

# Church of the Transfiguration

## Vestry Meeting January 23,2018

<b>Opening Prayer</b>	Bart Stockton		
<b>Formation</b>	The Rev. Casey Shobe, Rector		20 minutes
<b>PES Report</b>	Dave Monaco, HOS	<ul style="list-style-type: none"> <li>•update</li> <li>•changes to PES Bylaws</li> </ul>	10 minutes
<b>EEE</b>	Vestry		10 minutes
<b>Adoption of Minutes</b>	Peggy Kwoka, Clerk		5 minutes
<b>Treasurer's Report</b>	Allison Murphy		5 minutes
<b>Budget, Finance &amp; Administration</b>	George Banitch, Chair	<ul style="list-style-type: none"> <li>• FY 2017 update</li> <li>•anticipated 2018 pledge revenue</li> <li>•update EF</li> <li>•seminary disbursement</li> <li>•split of FY2-17 overage</li> </ul>	20 minutes
<b>Building, Grounds &amp; Technology</b>	Susan Fisk, Chair	<ul style="list-style-type: none"> <li>•Security ad hoc</li> </ul>	10 minutes
<b>Mission &amp; Ministry</b>	Paul Sternweis, Chair		10 minutes
<b>Rector's Report</b>	The Rector	<ul style="list-style-type: none"> <li>• Staff transitions</li> <li>• chapel ad hoc</li> <li>• youth search</li> <li>• Tau and Cross</li> <li>• annual meeting</li> </ul>	20 minutes
<b>Wardens Report</b>	Liz Kerner, Sr. Warden	<ul style="list-style-type: none"> <li>• thank yous</li> <li>•committee assignments</li> <li>• Vestry retreat – Feb 9-11, 2018</li> <li>•Annual meeting and install vestry 1/28 10 am</li> </ul>	5 minutes
<b>Compline</b>	The Rector		10 min

Vestry Minutes  
Episcopal Church of the Transfiguration  
January 23, 2018  
7p.m.—Vestry Room  
*Approved by the Vestry February 27, 2018*

**Vestry members in attendance:** George Banitch, Robert Button, Susan Fisk, Liberty Ford, Betsy Hardman, Roy Heller, Nancy Jagmin, Liz Kerner-Wyse, Jonathan Maedche, Paul Sternweis, and Bart Stockton.

**Others in attendance:** Casey Shobe +, Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk; Jay Madrid, Chancellor; Sophie Lowrance, Parish Administrator; Sheila Runnels MacLennan, Vestry-elect; Frank DeLizza, Vestry-elect; Evan Williams, Vestry-elect; Dave Monaco, Head of Parish Episcopal School; and Julia Trizzino, Vestry-elect.

1. Opening Prayer: Bart Stockton led the Vestry in the prayer (from the Book of Common Prayer):

Direct us, O Lord, in all our doings with thy most gracious favor, and further us with thy continual help; that in all our works begun, continued, and ended in thee, we may glorify thy holy Name and finally, by thy mercy, obtain everlasting life; through Jesus Christ our Lord. *Amen.*

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of Romans 1:8-17.

3. Parish Episcopal School: Dave Monaco:

- a. The PES Board approved changes to the school by-laws (version 7) January 22, 2018 and Jay Madrid reviewed it with the Vestry. Key changes include:
  - i. Acknowledgment of Lease
  - ii. Added Board Powers including budgets and financial reports, approval of fund trustee and approval of amendment to fund governance documents
  - iii. Trusteeship Committee to assist fund trustee selection

**MOTION: Liz Kerner-Wyse moved that the Vestry approve the amended Parish Episcopal School by-laws. Liberty Ford seconded the motion and the motion carried.**

- b. Up approximately twenty applications at this time compared to previous year.

4. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.

5. Adoption of Minutes: Peggy Kwoka, Clerk.

**MOTION: Paul Sternweis moved to adopt the minutes of December 19, 2017 as amended. Liz Kerner-Wyse seconded the motion and the motion carried.**

6. Treasurer's Report: Allison Murphy, Treasurer.
  - a. Total income for 2017 is \$ 2,159,316 and total expenses are \$1,998,642.
  - b. Pledges are \$24,000 over and around \$95,000 pledges were not paid.
  - c. Non-pledged giving is \$35,000 higher than what was budgeted.
  - d. Expenses are about \$50,000 lower than expected, primarily due to capital maintenance and savings of about \$7,000 in electricity for the year.
7. Budget, Finance & Administration: George Banitch, Chair.
  - a. FY 2017 update – great results
  - b. \$25,000 from the Endowment Fund will be used for capital maintenance

**MOTION: George Banitch moved that \$3,000 be provided to Virginia Theological Seminary for Chris Rodgers. Jonathan Maedche seconded the motion and the motion was approved.**

**MOTION: George Banitch moved that \$25,000 of the 2017 budget surplus be appropriated to the 8510 restricted account to be used in 2018 for capital maintenance to supplement the low amount in the budget. Paul Sternweis seconded the motion and the motion passed.**

**MOTION: Liz Kerner-Wyse moved that \$1,000 of the 2017 budget surplus be provided as a gift to Ellen Dingwall. The gift will be a one-time event not to be considered binding in the future. George Banitch seconded the motion and it passed.**

- c. 2018 Budget total is \$1,866,000 (which is a \$162,000 reduction from the 2017 budget). Liz Kerner-Wyse stated that the BF&A did a great job going through the budget line by line and determining the budget.

**MOTION: George Banitch moved that the budget be approved as presented. Bob Button seconded the motion and the motion passed.**

8. Building, Grounds & Technology: Susan Fisk, Chair.

Susan Fisk provided a report of the year in review:

- a. The Sacristy heating and cooling needs to be considered for improvement.
- b. The bell tower needs to be addressed as to the responsibility for upkeep.
- c. The emergency procedures booklet was completed.
- d. Roofing, HVAC and code compliance are key areas to be addressed going forward.
- e. Security Committee was a great team. They contacted other churches to learn what they were doing. The ushers are the first people who need to be observant. The welcoming committee also need to be observant and the hallways need to be patrolled. The North Transept door (which faces West) needs a greeter. Paul commented that it would be good to consider security on other days (not just Sunday) and considering security in the parking lot.

9. Mission & Ministry: Paul Sternweis, Chair.

- a. One of the main goals of Outreach is to coordinate a big outreach umbrella & calendar for the Parish in attempt to spread out projects over the 12 months so there aren't too many going at once.
- b. Welcoming reorganization in progress - still many questions in organization and training – this will be a point of focus for M&M in 2018. This will contribute to advancing the Vision Goal IC2a for welcoming, joining and involving.
- c. Endowment fund for Music has been implemented along with generation of defined parameters for any other such fund proposed within the Endowment structure.
- d. Concern that additional cuts in 2018 will reduce ability to employ part time staff (section leaders) or special performers (e.g., Easter brass and timpani) for liturgical music. The cut in 2017 stresses the resources.
- e. No real line item to support to support RAs that are used for tuning and maintenance of instruments. Along with this, Joel notes instrument needs that exceed current Music Fund.

10. Rector's Report:

- a. Chapel ad hoc – Committee is pivoting from discernment about building a chapel to focus on urgent capital projects.
- b. Staff Transitions –
  - i. Youth Minister search committee met on Sunday. Parents are disappointed that we are not going to hire a full-time youth minister. Plan to create a job description in March and interview in March and April.
  - ii. New office assistant (replacing Summer) to start on Monday.
- c. Tau and Cross – Chris Ayres and Anne Schmidt will receive the award on Sunday, January 28.

**MOTION: Liz Kerner-Wyse moved that the Tau Cross and Crown be awarded to Ellen Dingwall and Betsey seconded it. It passed. It will be awarded at the celebration for her career.**

11. Wardens Report: Liz Kerner-Wyse, Sr. Warden and Paul Sternweis, Jr. Warden.

- a. Thank yous
- b. Committee assignments
- c. Upcoming Events:
  - i. January 28 – Annual Parish Meeting and installation of Vestry
  - ii. Vestry retreat February 9 - 11, 2018 at Camp All Saints– the Vestry needs to be there Friday night by 7pm for dinner. The retreat will finish after lunch on Sunday. Paul handed out an information.
- d. Resolution on who has financial transactional authority to be voted on after the Annual Meeting.

12. Four members are retiring from the Vestry. The Rector commended them for their leadership and contributions. Susan Fisk, George Banitch, Jonathan Maedche and Liz Kerner-Wyse.

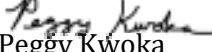
13. Compliment – The Rev. Casey Shobe

Meeting adjourned at 9:30 p.m.

