

Church of the Transfiguration

Vestry Meeting November 27, 2018

Opening Prayer	Bart Stockton		
Formation	The Rev. Casey Shobe, Rector		20 Minutes
PES	Dave Monaco, HOS		10 Minutes
EEE	Vestry		10 Minutes
Adoption of Minutes	Tudi Owens, Clerk Emeritus		5 minutes
Endowment Update	Sue Gray, Bill Evans	<ul style="list-style-type: none"> • Report on Endowment • Approval new Trustees 	15 minutes
Building, Grounds & Technology	Liberty Ford, Chair Frank DeLizza reproting	<ul style="list-style-type: none"> • 	5 minutes
Mission & Ministry	Julia Trizzino, Chair	<ul style="list-style-type: none"> • Pastoral Care Summit and more 	5 minute
Treasurer's Report	Allison Murphy	<ul style="list-style-type: none"> • October Financials 	10 minutes
Budget, Finance & Administration	Bob Button, Chair	<ul style="list-style-type: none"> • Stewardship 2019 • Raise 8510 Cap • Christmas loose plate 	10 minutes
Rector's Report	The Rector & Chief Administrative Officer	<ul style="list-style-type: none"> • Service 5:30 Mtg • Alternate Oversight 	20 minutes
Wardens Report	Paul Sternweis, SW Nancy Jagmin, JW	<ul style="list-style-type: none"> • PES Lease agreement at Diocese for approval • Retreat Reminder • Annual Meeting • Thank yous • Closed session Tau Cross and Crown 	15 minutes
Compline			10 minutes

Upcoming Events

- 12/2 Advent Festival and Alternative Market
- 12/2 Advent Lessons and Carols + Reception
- 12/16 Taize service
- 12/18 Orpheus Chamber Singers Concert
- 12/18 Vestry meeting (3rd Tuesday)
- Numerous Christmas Events

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

Approved by the Vestry December 18, 2018

Vestry members in attendance: Robert Button, Frank DeLizza, John Donaldson, Roy Heller, Nancy Jagmin, Sheila Runnels MacLennan, Paul Sternweis, Bart Stockton, and Evan Williams.

Vestry-elect members in attendance: Robin Caldwell, Oliver Cone, Rosemary Luquire and Mason McCamey.

Others in attendance: Casey Shobe +; Dave Monaco, PES Head of School; Sue Gray and Bill Evans, Endowment Fund; Sophie Lowrance, Parish Administrator; Allison Murphy, Treasurer; Jay Madrid, Chancellor; and Tudi Owens, Clerk Emeritus.

Excused Absences: Liberty Ford, Betsey Hardman, and Julia Trizzino.

1. **Opening Prayer:** Bart Stockton led the Vestry in the following 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 Christ our Lord. Amen.

2. **Formation:** The Rector led the Vestry in a discussion of James 5:7-12 from the New Revised Standard and The Message.

3. **Parish Episcopal School:** Dave Monaco, Head of School.

The school just finished the first trimester of the school year, which was busy with the ten-year reaccreditation process concluding successfully. PES hosted 18 members representing 14 schools for 3 days as they audited several standards. This committee wrote about the amazing arc of the school beginning with the expansion of the school across the past 15 years. They recognized the strong relationship between the school and the church saying it is—“unusual and exemplary”.

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

5. **Adoption of Minutes:** Tudi Owens, Clerk Emeritus.

MOTION: Bart Stockton moved to adopt the minutes as amended from October 23, 2018. Frank DeLizza seconded and the motion carried.

6. **Endowment Update:** Sue Gray and Bill Evans.

