept, often 6 months after Earth Day's "dark day," in which everything shuts down for an hour. We will revisit that at the May meeting.
- 6) We'll perform an environmental audit. Ryan will first figure out how much we're using, then we'll work toward measures for improvement. (Ryan; then with Bracken)
- 7) In lower-school formation, children could make posters about "what my family does to save the Earth." (Liberty contact Cindy)

7. **Emergency Plan.** Committee agreed with Bart that a walk-through has much more impact than merely reading about it. Fire drill for ushers to be performed at a Sat morning ushers' meeting asap after evacuation route diagrams installed, which should be soon. Frank and Bart will develop a couple of scenarios to enact.

8. **Security.** An usher will be stationed at the W door to direct families to children's area; an acolyte locks the N door of the new building after altar party enters. (Frank).

9. **Sacristy.** Paul requested Bracken schedule heating/cooling for late summer or early fall. \$6000.

10. **Campus Tours.** Between services in June, July, and August, when there's no formation, we could offer campus tours led by Paul and/or Bracken. While this will partly be a chance to show off our campus, the main purpose will be to give new and old parishioners a vivid visual about our capital/upkeep requirements. Bracken and Paul will plan this.

11. **Data-gathering** to learn utilization, or dearth thereof, of sermons, classes, and other recorded website materials. Use this data for future streaming or other online presentation.

## Mission and Ministry

### February 2018 Summary for Vestry

The committee met February 21. The agenda included introductions for new committee members, discussion of future meeting logistics, 2018 strategic goals and priorities for the committee, ministry reports, and discussion of ministry interface assignments.

Committee members: Keith Bogdan, Melissa Cates, Jodi Dalton, Betsey Hardman, Roy Heller, Nancy Jagmin, Liz Kerner (as needed), Julia Trizzino (chair) [Melissa and Jodi were unable to attend 2/21]

Discussed logistics for future meetings, information storage / potential Dropbox use

- Selected 1<sup>st</sup> Wednesday (March 7 is next meeting)
- Agreed to use Dropbox for file sharing [Julia has since created it if anyone wants to be added]
- Liz will come as chair of Parish Council when we need her. Talked briefly about Parish Council purpose / how it works. Former senior warden chairs. Meets 2-3 times per year. Discussed that some of the goals for 2018 will involve disseminating information through the Parish Council.

### Ministry Reports

- Outreach ,, not yet available
- Youth (Roy) ,, Briefed a report from a meeting with Alina and Jared at the end of January
  - Wednesday night meetings have dropped in attendance. Still needed? People tend to be overbooked during the week. Potentially have an „open house,, on Sundays.
  - Youth Council disbanding may have been a mistake. Plan to restart in February.
  - They don't believe Youth minister is a full time position. They spend 12-15 hours/week between the two of them
  - Need new volunteers ,, fatigue for the current ones
- Others? [no other reports]

### Review 2017 Accomplishments / 2018 Priorities for the Committee

- Reviewed the accomplishments goals applicable to the M&M committee based on notes from the Vestry retreat (Julia provided excerpt to review in the meeting)
- Discussion of Key 2018 Needs
  - Welcoming Ministry ,, Betsey to interface with Bill Edwards, Sheila Runnels volunteered to assist
  - Pastoral Care ,, Betsey wants to stay in her interface position. Will take help with planning the summit (if we decide that's what we want). Suggested benchmarking.
  - Interface with Holy Faith ,, talk to Ginny and see what help is needed. More help with child care ,, kids are too old for our current child care, but are causing distractions. How many people are in the church (30-40)? Some of the kids participate well with our Sunday school stuff, but others don't.
  - Food Distribution Center Interface ,, discussion that this falls under outreach.
- New Youth Director / startup ,, why don't we have strategic goals around the youth? Discussion that there wasn't a youth related goal. Should there be with need to backfill Colin, concerns voiced by Alina and Jared? Julia to bring up at Vestry meeting

Review and update Ministry Contacts, Assignments, recommendations [yellow highlight represents contacts that will change; not yet finalized ,, Julia and Melissa still have assignments to go]

- Outreach ministries ,, Liaison - Jodi Dalton. Linda Ayers is the new chair of the committee. Jodi would like to stay on as interface.

- Christian Formation ,, Primary Liaison ,, **Rev. Erin Warde; also Colin** and Cindy ,, Heller and Bogdan [add Jagmin]
- Liturgical Ministries ,, Primary Liaison ,, Rev. Casey Shobe ,, Heller and **Sternweis** [add Jagmin]
- Communication ,, Primary Liaison ,, **Rebecca Gingles** - Dalton [potentially Betsey; Rebecca on maternity leave for next few months ,, think Joel and Meghan are filling in]
- Pastoral Care Ministries ,, Rev. Ginny Kivel - Hardman, **Maedche** and Dalton
- Congregational Life / Fellowship / Service ,, exc. music ,, Primary Liaison ,, **Ellen Dingwall** ,, Hardman and **Brewster**
- Congregational Life / Fellowship / Service ,, music ,, Primary Liaison - Joel Martinson ,, **Maedche and Sternweis** - Discussion was it would be easy for Julia to do this, but maybe that would be a reason to have someone else take it.



## 2018 VESTRY COVENANT

### MISSION STATEMENT:

To seek and serve Christ in all persons.

### VISION STATEMENT:

We seek to be an inclusive community of disciples who love God and follow Jesus through reverent worship, compassionate service, formative education, and sacrificial stewardship.