**Business conducted in a special meeting of the Vestry called following the Annual Meeting of the Church of the Transfiguration on January 28, 2018:**

1. The following were authorized to open accounts, make deposits, authorize transfers between accounts, authorize payments to be made from said accounts said authority bearing two signatures of the persons then holding those positions; to hold, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now or hereafter registered in its name.
  - a. Senior Warden – Paul Sternweis
  - b. Junior Warden – Nancy Jagmin
  - c. Treasurer – Allison Murphy
  - d. Parish Administrator – Sophie Lowrance
  - e. Controller – Mary Hall

Respectfully submitted,

  
Peggy Kwoka  
Clerk of the Vestry

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Accounts

<b>Assets</b>		
<b>CURRENT ASSETS</b>		
<b>CASH IN BANKS</b>		
1040 - Operations - Checking *6382	\$539,359.65	
1042 - BB&T Investment Account	\$500,000.00	
1043 - COMERICA - MONEY MARKET	\$390,221.68	
<b>Total CASH IN BANKS</b>	<u>\$1,429,581.33</u>	
<b>Total CURRENT ASSETS</b>		<b>\$1,429,581.33</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	\$37,826.70	
<b>Total RECEIVABLES</b>		<b>\$37,826.70</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>\$18,032,010.29</b></u></u>
<b>Liabilities, Fund Principal, &amp; Restricted Funds</b>		
<b>Liabilities</b>		
<b>ACCOUNTS PAYABLE</b>		
2530 - MEDICAL INSURANCE WITHHELD	\$0.01	
2532 - CPG - Lay 403b Employee Cont	(\$0.32)	
<b>Total ACCOUNTS PAYABLE</b>		<b>(\$0.31)</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>\$7,682.25</b>
<b>Fund Principal</b>		
2999 - FUND BALANCE	\$16,731,962.94	
Excess Cash Received	\$160,671.76	
<b>Total Fund Principal and Excess Cash Received</b>		<b>\$16,892,634.70</b>
<b>Restricted Funds</b>		
Total Temporary Restricted	\$1,131,693.34	
<b>Total Restricted Funds</b>		<u><b>\$1,131,693.34</b></u>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<u><u><b>\$18,032,010.29</b></u></u>

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b>Temporary Restricted</b>				
7060 - Vacation Bible School	2,780	3,897	3,276	3,401
7065 - VOICE OF HOPE	0	500	0	500
8404 - St. Elizabeth's	1,193	475	239	1,428
8412 - Stations of the Cross	17,450	12,000	3,000	26,450
8458 - PES SAL REIMBURSEMENT	(16,573)	162,012	153,892	(8,453)
8477 - Invite/Welcome/Connect	0	2,500	925	1,575
<b>Worship</b>				
8426 - Prayer Book Hymnals	317	0	300	17
8468 - Adult Lay Vestments	1,245	0	374	870
8503 - Altar Guild	3,142	6,386	4,267	5,261
8521 - Youth Acolyte Robes	2,049	0	0	2,049
8549 - Flower Guild	11,485	14,735	9,593	16,626
<b>Total Worship</b>	<b>18,238</b>	<b>21,121</b>	<b>14,534</b>	<b>24,824</b>
<b>Music</b>				
8400 - Music for Christmas & Easter	0	12,663	6,957	5,706
8475 - Transfigured Nights	39,633	52,129	61,952	29,810
8486 - Carilion	328	0	328	0
8505 - Music Recordings	2,929	395	245	3,079
8512 - Music Fund	11,536	16,007	23,550	3,993
8518 - Choir Trips	(1,772)	1,772	0	0
<b>Total Music</b>	<b>52,653</b>	<b>82,966</b>	<b>93,031</b>	<b>42,588</b>
<b>Building &amp; Grounds</b>				
7020 - PES Invoiced Expenses	14,131	53,550	84,995	(17,315)
7025 - B&G Special Projects - Fire 2016	9,472	6,742	16,214	0
7026 - B&G Special - Wayfinding / Signage	10,874	40,824	55,566	(3,868)
8456 - Chapel Reserve	44,872	551,200	285	595,787
8457 - PES CAPITAL MAINTENANCE	85,047	174,210	310,451	(51,193)
8510 - Capital Contengency Fund	18,647	17,866	15,353	21,160
8515 - Roper Hall / Kitchen Replacements	3,387	0	851	2,536
8548 - Water Feature	5,003	0	0	5,003
<b>Total Building &amp; Grounds</b>	<b>191,434</b>	<b>844,392</b>	<b>483,716</b>	<b>552,111</b>
<b>Congregational Life</b>				
7040 - EMF	(2,302)	20,915	18,613	0
8436 - Daughters of the King	307	360	407	260
8438 - Weddings Income & Expense	(46)	450	480	(76)
8440 - Library	418	0	191	227
8450 - Stephen Ministries	7,742	0	656	7,086
8470 - Funerals Income & Expense	6,803	1,100	215	7,688
8471 - Fig Fest	0	1,661	199	1,462
8472 - Labyrinth	9,428	87	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	45	565	465	145
8547 - IParents	620	896	636	880
<b>Total Congregational Life</b>	<b>37,809</b>	<b>26,034</b>	<b>21,863</b>	<b>41,980</b>
<b>Leadership &amp; Administration</b>				

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
7010 - Special Offerings Exchange	13,669	23,214	36,883	0
8407 - Pre-Paid Pledges (Future Yr)	117,752	145,191	117,752	145,191
8414 - Communications - Website Project	1,790	0	0	1,790
8443 - Ministry Funds (Rector)	17,346	11,099	12,439	16,007
8446 - Ministry Funds (EJW)	1,824	265	2,140	(51)
8447 - Ministry Funds (VIK)	982	3,866	3,985	862
8448 - Ministry Funds (MWM)	3,946	1,973	5,669	250
8449 - Ministry Funds (JSG)	0	795	304	491
8473 - Congregational Retreat	265	1,520	785	1,000
8478 - Columbarium	34,765	7,500	36,457	5,808
8479 - Endowment Exchange Account	1,735	13,075	11,585	3,225
8499 - Operating Capital	24,062	2,147	2,543	23,666
8501 - Farewell	48	0	0	48
8506 - Vestry Emergency Fund	103,719	0	203	103,516
8517 - Future Music Endowment	35,586	44,564	80,000	150
8533 - Sabbatical Fund	28,388	0	0	28,388
8544 - New Ministries Restricted	2,388	48	0	2,436
<b>Total Leadership &amp; Administration</b>	<b>388,265</b>	<b>255,257</b>	<b>310,745</b>	<b>332,777</b>
<b>Mission &amp; Outreach</b>				
8420 - Mission	13,194	0	0	13,194
8422 - Holy Faith	120	1,205	471	854
8423 - International Mission Trip	5,414	21,200	18,150	8,464
8460 - Outreach Gifts	31,834	5,556	23,303	14,087
8461 - Austin Street Shelter	17,412	15,734	18,977	14,169
8463 - Food Pantry	16,931	875	3,541	14,265
8493 - Episcopal Relief and Development	0	15,573	15,573	0
8494 - United Thank Offering	383	210	593	0
8509 - Rector Outreach	0	20,192	18,198	1,995
8543 - Happy Homes Africa	3,811	2,725	0	6,536
<b>Total Mission &amp; Outreach</b>	<b>89,099</b>	<b>83,271</b>	<b>98,805</b>	<b>73,565</b>
<b>Memorials / Bequests</b>				
8600 - Memorial Account	7,290	2,250	5,895	3,645
<b>Total Memorials / Bequests</b>	<b>7,290</b>	<b>2,250</b>	<b>5,895</b>	<b>3,645</b>
<b>Children's Formation</b>				
8405 - Pinson 3rd Grade Bibles	4,614	22	358	4,279
8406 - Godly Play	4,955	711	2,526	3,140
<b>Total Children's Formation</b>	<b>9,570</b>	<b>733</b>	<b>2,884</b>	<b>7,419</b>
<b>Youth Formation</b>				
8485 - Youth Ministries	19,823	36,330	45,295	10,858
<b>Total Youth Formation</b>	<b>19,823</b>	<b>36,330</b>	<b>45,295</b>	<b>10,858</b>
<b>Adult Formation</b>				
8545 - St. Catherine's Fund	15,178	14,768	12,920	17,026
<b>Total Adult Formation</b>	<b>15,178</b>	<b>14,768</b>	<b>12,920</b>	<b>17,026</b>
<b>Total Temporary Restricted</b>	<b>834,208</b>	<b>1,548,506</b>	<b>1,251,021</b>	<b>1,131,693</b>



Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2016	YTD Actuals 2017	YTD Budget 2017	YTD Budget Variance 2017	Annual Budget 2017
<b>INCOME - UNRESTRICTED</b>								
<b>Contributions - Pledge Giving</b>								
4000 - Prepaid Pledges	0	0	0	46,029	117,752	0	117,752	0
4005 - Pledges - Current Year	238,686	197,240	41,446	1,482,342	1,547,585	1,656,420	(108,835)	1,656,420
4007 - Matching Gifts	4,000	4,943	(943)	0	54,915	59,320	(4,405)	59,320
4010 - Prior Year Pledge Fulfillment	0	226	(226)	22,108	53,887	50,000	3,887	50,000
4028 - Online CC/ACH Fees	0	(833)	833	0	(5,715)	(10,000)	4,285	(10,000)
4030 - NON-COLLECTIBLE PLEDGE	0	(4,167)	4,167	0	0	(50,000)	50,000	(50,000)
<b>Total Contributions - Pledge Giving</b>	<b>242,686</b>	<b>197,409</b>	<b>45,277</b>	<b>1,550,479</b>	<b>1,768,424</b>	<b>1,705,740</b>	<b>62,684</b>	<b>1,705,740</b>
<b>Contributions - Non-Pledge</b>								
4800 - Offering / Non-pledge Giving	32,181	10,756	21,425	227,178	155,821	105,000	50,821	105,000
<b>Total Contributions - Non-Pledge</b>	<b>32,181</b>	<b>10,756</b>	<b>21,425</b>	<b>227,178</b>	<b>155,821</b>	<b>105,000</b>	<b>50,821</b>	<b>105,000</b>
<b>Other Revenue</b>								
4805 - Church Usage	3,272	4,167	(895)	56,244	36,672	50,000	(13,328)	50,000
4810 - PES UTILITIES REIMBURSEMEN	10,091	11,431	(1,340)	110,170	131,518	124,000	7,518	124,000
4820 - Interest Income - Operating	124	71	52	1,800	1,498	1,000	498	1,000
4845 - Endowment Fund Grant	0	3,750	(3,750)	0	45,000	45,000	0	45,000
4852 - Capital Maintenance Income	2,083	2,083	0	0	25,000	25,000	0	25,000
4870 - Bank / Merchant Fees	(1,018)	0	(1,018)	(12,895)	(4,617)	0	(4,617)	0
<b>Total Other Revenue</b>	<b>14,552</b>	<b>21,502</b>	<b>(6,950)</b>	<b>155,319</b>	<b>235,071</b>	<b>245,000</b>	<b>(9,929)</b>	<b>245,000</b>
<b>Total INCOME - UNRESTRICTED</b>	<b>289,419</b>	<b>229,667</b>	<b>59,751</b>	<b>1,932,976</b>	<b>2,159,316</b>	<b>2,055,740</b>	<b>103,576</b>	<b>2,055,740</b>
<b>EXPENSES</b>								
5409 - North Dallas Shared Min	0	417	417	0	5,000	5,000	0	5,000
5411 - Austin St Shelter	1,667	833	(834)	0	10,000	10,000	0	10,000
5481 - Fig Fest	0	125	125	0	1,500	1,500	0	1,500
5482 - Archives	0	42	42	0	0	500	500	500
<b>Personnel</b>								
<b>Clergy</b>								
5000 - Clergy Salary	14,189	13,664	(525)	137,318	174,768	163,966	(10,802)	163,966
5010 - Clergy Housing	6,926	6,564	(361)	90,045	88,109	78,771	(9,338)	78,771
5020 - Clergy Pension	3,495	3,057	(438)	39,105	38,048	36,680	(1,368)	36,680
5030 - Clergy Insurance	6,395	3,550	(2,845)	38,813	62,095	42,599	(19,496)	42,599
5070 - Supply Clergy	0	0	0	5,500	275	0	(275)	0





Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2016	YTD Actuals 2017	YTD Budget 2017	YTD Budget Variance 2017	Annual Budget 2017
5435 - Acolytes	0	12	12	0	0	150	150	150
5470 - Altar Guild	177	(2,119)	(2,296)	4,600	4,536	5,000	464	5,000
5473 - Flowers	0	(3,737)	(3,737)	18,000	12,000	12,000	0	12,000
<b>Total Worship</b>	<b>177</b>	<b>(5,844)</b>	<b>(6,020)</b>	<b>22,600</b>	<b>16,536</b>	<b>17,150</b>	<b>614</b>	<b>17,150</b>
<b>Music</b>								
5454 - Music Supplies & Awards	0	(38)	(38)	1,000	0	1,000	1,000	1,000
5455 - Music - Purchase & Rent	0	(121)	(121)	1,500	0	1,500	1,500	1,500
5456 - Music - Tuning & Repairs	0	0	0	698	0	900	900	900
5459 - Music - Courtesy	0	29	29	0	0	350	350	350
<b>Total Music</b>	<b>0</b>	<b>(130)</b>	<b>(130)</b>	<b>3,198</b>	<b>0</b>	<b>3,750</b>	<b>3,750</b>	<b>3,750</b>
<b>Congregational Life</b>								
5400 - Congregational Development	0	843	843	3,305	4,052	3,200	(852)	3,200
5407 - Food / Coffee Fellowship	438	947	508	8,693	3,660	10,000	6,340	10,000
5410 - Pastoral Care	348	270	(78)	448	1,316	800	(516)	800
5475 - Parish Library	155	0	(155)	644	1,004	1,000	(4)	1,000
5477 - Parish Nursing	0	0	0	187	50	0	(50)	0
5615 - Stewardship	0	2,150	2,150	6,062	2,392	6,000	3,608	6,000
7070 - Exchange - Special Events	3,231	0	(3,231)	0	(3,256)	0	3,256	0
8402 - 60th Anniversary	0	0	0	60	0	0	0	0
<b>Total Congregational Life</b>	<b>4,172</b>	<b>4,210</b>	<b>37</b>	<b>19,399</b>	<b>9,219</b>	<b>21,000</b>	<b>11,781</b>	<b>21,000</b>
<b>Christian Formation</b>								
5420 - Youth Formation	166	386	220	12,425	9,793	12,000	2,207	12,000
5430 - Children's Formation	957	813	(144)	8,577	6,804	8,000	1,196	8,000
5440 - Adult Formation	193	350	157	7,986	7,787	8,000	213	8,000
5468 - Family Ministries	0	0	0	133	0	1,222	1,222	1,222
5625 - Baptism	0	0	0	207	201	500	299	500
<b>Total Christian Formation</b>	<b>1,317</b>	<b>1,549</b>	<b>232</b>	<b>29,329</b>	<b>24,585</b>	<b>29,722</b>	<b>5,137</b>	<b>29,722</b>
<b>Mission &amp; Outreach</b>								
5415 - Stephen Ministry	0	62	62	1,562	0	1,000	1,000	1,000
5604 - Outreach	0	0	0	40,000	25,013	25,000	(13)	25,000
5800 - Dioc/Natl Assessment	19,049	19,049	0	226,000	230,284	228,588	(1,696)	228,588
5810 - Seminary Support	1,500	0	(1,500)	1,500	1,500	3,000	1,500	3,000
<b>Total Mission &amp; Outreach</b>	<b>20,549</b>	<b>19,111</b>	<b>(1,438)</b>	<b>269,062</b>	<b>256,797</b>	<b>257,588</b>	<b>791</b>	<b>257,588</b>

Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2016	YTD Actuals 2017	YTD Budget 2017	YTD Budget Variance 2017	Annual Budget 2017
<b>Leadership &amp; Administration</b>								
<b>General Office Support</b>								
5170 - Staff Replacement	0	0	0	2,682	1,075	0	(1,075)	0
5240 - General Office Supplies	1,421	874	(547)	12,042	9,415	12,500	3,085	12,500
5243 - Copier Lease Exp.	1,270	0	(1,270)	14,787	16,063	12,000	(4,063)	12,000
5244 - Office Equipment Repair	0	0	0	469	644	7,500	6,856	7,500
5250 - Postage	0	(231)	(231)	3,626	3,459	6,000	2,541	6,000
5346 - Background Checks	0	433	433	692	332	2,500	2,168	2,500
<b>Total General Office Support</b>	<b>2,691</b>	<b>1,077</b>	<b>(1,614)</b>	<b>34,299</b>	<b>30,988</b>	<b>40,500</b>	<b>9,512</b>	<b>40,500</b>
<b>Legal / Audit</b>								
5640 - Financial Audit	0	4,500	4,500	4,500	4,500	4,500	0	4,500
<b>Total Legal / Audit</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>
<b>Prop / Casualty Ins.</b>								
5360 - Insurance	651	0	(651)	61,081	74,181	65,000	(9,181)	65,000
<b>Total Prop / Casualty Ins.</b>	<b>651</b>	<b>0</b>	<b>(651)</b>	<b>61,081</b>	<b>74,181</b>	<b>65,000</b>	<b>(9,181)</b>	<b>65,000</b>
<b>Continuing Education</b>								
5040 - Continuing Prof. Education	528	278	(251)	17,566	9,445	12,500	3,055	12,500
<b>Total Continuing Education</b>	<b>528</b>	<b>278</b>	<b>(251)</b>	<b>17,566</b>	<b>9,445</b>	<b>12,500</b>	<b>3,055</b>	<b>12,500</b>
<b>Rector's Expense</b>								
5060 - Rector's Expenses	592	28	(564)	4,275	9,374	5,000	(4,374)	5,000
<b>Total Rector's Expense</b>	<b>592</b>	<b>28</b>	<b>(564)</b>	<b>4,275</b>	<b>9,374</b>	<b>5,000</b>	<b>(4,374)</b>	<b>5,000</b>
<b>Vestry Allocation to Operating</b>								
5690 - Vestry Allocation to Operating	2,083	25,000	22,917	0	25,000	25,000	0	25,000
<b>Total Vestry Allocation to Operating</b>	<b>2,083</b>	<b>25,000</b>	<b>22,917</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>
<b>Convention Delegates</b>								
5365 - Convention Delegates	0	0	0	500	550	720	170	720
<b>Total Convention Delegates</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>550</b>	<b>720</b>	<b>170</b>	<b>720</b>
<b>Total Leadership &amp; Administration</b>	<b>6,546</b>	<b>30,883</b>	<b>24,337</b>	<b>122,220</b>	<b>154,038</b>	<b>153,220</b>	<b>(818)</b>	<b>153,220</b>
<b>Communications</b>								
5280 - Outside Printing	0	0	0	60	0	0	0	0
5405 - Communications - General	2,045	343	(1,702)	24,679	18,038	26,000	7,962	26,000
<b>Total Communications</b>	<b>2,045</b>	<b>343</b>	<b>(1,702)</b>	<b>24,739</b>	<b>18,038</b>	<b>26,000</b>	<b>7,962</b>	<b>26,000</b>
<b>Building &amp; Grounds</b>								