### TO CARRY OUT THIS MISSION:

1. We strive for positive and respectful communications and recognize that both the practice of open dialogue and the ability to hear one another are equally important.
2. We agree that every member of the congregation has a voice, and we are responsible for seeking the perspective of diverse voices to inform our decision-making process.
3. We commit to full accountability and transparency to each other and to the congregation for our actions.
4. We pledge to give generously of our time, talents, and resources to the glory of God and to the work of Transfiguration, and commit to enhanced visibility at parish events.
5. We commit to coming to meetings prepared, having reviewed all available reports and pertinent information ahead of time.
6. We will address conflict, which is inevitable, as it arises in a prayerful, compassionate, and forthright manner.
7. Understanding that not all decisions are unanimous, once a decision is reached by the majority required we agree to support that decision.
8. We understand that we are fiduciaries of the parish with a responsibility to the entire church.
9. We commit to remain aware of our limitations and, through prayer, seek help in accepting these limitations in ourselves and in each other.
10. We commit to active participation with the committee to which we've been assigned, including taking on specific projects and appropriately communicating with the wider Vestry about the committee's work.
11. It is every Vestry member's responsibility to create an environment of mutual trust, respect, counsel, support, and openness.
12. Honoring that our work as a group flows from our discipleship of Jesus Christ, we commit to a regular pattern of prayer, Bible study, and spiritual reflection as individuals and at the beginning of every meeting.
13. We commit to openness and transparency; therefore, members of the congregation and staff may attend as observers at all meetings, and meeting minutes are to be posted in a timely manner on the website and in a public space.
14. We commit to partnership with the staff to maintain healthy and open communication, and to jointly pursue our mission
15. We will review our covenant annually, through individual self-reviews and a shared, group review.

## Priority of Vision Goals for 2018

Five major areas of focus (clusters) were designated but not specifically prioritized among themselves

### 1. Stewardship

#### Goal V.1.c/d

- c. We will increase operational giving by 25% by 2021
- d. We will increase the percentage of pledging units to 75% of total member households by 2021

The discussion surrounding this acknowledged both concern about financial instability as well our fiscal discipline in adhering to budgets that matched current base stewardship. Major challenges are that obtaining full staffing and maintenance to more effectively operate within the current framework, as well as implementation of several goals in the Vision plan, requires a real increase operational funding. One emphasis is to develop better strategies for engagement of the community in understanding and owning of operational costs and the constraints imposed by current revenue. What could be done with increased revenue?

### 2. Welcome/Connect/Include

#### Goal III.2.a/b/c

- a. We will create a process to intentionally connect newcomers with existing members, ministries, or fellowships
- b. We will perform an annual review of the membership roster to improve accuracy and evaluate retention rates
- c. We will regularly perform a new member “inventory” to gauge the spiritual gifts and skills of our community

The need to revamp our welcoming ministry and effective connection/involvement of newcomers in the activities of the Fig was a given and full Vestry support has to go to the development of such ministry. Item (b) done in depth will help guide our success in a/c. This discussion was conflated with the importance of **Leadership Development**, which could be tied to this as a more directed form of inclusion and involvement (as follows). Strategies underway should be continued and improved as a focal endeavor.

#### Goal IV.2.a/b

- a. We will create a system to connect talented, committed members with various forms of leadership
- b. We will develop a leadership pathway from basic membership involvement to Vestry

### 3. Evangelism - Invite

#### Goal III.1.a/b Evangelism

- a. We will equip our members to be more enthusiastic and effective evangelists
- b. We will develop new congregational strategies for sharing our story as a church and inviting people to join us

The focus of conversation was on researching alternative marketing strategies and a more directed effort to equip parishioners for “enthusiastic evangelism” by destigmatizing the term, defining its broad context, and providing practical mechanisms for everyday life.

#### 4. Space Utilization & Capital maintenance

Goal V.2.a/b/c

- a. We will thoroughly evaluate usage of all church-occupied buildings by 2018
- b. We will coordinate with ministry heads to determine needs and desires with regard to facilities by 2019
- c. We will create an updated capital maintenance report to guide annual capital maintenance expenditures and inform discernment about a possible future capital campaign

This largely acknowledges total support for the ad hoc committee that started with chapel discernment and is morphing into a committee dedicated to forming a Space Plan and assessment of capital needs for a potential capital drive. This all precedes further consideration of the committee on chapel discernment as related to :

*Goal 1.4. Recognizing our diverse worship needs, we will engage in a process of evaluation and preparation to build a chapel*

#### 5. Pastoral Care

Goal II.2.a We will support the growth of our Pastoral Care Committee

Acknowledging the importance of pastoral care, the many changes in 2017, and the lack of an overarching Pastoral Care Committee, this will be pursued through a "Pastoral Care Summit" to assess whether a better umbrella could be constructed to help or where assistance may be provided to facilitate ongoing specific ministries.

#### **Special limited goal for Spring, 2018** Promotion of Same Sex Marriage at General Convention

Goal III.3 Seeking to offer all sacramental rites for all people, we will seek a resolution that will allow us to perform same-sex marriages

Basically, we will support all actions that encourage the convention to ensure a mechanism be made available for communities that want to perform same sex marriages in all dioceses. This includes consideration of Vestry resolution, lobbying at hearings, and withholding apportionment over longer term if unsuccessful.