Accounts	MTD Actual	MTD Budget	Variance for Month	YTD Actuals 2016	YTD Actuals 2017	YTD Budget 2017	YTD Budget Variance 2017	Annual Budget 2017
5340 - Building & Grounds Upkeep	2,357	3,659	1,302	44,210	34,990	40,000	5,010	40,000
5342 - Building Cleaning Contract	3,550	2,166	(1,384)	32,550	34,045	30,000	(4,045)	30,000
5350 - Landscaping	960	0	(960)	17,866	23,091	20,000	(3,091)	20,000
5352 - Capital Maintenance Expense	0	0	0	104,791	49,052	75,000	25,948	75,000
5354 - Preventative Maintenance	1,957	1,254	(703)	20,435	18,812	25,000	6,188	25,000
<b>Utilities</b>								
<b>Telephone / IT</b>								
5260 - IT Computer Support	2,887	1,289	(1,598)	22,155	29,040	20,000	(9,040)	20,000
5270 - Telephone / Internet	499	847	348	6,639	7,851	9,600	1,749	9,600
5271 - Telephone Equip & Repair	0	0	0	2,584	25	2,900	2,875	2,900
<b>Total Telephone / IT</b>	<u>3,386</u>	<u>2,136</u>	<u>(1,250)</u>	<u>31,377</u>	<u>36,916</u>	<u>32,500</u>	<u>(4,416)</u>	<u>32,500</u>
<b>Electric / Gas / Water</b>								
5370 - Gas	918	799	(119)	4,912	9,093	11,000	1,907	11,000
5372 - Water	3,212	2,745	(467)	39,019	36,069	32,000	(4,069)	32,000
5374 - Electrical	9,443	9,594	151	142,900	127,606	145,000	17,394	145,000
<b>Total Electric / Gas / Water</b>	<u>13,573</u>	<u>13,139</u>	<u>(434)</u>	<u>186,831</u>	<u>172,768</u>	<u>188,000</u>	<u>15,232</u>	<u>188,000</u>
<b>Total Utilities</b>	<u>16,959</u>	<u>15,275</u>	<u>(1,684)</u>	<u>218,208</u>	<u>209,685</u>	<u>220,500</u>	<u>10,815</u>	<u>220,500</u>
<b>Total Building &amp; Grounds</b>	<u>25,782</u>	<u>22,354</u>	<u>(3,428)</u>	<u>438,060</u>	<u>369,674</u>	<u>410,500</u>	<u>40,826</u>	<u>410,500</u>
<b>Total EXPENSES</b>	<u>145,278</u>	<u>166,326</u>	<u>21,047</u>	<u>2,039,104</u>	<u>1,998,644</u>	<u>2,055,740</u>	<u>57,096</u>	<u>2,055,740</u>
<b>Net Total</b>	144,140	63,341	80,799	(106,128)	160,672	0	160,672	0

# **Budget Finance & Administration Committee Report**

## **January, 2018**

Monthly Meeting January 17, 2018 – 6:30 PM

In Attendance: George Banitch, Bob Button, Nancy Jagmin, Julia Trizzino, Oliver Cone, Allison Murphy, Elizabeth Kerner, Paul Sternweis, Father Casey Shobe and Sophie Lowrance

- Bob Button gave the opening prayer.
- Treasurer Allison Murphy presented her monthly and year end Treasurer's Report for December and end of 2017. Monthly pledges for December were \$41,796 over the budget for the month. Pledges for the year are \$59,267 over the budget amount, when prepaid pledges are included and \$50,000 of non-collectible pledges are subtracted. Year end total revenues were \$2,159,316, which is \$103,576 over the total budget amount for revenues. This compares to 2016 total revenues of \$1,932,976, so 2017 total revenues exceeded 2016 by \$226,340.
- Expenses for 2017 totaled \$1,998,644 which is \$40,460 less than in 2016 and is \$57,096 less than the 2017 total budget for expenses. Combining revenue and expenses, we finished 2017 with a surplus of \$160,972. Bob Button, former Treasurer, pointed out that this was the largest surplus in many years. The year end report is not final as there may be some gifts for hurricane relief that have not been transferred to restricted accounts. However, the Treasurer was confident that the surplus total will end up being very close to the current number.
- It was noted that follow-up by Staff (Sophie) helped with year end pledge fulfillment and other giving. There may also have been an effect from the new tax laws. It was observed that year end giving is very hard to predict.
- There was extensive discussion of how to handle the 2017 surplus and it was the recommendation of the committee that \$25,000 be moved to RA 8510 Capital Contingency Fund and the balance of the surplus be moved to RA 8499 Operating Capital. This will be presented to Vestry for its consideration.
- Father Casey reported that a major donor is considering a significant gift. It was the Rector's recommendation that such a gift be dedicated to specific capital maintenance projects to be determined. If the gift is made, the committee agreed with this recommendation.

- Sophie reported that 402 pledges in the total amount of \$1,609,129 have been received. There are 47 new pledges and 187 increases and 48 decreases from last year's pledges. 90 previous pledges from 2017 which totaled \$153,025 have not pledged for 2018. Average pledge for 2018 is \$4,044. We are \$48,411 below last year's total pledges. At this time last year, we had received 445 pledges totaling \$1,656,540.
- George Banitch presented the proposed 2018 budget for consideration. The projected budget for 2018 was \$1,873,000, which is \$182,740 less than in 2017. There was extensive discussion and various modifications to the proposed budget. As tentatively revised at the meeting, the new total budget is \$1,869,956 leaving a deficit of \$8,956. There were reductions in all major areas of the budget, except for Outreach.
- Paul Sternweis requested that this tentative budget be presented for discussion and conditional approval at the Vestry meeting on January 23. It is expected that final approval of the budget will occur at the Vestry retreat in February.
- Father Casey gave the closing prayer.

Submitted by George Banitch for BFA Committee

Multipliers
Revenue Multiplier
Outreach Multiplier
Program Multiplier
Staff Multiplier
Operations Multiplier
% Funded (Rev./Exp)

	2016 Budget	2016 Actual	2017 Proposed	2017 Actual	2018 Proposed
<b>Revenues</b>					
<b>PLEDGE RECEIPTS</b>					
4000 - MEMBER RECEIPTS-PREPAID		46,029	0	117,752	0
4005 - MEMBER REC-CURRENT YEAR	1,616,000	1,482,342	1,656,420	1,547,585	1,560,000
4007 - MATCHING GIFTS	110,000	0	59,320	54,915	0
4010 - PLEDGE REC-PREV YEAR	25,000	22,108	50,000	53,887	25,000
4012 - CHILDREN'S PLEDGE		0	0	0	0
4028 - ONLINE C/ACH PROCESSING FEES	(10,000)	0	(10,000)	(5,715)	(5,000)
4030 - NON-COLLECTIBLE PLEDGE		0	(50,000)	0	0
<b>Total PLEDGE RECEIPTS</b>	<b>1,741,000</b>	<b>1,550,479</b>	<b>1,705,740</b>	<b>1,768,424</b>	<b>1,580,000</b>
<b>OTHER REVENUE</b>					
4025 - SPECIAL PLEDGE-ST. HILDA'S		0	0	0	0
4800 - PLATE & SPECIAL OFFERINGS	111,000	227,178	105,000	155,821	125,000
4805 - BUILDING USAGE	48,000	56,244	50,000	36,672	40,000
4810 - PES SHARED OPERATING EXPENSE	118,000	110,170	124,000	131,518	100,000
4820 - INTEREST INCOME-OPERATING	1,000	1,800	1,000	1,498	1,000
4840 - MEMORIAL, THANKS, GIFTS		0	0	0	0
4850 - LENT		0	0	0	0
4845 - ENDOWMENT CAPITAL GRANT			45,000	45,000	25,000
4852 - CAPITAL MAINTENANCE INCOME			25,000	25,000	0
4855 - FOOD FELLOWSHIP INCOME			0	0	0
4870 - BANK/MERCHANT FEES		(12,895)		(4,617)	(5,000)
<b>Total OTHER REVENUE</b>	<b>278,000</b>	<b>382,497</b>	<b>350,000</b>	<b>390,892</b>	<b>286,000</b>
<b>Total Revenues</b>	<b>2,019,000</b>	<b>1,932,976</b>	<b>2,055,740</b>	<b>2,159,316</b>	<b>1,866,000</b>



Expenses										
<b>OUTREACH</b>										
5408 - SPECIAL CHARITIES OFFERING				0	0	0	0	0	0	0
5409 - NORTH DALLAS SHARED MINISTRIES				5,000	5,000				5,000	New separate line item
5411-AUSTIN STREET CENTER				10,000	10,000				10,000	New separate line item
5604 - OUTREACH (Committee)	40,000			25,000	25,013				25,000	
5800 - DIOC/NATL ASSESSMENT	226,000			228,588	230,284				237,546	Increase in Diocesan/Natl Assessment
5810 - SEMINARY ASSESSMENT	1,500			3,000	1,500				3,000	
<b>Total OUTREACH</b>	<b>267,500</b>			<b>271,588</b>	<b>271,797</b>				<b>280,546</b>	
<b>PROGRAM</b>										
<b>Worship</b>										
5435 - ACOLYTES	150			150	0				150	
5454 - MUSIC SUPPLIES AND AWARDS	1,000			1,000	0				0	
5455 - MUSIC PURCHASE AND RENT	1,500			1,500	0				1,000	
5456 - MUSIC TUNING REPAIRS	900			900	0				1,000	
5458 - MUSIC-NEW VESTMENTS				0	0				0	
5459 - MUSIC COURTESY	350			350	0				350	
5470 - ALTAR GUILD	4,600			5,000	4,536				5,000	
5472 - VOTIVES				0	0				0	
5473 - FLOWERS	18,000			12,000	12,000				10,000	
<b>Total Worship</b>	<b>26,500</b>			<b>20,900</b>	<b>16,536</b>				<b>17,500</b>	
<b>Pastoral Care</b>										
5410 - PASTORAL CARE	800			800	1,316				1,000	
5415 - STEPHEN MINISTRY	2,000			1,000	0				3,000	
5630 - MINISTRY OF JOY				0	0				0	Rolled into "FOOD FELLOWSHIP EXPENSE"
<b>Total Pastoral Care</b>	<b>2,800</b>			<b>1,800</b>	<b>1,316</b>				<b>4,000</b>	
<b>Adult</b>										
5440 - ADULT FORMATION	9,150			8,000	7,787				8,000	
5468 - FAMILY MINISTRIES	1,150			1,222	0				0	
5625 - BAPTISM	250			500	201				500	
<b>Total Adult</b>	<b>10,550</b>			<b>9,722</b>	<b>7,988</b>				<b>8,500</b>	
<b>Youth</b>										
5420 - YOUTH DEPARTMENT	12,800			12,000	9,793				8,000	
<b>Total Youth</b>	<b>12,800</b>			<b>12,000</b>	<b>9,793</b>				<b>8,000</b>	
<b>Children</b>										
5425 - VACATION CHURCH SCHOOL				0	0				0	
5430 - CHILDREN'S FORMATION	9,150			8,000	6,804				8,000	
<b>Total Children</b>	<b>9,150</b>			<b>8,000</b>	<b>6,804</b>				<b>8,000</b>	
<b>Program Support</b>										
5400 - CONGREGATIONAL DEVELOPMENT	3,200			3,200	4,052				2,500	
5405- COMMUNICATIONS	26,000			24,000	18,038				20,000	Reduction in 2017
5407 - FOOD FELLOWSHIP EXPENSE	10,000			10,000	3,660				5,000	Single line item for all food and coffee expenses
5475 - PARISH LIBRARY	650			1,000	1,004				1,000	

5477 - PARISH NURSE	187	50			
5480 - NARTHEX HOSPITALITY	-	0	0	0	0
54XX - FIGFEST	-	1,500	1,500	1,500	1,500
54XX - ARCHIVES	-	500	0	0	0
5615 - STEWARDSHIP	6,062	6,000	2,392	3,000	3,000
5632 - LENT EXPENSES	-	0	0	0	0
8402 - 60TH ANNIVERSARY	60				
7070 - EXCHANGE - SPECIAL EVENTS		(3,256)			
<b>Total Program Support</b>	46,650	46,200	27,440	33,000	33,000
<b>Total PROGRAM</b>	108,450	98,622	69,877	79,000	79,000

0 Rolled into "FOOD FELLOWSHIP EXPENSE"

<b>STAFF</b>										
<b>Clergy</b>										
5000 - CLERGY SALARY	236,880	137,318	164,428	174,768	161,585	Includes Supply Clergy at \$6000				
50Xx - DIOC REIMBURS CURATE			(21,000)		(36,000)					
5010 - CLERGY HOUSING		90,045	93,406	88,109	92,940					
5020 - CLERGY PENSION	32,490	39,105	38,905	38,048	42,449					
5030 - CLERGY GROUP INS	38,375	38,813	53,423	62,095	65,906					
<b>Total Clergy</b>	<b>307,745</b>	<b>305,281</b>	<b>329,162</b>	<b>363,020</b>	<b>326,880</b>					
<b>Program Staff</b>										
5100 - PROGRAM STAFF SALARIES	204,234	216,042	221,492	221,078	167,230	Directors of Children's and Youth Choirs included				
5120 - PROGRAM STAFF FICA	15,624	16,072	16,944	16,264	12,793	under Program Staff				
5130 - PROGRAM STAFF LAY PENSION	16,946	16,821	16,831	19,457	10,951					
5140 - PROGRAM STAFF GROUP INS	39,869	39,911	42,956	41,946	23,798					
<b>Total Program Staff</b>	<b>276,673</b>	<b>288,846</b>	<b>298,223</b>	<b>298,745</b>	<b>214,770</b>					
<b>Administrative Staff</b>										
5200 - ADMINISTRATIVE SALARIES	235,853	248,839	252,500	231,731	243,045	Includes \$6045 temporary for maternity leave				
5210 - ADMINISTRATIVE FICA	17,997	19,175	19,316	17,669	18,592					
5220 - ADMINISTRATIVE GROUP INS	42,538	44,431	38,789	41,857	35,694					
5230 - ADMINISTRATIVE LAY PENSION	20,700	20,923	18,769	19,628	16,362					
<b>Total Administrative Staff</b>	<b>317,088</b>	<b>333,368</b>	<b>329,374</b>	<b>310,885</b>	<b>313,693</b>					
<b>Plant Staff</b>										
5300 - PARISH PLANT SALARIES	165,350	166,665	157,415	160,388	155,322	Part Time Sexton				
5310 - PARISH PLANT FICA	12,466	12,646	12,402	12,070	11,882					
5320 - PARISH PLANT GROUP INS	42,190	43,424	39,295	36,678	35,694					
5330 - PARISH PLANT PENSION	14,666	14,383	13,650	11,655	12,618					
5335 - PES STAFF REIMBURSEMENT	(146,000)	(143,026)	(170,000)	(153,892)	(179,625)	Sextons at 100% and Brackten at 75%				
<b>Total Plant Staff</b>	<b>88,672</b>	<b>94,092</b>	<b>52,762</b>	<b>66,899</b>	<b>35,891</b>					
<b>Choir</b>										
5451 - MUSIC-SALARY	59,000	55,655	52,000	52,000	59,000					
5452 - MUSIC-SUBSTITUTES			0	0	0	Directors of Children's and Youth Choirs moved to Program Staff				
5464 - MUSIC-FICA	4,514	4,984	3,978	3,856	4,513					
<b>Total Choir</b>	<b>63,514</b>	<b>60,639</b>	<b>55,978</b>	<b>55,856</b>	<b>63,513</b>					
<b>Child Care</b>										
5620 - CHILD CARE	25,000	21,080	27,000	17,179	20,000	Reduced based on 2017 actual costs				
5621 - CHILD CARE FICA	1,913	1,690	2,065	1,205	1,530					
<b>Total Child Care</b>	<b>26,913</b>	<b>22,770</b>	<b>29,065</b>	<b>18,384</b>	<b>21,530</b>					
<b>Staff Support</b>										
5040 - CONTINUING PROF EDUCATION	17,500	17,566	12,500	9,445	10,000	Reduction in 2017				
5060 - RECTOR EXPENSES	3,000	4,275	5,000	9,374	5,000					
5170 - STAFF REPLACEMENT	2,000	2,682	0	1,075	0					
5070 - SUPPLY CLERGY	5,000	5,500	0	275	0	Moved to Clergy Salary				
<b>Total Staff Support</b>	<b>27,500</b>	<b>30,023</b>	<b>17,500</b>	<b>20,169</b>	<b>15,000</b>					
<b>Total STAFF</b>	<b>1,108,105</b>	<b>1,135,019</b>	<b>1,112,064</b>	<b>1,133,968</b>	<b>991,277</b>					

OPERATIONS	11,000	12,042	12,500	9,415	10,000	Reduced based on 2017 actual costs
Office						
5240 - OFFICE SUPPLIES	11,000	12,042	12,500	9,415	10,000	Reduced based on 2017 actual costs
5243 - OFFICE MACHINERY RENTAL	12,000	14,787	12,000	16,063	16,000	Increased based on 2017 actual costs
5244 - OFFICE MACHINERY REPAIRS	7,500	469	7,500	644	1,000	
5250 - POSTAGE	4,100	3,626	6,000	3,459	3,800	Reduced based on 2017 actual costs
5260 - COMPUTER SUPPORT	20,000	22,155	20,000	29,040	25,000	Increased based on 2017 actual costs
5271 - TELEPHONE EQUIP & REPAIR	2,900	2,584	2,900	25	0	Reduced based on 2017 actual costs
5280 - BOOKS & OUTSIDE PRINTING		60	0	0	0	Consolidated account with "COMMUNICATIONS"
5282 - CONTRACT LABOR			0	19,192	0	
<b>Total Office</b>	<b>57,500</b>	<b>55,723</b>	<b>60,900</b>	<b>77,838</b>	<b>55,800</b>	
Administrative						
5346 - SECURITY	2,500	692	2,500	332	500	Reduced based on 2017 actual costs
5360 - INSURANCE	58,000	61,081	65,000	74,181	77,577	Increased based on projected cost
5365 - CONVENTION DELEGATES	720	500	720	550	600	
5635 - LEGAL			0	0	0	
5640 - FINANCIAL AUDIT	3,000	4,500	4,500	4,500	4,500	
<b>Total Administrative</b>	<b>64,220</b>	<b>66,773</b>	<b>72,720</b>	<b>79,563</b>	<b>83,177</b>	
Utilities						
5270 - TELEPHONE	7,800	6,639	9,600	7,851	9,600	
5370 - GAS	11,000	4,912	11,000	9,093	11,000	
5372 - WATER	30,000	39,019	32,000	36,069	36,000	
5374 - ELECTRICAL	145,000	142,900	145,000	127,606	130,000	Reduced based on 2017 actual costs
<b>Total Utilities</b>	<b>193,800</b>	<b>193,470</b>	<b>197,600</b>	<b>180,619</b>	<b>186,600</b>	
Property						
5340 - BUILDING & GROUNDS UPKEEP	42,500	44,210	40,000	34,990	35,000	
5342 - BUILDING CLEANING CONTRACT	29,800	32,550	30,000	34,045	35,000	Increased based on 2017 actual costs
5344 - BLDG & GRNDS COFFEE			0	0	0	Rolled into "FOOD FELLOWSHIP EXPENSE"
5350 - LANDSCAPING EXPENDITURES	20,000	17,866	20,000	23,091	24,000	Increased based on 2017 actual costs
5352 - CAPITAL MAINTENANCE EXPENSE	100,000	104,791	75,000	49,052	55,000	Will be supplemented by special donation and RA 8510
5354 - PREVENTATIVE MAINTENANCE	25,000	20,435	25,000	18,812	25,000	
5690 - VESTRY ALLOCATION TO FUNDS	2,125		25,000	25,000	15,600	
<b>Total Property</b>	<b>219,425</b>	<b>219,852</b>	<b>215,000</b>	<b>184,990</b>	<b>189,600</b>	
<b>Total OPERATIONS</b>	<b>534,945</b>	<b>535,818</b>	<b>546,220</b>	<b>523,010</b>	<b>515,177</b>	
<b>Total Expenses</b>	<b>2,019,000</b>	<b>2,039,103</b>	<b>2,028,494</b>	<b>1,998,842</b>	<b>1,866,000</b>	
<b>Net Total</b>	<b>1</b>		<b>27,246</b>	<b>0</b>	<b>0</b>	

## **BGT---Monday, January 8, 2018 Year Review**

Members present: Susan Fisk, Chairman, Hal Bybee, Frank DeLizza, John Donaldson, Liberty Ford, Doug Knabe,

Absent: Liz Kerner, Paul Sternweis, Ryan Spicer, Bracken Reece

The meeting was called to order at 6:10 pm and Susan opened with a prayer. She thanked the committee members for their excellent advice, service and participation.

There was a review of deeds done, accomplishments, and items to remember for next year.

Arts, Buildings, Grounds Standards Committee---with Hollye Fisk rolling off, Bruce Washington was asked to join. Publicity had been in the weekly email and bulletin about this opening, and several parishioners were interested.

Parishioner Rob Johnson, from Dallas Fire and Rescue, attended a meeting and was pleased with the church's compliance.

Through informal conversations, ADA issues were discussed and addressed. Thank you, Liberty, for leading this,

Bracken's suggestion to have former Vestry leaders (Senior Wardens) meet annually was acted on; a meeting was held in the spring and this may continue as a yearly tradition.

Improvements were made to church/PES landscaping and signage—at PES carpool area.

The Committee toured the church campus—sacristy heating and cooling is a concern. How serious this is still needs to be considered. Would a mini split system work?

In May a community garden plan was presented as a possibility near the Niles Building—however, there was no interest from different groups to fund or manage or harvest the site.

Master Plan consultant would work on **Strategic Goal:** Evaluate Usage of all church occupied buildings

(May) There is concern about the Bell Tower—repairs were needed, were finally made, and this is an ongoing issue that should not be forgotten. This is a safety and aesthetics issue.

(June) -Rekeying was needed and planned for and finally accomplished—because of a proliferation of keys; Safe Church training is required for anyone requesting a key.

Bids were out for Master Plan.

Emergency Procedures booklet was created and presented to Sunday School teachers and childcare staff, ushers, church clergy and staff, and Parish Council. Thank you, Frank (writing) and Susan (editing) and Rebecca Gingle (for making it attractive) and Doug (for escape routes to be posted).

(December) Ushers met to discuss EP booklet.

Journey of Hope grief counseling organization wanted to use the church facilities, including Roper Hall, twice a month. The committee agreed that a reasonable fee should be charged for this usage.

AC repairs for Youth Center and Choir Gallery were done---high humidity levels have been a concern.

The Clotheshorse and Kay Andrews bookstore had specific requests for assistance—landscaping and signage—that were done.

Per Father Roper, kneelers need to be repaired, cleaned, and relined perhaps in 2020.

Bill Keslar's asset management software system would cost \$2,000.

Critical issues: Roofing, HVAC, Code Compliance.

Vestry created Ad Hoc Security committee—four BGT members are on it.

Other **Strategic Goals** have been discussed throughout the year—Live Streaming, Zero Net Carbon, Capital Maintenance, environmental plan for campus---**the cost of each of these is a major concern and obstacle.** For live streaming we need more band width.

Suggestion: have interesting PR about the size of our campus and what it takes to maintain this church—we are a home that needs repairs, maintenance, renovation. How do we best convey this? Perhaps one Sunday a month there could be a Building/Campus tour.

For me personally, this has been a good experience. The committee has been great to work with. Bracken has been a thoughtful and diligent Director of Operations.

Susan Fisk

## **Vestry Ad Hoc Committee on Security January 2018**

Susan Fisk—convener; Hollye Fisk, Frank DeLizza, Liberty Ford, David Prusha, Ryan Spicer, Bracken Reece, Director of Operations

We want to ensure the safety of all who use our church—our members and clergy and staff and our visitors. We want to protect our property. We also want to continue to be the welcoming parish that we are!

We can: do nothing—maintain the status quo; OR do more: contain and, consolidate entrances/entry points; AND/OR hire an individual off duty policeman to patrol the campus

+ Contacted CEEP to see if they had any information—yes, this is a concern for parishes but we as parishes are conflicted—how to be welcoming and yet remain safe/secure—no real answer; may be discussed further by CEEP

+ Contacted different parishes for information on what they are doing, especially asking if they increased security after the tragic shootings in Sutherland Springs in South Texas

**Incarnation**-- increased to 3 off duty police officers; this is very expensive; will probably drop back to having 2

**Saint Michael and All Angels**—17 entrances, impossible to lock all doors; not much change in security, possibly because “we already have off duty police”—he is a visible sign of security;

Police—4 hour minimum, \$40 an hour=\$160 per Sunday ; 52 Sundays= \$8,320 Off duty policeman is there all Sunday, including the evening service, to make sure everyone (Altar Guild people—come early, stay late) is safe.

Having police “makes us a less easy target”

Ushers are “first line”---they need to be alert—“if there is an incident, one needs to get away”



## **Good Shepherd**

No extra security on Sundays—they do not want people deterred from coming to church; doors open 7:30 a.m. to 1 p.m.

## **Lovers Lane UMC**

Has not increased security –they have police for traffic; they have had refresher training with ushers, and they are intentional about raising awareness of what they do have in place. “They too are looking for the sweet spot between being aware/alert and acting alarmed.”

## **Greenville Oaks Church of Christ (in Allen, TX 800 members)**

Safety and security team; all church goers should be vigilant; there will be quarterly threat assessments on the church’s facilities

There is a courtesy program for parking areas and exterior;  
*Courtesy Volunteers* are stationed at strategic points to assist churchgoers and to identify suspicious activity

They wear distinctive clothing/traffic vests

At least one *Courtesy Volunteer* has roving duties for inside hallways and corridors

There is an off duty police officer

Guest services (like our Ushers) receive basic training—in identifying suspicious activities/persons

Access control: public entrances are locked or monitored

## **Conclusion:**

This committee met on Sunday, January 14. Here are the comments/suggestions:

Already action has been taken, by having the Porte Cochere entrance becoming the one open entrance in February.

Having the North Transept door (which faces West) also open with an Usher there is desirable. The childcare wing will have new security measures and check in. Safety for our children is key. The Northwest door to the North parking lot—used by families with young children-- will **not** be open; signage telling people to go to the North Transept door or the Main Porte Cochere door will be needed.

The Welcoming Committee can have an enhanced role as its members greet and welcome parishioners and newcomers.

Hallways need to be patrolled/monitored/observed—“walking the building.”  
*Would this require a new group?*  
This includes during church services.

Many churches have off duty police on their campuses, for traffic and security. This can be considered, perhaps after the **reduction in unlocked doors and greater volunteer presence** are both established and evaluated. Having the police officer may not be necessary. However, saying it is too expensive is not the correct “message.”

**Requests:** Heightened understanding by Ushers, Welcoming Committee, perhaps a third group—of being welcoming and observant.

Having fewer unlocked doors—already being done.

## **Mission and Ministries**

January, 2018 Summary for Vestry

M&M met on January 3, 2018 to discuss goals/reports, and develop action points for rest of month.

Current members of the committee: Keith Bogdan, Jodi Dalton, Betsey Hardman, Roy Heller, Jonathan Maedche, Paul Sternweis, Laurel Brewster (ad hoc)

Committee continued reflection of the past year and initiatives for 2018.

### **Outreach ministries – Liaison - Outreach Steering Committee – Liaison and contact: Dalton**

OC met on Jan 2. Most of the meeting was spent evaluating 2017 (review will be available in Annual Report) and brainstorming ideas of what to do in 2018. Examples follow:

- One of the main goals is to coordinate a big Outreach umbrella & calendar for the Parish in attempt to spread out projects over the 12 months so there aren't too many going at once.
- Review grants process and match to whatever comes out of 2018 budget
- Continue support other ministries, like Children's Ministries and groups who want to do Outreach projects.
- Formulate a bigger list of some easy projects if a groups comes to us looking for ideas.

### **Christian Formation – Primary Liaison – Rev. Erin Warde – **Bogdan and Heller****

### **Liturgical Ministries – Primary Liaison – **Heller and Sternweis****

Flower Guild –

- Guild feels in good state with about 12 regular members with informally rotating groups. While this works well, recruitment of some younger (stronger) men to help with lifting larger arrangements is desired
- A complaint is that the contract used by the Wedding Guild does not adequately account for reimbursement of the flowers when a bride opts for the flower guild to supply the flowers. M&M will help explore contract language and needs.
- Resource management is good with timely procurements and use of repurposed flowers being goals. The attempt to use flowers from Parishioners' gardens was less successful due to mixed commitment and quality.
- Seems to be confusion on how things are charged to budget line 5473 and restricted account 8549. This may be dealt with by altering procedures for accounting – discussion goes to BFA for recommendation.

### **Communication – Primary Liaison – Rebecca Gingles–**Dalton and Sternweis****

### **Pastoral Care Ministries –**Hardman, Maedche and Dalton****

Based on discussions with Deacon Ginny Kivel and Curate Shea Gilliland in December.

- Pastoral care list is maintained and reported in staff meetings
- Pastoral care responsibilities:
  - Eucharistic ministers – currently at 16 need more to disburse responsibility/frequency for ministers. Ref. CS 2a
  - Prayer shawls
  - Tuesday book club (spiritual development)
  - Prayer list and condolence letters are managed by Deacon Ginny
  - "Elderly visitations" is a new ministry started by Debra Griffin to visit, chat, and pray with the elderly. This replaces "Roses" that was dormant. Spread the work for those interested. Ref. CS 2a
  - A Grief Group was started for those who have lost loved-ones within the past two years; it's led by Mother Hiltrud Nusser-Tilfer (part-time staff at St. Michaels). Ref. CS 2a
  - Stephen Ministry - Shea's responsibility

- Concerns include clergy ministry funds, which currently have no mechanism, such as a line item, for funding outside of designated donations. One alternative action could be better communication to support Pastoral Care conations.

#### **Congregational Life / Fellowship / Service – Primary Liaison – Ellen Dingwall – Hardman and Brewster**

Based on discussions with Deacon Ginny Kivel and Curate Shea Gilliland in December

- Welcoming reorganization in progress - still many questions in organization in training – this will be a point of focus for M&M in 2018. This will contribute to advancing the Vision Goal IC2a for welcoming, joining and involving. Ref IC-2a
- Hand-off for functions Ellen has handled previously on staff is in progress.

#### **Congregational Life / Fellowship / Service – music – Primary Liaison - Joel Martinson – Maedche and Sternweis**

- Endowment fund for Music has been implemented along with generation of defined parameters for any other such fund proposed within the Endowment structure.
- Concern that additional cuts in 2018 will reduce ability to employ part time staff (section leaders) or special performers (e.g., Easter brass and tympani) for liturgical music. The cut in 2017 stresses the resources.
- No real line item to support to support RAs that are used for tuning and maintenance of instruments. Along with this, Joel notes instrument needs that exceed current Music Fund

#### **Vision Goals: (Committee leads) Summary**

**RW 1a. We will create a policy manual for ongoing maintenance of vessels, vestments, and other holy things (Sternweis).** No update this month. Plan to organize updated policies/procedures and store/use digitally in progress.

**RW 1b. We will properly fund the ministry of the Altar Guild to strengthen its work of caring for and maintaining all holy objects (Sternweis).** Budget developed over 2017 for budget line and restricted account will be reviewed early 2018.

**CS 1b. We will further develop the ministry of the Food Distribution Center and commit funding and resources to its growth (Dalton and Hardman).** Received report on growth and functioning of Food Distribution Center – needs in space and equipment noted if growth continues – no extra action in 2017.

**CS 2a. We will support the growth of our Pastoral Care Committee (Maedche and Hardman).** Communication with new staff (Ginny Kivel and Shea Gilliland) established – report above. True committee for pastoral care never really established.

**CS 2c. We will expand our Stephen and Eucharistic Visitor ministries.** See report above.

**IC 2a. We will create a process to intentionally connect newcomers with existing members, ministries, or fellowships (Hardman and Brewster).** This was deferred while staff was in flux – major focus for 2018.

**IC 4a. We will deepen our relationship with Church of the Holy Faith and support their efforts to grow and thrive (Sternweis).** Done for year.

**FE 2d. We will reinstate the Parish Council as a body of effective leaders (Brewster and Sternweis).** Established done but 2018 could look at ways to improve its utility and effectiveness.

**SS 2b. We will coordinate with ministry heads to determine needs and desires with regard to facilities by 2019 (Maedche and Hardman).** This is moving in the direction of a space utilization plan in conjunction with other plans.

#### **Outreach:**

**CS 1a. We will encourage all ministries and organizations to perform at least one outreach-based effort per year (Dalton – OC – Vestry).** Outreach activities have increased with OC helping as requested; reevaluation in 2018.

Vestry Minutes  
Episcopal Church of the Transfiguration  
December 19, 2017  
7p.m.—Vestry Room  
*Preliminary to the Vestry*

**Vestry members in attendance:** George Banitch, Robert Button, John Donaldson, Susan Fisk, Liberty Ford, Roy Heller, Nancy Jagmin, Liz Kerner-Wyse, Jonathan Maedche, Paul Sternweis, and Betsy Hardman.

**Others in attendance:** Casey Shobe +, Rector; Allison Murphy, Treasurer; Peggy Kwoka, Clerk; Sophie Lowrance, Parish Administrator; Sheila Runnels MacLennan, Vestry-elect; Cindy Hauser, Director of Children’s Ministries; Mikkel Bassett, Endowment Chairman; Evan Williams, Vestry-elect; Dave Monaco, Head of Parish Episcopal School; Hollye Fisk; Julia Trizzino, Vestry-elect; Bart Stockton, Vestry-elect; and Meghan Mazur, Executive Assistant to the Rector.

1. Opening Prayer: John Donaldson led the Vestry in the prayer\*:

“Lord God of Holiness,  
You have called us to be the servants of Your servants-  
Our brothers and sisters in the parish.  
We meet here as their representatives,  
And so we ask for the Grace of Your Guidance.  
Help us to truly represent them  
And not simply ourselves.  
May the true needs of our parish  
And the common good of all be our concern.  
And above all, may Your Will in these matters become our Will.  
Help us who serve in leadership  
Remember that all of our concerns are aimed at  
The spiritual transformation of our parish community.  
May the material aspects we discuss  
Not blind us to the primary work of our parish:/  
The holiness of all its members  
May the Holy Spirit  
Who inspired the Pentecost meeting of the apostles,  
Visit us and grant us the light of Divine Wisdom.  
We ask this through our Lord, Jesus Christ,  
Who lives and reigns with You and the Holy Spirit,  
Forever and ever.”

**Amen**

Acknowledgement

Sts. Mary and Edward Catholic Church  
615 N. Main St.,  
Roxboro, NC 27573

2. Formation: The Rev. Casey Shobe led the Vestry in a discussion of Jonah 3:10 – 4:11.
3. Parish Episcopal School: Dave Monaco:
  - a. Pageants were held on Thursday at Transfiguration.
  - b. Four new Board members for 2018/2019.
  - c. Per by-laws of the school, the board of trustees will be making some suggestions to changes in the by-laws which will come back to this Vestry for approval in the January meeting.
  - d. Budget is close to approval.
  - e. Applications are up 26%. They have had a 95% retention rate over the last few years.
  - f. Four retirements will be announced after the Holidays. There will be some active hiring.
  - g. Reaccreditation will occur Sept. 30 – Oct. 3, 2018.
  - h. Great early decision news for Seniors.
4. Enthusiastic Episcopal Evangelist (EEE): The Vestry shared their evangelistic experiences since the last meeting.
5. Adoption of Minutes: Peggy Kwoka, Clerk.  
**MOTION: George Banitch moved to adopt the minutes of November 28, 2017 as presented. Liz Kerner-Wyse seconded the motion and the motion carried.**
6. Hollye Fisk was asked by the Rector to come to the meeting and speak about the differences between a Master Plan and a Space Plan to facilitate implementation of initiatives in the Vision Plan and more timely, questions surrounding a potential chapel, space utilization and security. Mr. Fisk explained that a Master Plan deals with changes to the footprint of the site. Space Planning has to do with changes to the use of space within the facility. However, if there is only one building change (like building a chapel), a Master Plan is not necessary and the Architect will put together a site plan. Some firms handle both Space Planning and Master Planning and some only handle one.

Security comes into the picture for Master Planning because there are doors that allow people to enter unobserved. The South Courtyard could be enclosed, for example. If the church encloses the courtyard with a fence, it is Space Planning.

It is important to establish the Program desired before developing a Master Plan or Space Plan. It will save time and money to have it in place. In the public arena, selection of design professionals must be a quality based decision and not a fee-based decision. Mr. Fisk suggested that the church should do the same although it is not mandated. The church should review their body of work and consider the fit to the church.

The Chapel Discernment Committee has found that they need more information about the needs of the Church. The Parish Council should be able to help determine the needs

and develop the programming. The church may need a consultant to help determine the questions for a survey, when to ask the questions, and how to rank the answers. The Vestry agreed to expand the mandate of the Ad Hoc committee to facilitate the review of church programming which will involve the church groups that use space.

The Rector said that we have been using the term Master Plan and we are actually talking about a Space Plan instead. We will need to understand how to pay for a Space Plan when the time comes since it may not be included in the planning for the Chapel.

7. Treasurer's Report: Allison Murphy, Treasurer.
  - a. Total income year-to-date is \$1,853,365 and total expenses year-to-date are \$1,878,967.
  - b. The church needs to collect \$154,000 in December to break even if expenses are as expected. Approximately \$65,000 has been collected currently. Expenses are being kept down so they may be lower.
  - c. Sophie is sending out a final e-mail reminder to people who owe 25% or more of their pledge.
  - d. The Rector discussed the message for the Christmas offering.
  
8. Budget, Finance & Administration: George Banitch, Chair.
  - a. Approval of new Trustees for Endowment: John Norton, Linda Ayres, Bill Edwards, and David Cordell. Linda and Bill will help to drive the fundraising efforts. They have several events and communications planned.
  - b. **MOTION: George Banitch moved that the candidates be approved. Robert Button seconded the motion and the motion carried unanimously.**
  - c. Stewardship for 2018 is at \$1,605,889 for pledges. A total of 91 pledges from 2017 are outstanding. The median pledge was \$2,400.
  - d. The committee is working on a preliminary budget for 2018. The first draft was lower than 2017, but it will need to be reduced further based on the current pledges.
  - e. Jay Madrid provided some wording for the firearms policy along with the wording required on the two signs required by the State of TX.
  - f. **MOTION: Robert Button moved to accept the wording for the firearms policy and signage provided by Jay Madrid to meet the requirements of the State of Texas. Liz Kerner-Wyse seconded it and the motion carried.**
  
9. Building, Grounds & Technology: Susan Fisk, Chair.
  - a. Security:
    - i. An Ad Hoc security committee has been formed and will have a report next month. The committee has learned that Incarnation has three policemen on campus each Sunday and St. Michaels has two. Each policeman costs about \$150/Sunday.
  
10. Mission & Ministry: Paul Sternweis, Chair.
  - a. The committee is evaluating changes in function to better fulfill mandate and facilitate activities in the Parish.

- b. The Outreach Committee is looking at a central depository to facilitate collection of the many requests year-round. The goal is to reduce redundancy and provide guidance where needed.
- c. This year, 166 Fig households provided for the wishes and needs of 250 Angels (175 children and 75 disabled adults) for a total monetary value of \$22,500.

11. Rector's Report:

- a. According to a communication from the dioceses, the Vestry at Transfiguration can choose to give \$16,628.22 of the \$237,546.00 of the diocesan assessment to the wider church or to an outreach project.  
**MOTION: Liz Kerner-Wyse moved that 100% of our diocesan assessment will go to the wider church. Robert Button seconded it and it was approved.**
- b. Mother Hiltrude Nusser-Telfer, from St. Michael and All Angels, has been contracted to launch a grief group at our church.
- c. The stations of the cross commissioned were to be installed by Easter, but this commission is postponed due to health concerns of the artists.
- d. A search committee will begin working in January to find a part-time Youth Minister.
- e. Sophie Lowrance and Liz Kerner-Wyse have taken on the task of auditing our books to determine accurately how the church stands with regard to financial reimbursements with Parish Episcopal School.

12. Wardens Report: Liz Kerner-Wyse, Sr. Warden and Paul Sternweis, Jr. Warden.

- a. Thank yous
- b. Vestry retreat (February 9 – 11, 2018) at All Saints – the Vestry needs to be there Friday night by 7pm for dinner. The retreat will finish after lunch on Sunday. Each Vestry member needs to pay for one night. The agenda will be available next month.
- c. Upcoming Events:
  - i. January 13 – Mutual Ministry Review (MMR)
  - ii. January 23 – Vestry Meeting
  - iii. January 28 – Annual Parish Meeting
  - iv. Vestry retreat February 9 - 11, 2018 at All Saints
- d. John suggested using Go Fund Me – matching gift to anyone who wants to donate to that charity as a means to maximize fundraising. The Rector asked him to mention it to Linda Ayres, Outreach.

13. Compliment – The Rev. Casey Shobe

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Peggy Kwoka  
Clerk of the Vestry



**MOTION: George Banitch moved to adopt the minutes of November 28, 2017 as presented. Liz Kerner-Wyse seconded the motion and the motion carried.**

**MOTION: George Banitch moved that the candidates be approved. Robert Button seconded the motion and the motion carried unanimously.**

**MOTION: Robert Button moved to accept the wording for the firearms policy and signage provided by Jay Madrid to meet the requirements of the State of Texas. Liz Kerner-Wyse seconded it and the motion carried.**

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