- a. The Endowment Fund was established in 1979 with a mission to provide financial support and advisory services to the Church. It is a separately recognized 501(c)(3)

- tax-exempt entity with four separate “sub-funds”: Legacy Fund, Outreach Fund, Youth Fund and Music Fund.
- b. As of October 31, 2018 total assets of the fund are \$1,494,319. In addition, the Columbarium Funds assets stand at \$38,075.
 - c. The Annual Spend Policy is limited to a maximum of 5% of the assets’ value (exception being the Youth Fund) as of September 30th of the prior year. The Youth Fund is limited by the terms of the bequest to spending of only its interest and dividend income.
 - d. The investment portfolio is managed by Westwood Trust Company, whose strategy is conservative, but oriented toward long term growth. However, the portfolio returns are down year-to-date.
 - e. Accomplishments for 2018: The endowment donation page has been refreshed with “live” links; the establishment of Sheperds “sub-committee” to help get the word out about the Endowment; the establishment of a Music Sub Fund; the re-establishment of the Columbarium Committee via the Vestry and the retirement of the debt of the Howard Ross organ.
 - f. Goal for 2026 is to triple the endowment.
 - g. The endowment responds to request and grants on a timely basis. Some funds are reducing their “spend” allowance in a soft market.
 - h. Approval of new Trustees: Michael Widmer and Sergio Garcia.

MOTION: Paul Sternweis moved that the Vestry approve Michael Widmer & Sergio Garcia to be new trustees for a term of four years on the Endowment Committee. Evan Williams seconded. Motion carried.

7. **Building, Grounds & Technology:** Liberty Ford, Chair. Frank DeLizza reporting.
 - a. AT&T will be installing louvered panels on four sides of the bell tower to better dissipate heat.
 - b. Hal Bybee has been instrumental in locating the source of the unbidden bell ringing and providing an interim fix.
 - c. Interviews with three recommended lease negotiators regarding our cell tower are ready to begin.
 - d. We have received 155 responses to Capital Needs Survey, which contain some helpful data. Attitudes about a prospective chapel are polarizing.
8. **Mission & Ministry:** Julia Trizzino, Chair. Nancy Jagmin reporting.

Pastoral Care Summit: Connection was made across the various Fig groups currently offering pastoral care--what’s working and what’s not working. Julia Trizzino and Jodi Dalton are going to compile the results and present it to the Parish Council in January. A Pastoral Care table will be established in the Gathering Space.
9. **Treasurer’s Report:** Allison Murphy, Treasurer.

Year-to-date (through October) actual revenue is down \$95,956 against budgeted revenue. Year-to-date actual expenses are down \$11,160 against budgeted expenses. 77.11% of 2018 pledges have been collected.
10. **Budget, Finance & Administration:** Bob Button, Chair.
 - a. Stewardship 2019: We have received \$1,536,000 in pledges towards our goal of \$1,700,000. There are 89 current pledgers who have yet to pledge this year. 293 of

the current year pledging households have pledged, nearly 4% more than previously.

- b. Raise cap on account 8510: This is for 2018 only:

MOTION: Paul Sternweis moved to raise the allowance for spending on Capital Maintenance from Restricted Account 8510 to \$50,000, which includes the \$25,000 designated from the 2017 surplus approved in January and \$25,000 from an individual donation specified for this purpose in 2018. Bob Button seconded. Motion carried.

- c. Christmas Eve and Christmas Morning loose plate offering: The Vestry decided to share 50% of our Christmas loose plate offerings. The Rector has proposed two possible grant recipients to the Outreach committee inviting their feedback. These recommendations will be relayed to the Vestry via email next week.
- d. 2019 Budget will be presented at the January meeting.

11. Rector's Report: Casey Shobe +, Rector and Sophie Lowrance, Parish Administrator.

- a. Service 5:30 meeting: Average Saturday attendance in 2001 was 114 compared to 53 year-to-date. Survey responses have been helpful. The data and comments will be analyzed. Of note is the need to respect the casual nature of the service as well as "don't recreate Sunday".
- b. Alternate Oversight: Bishop Wayne Smith will be giving oversight to Transfiguration and will be visiting on Tuesday, December 11th to meet with the Vestry in the evening. *Note: this was later canceled due to the Bishop's illness.*
- c. Celebration of Marriage Service is planned for Saturday January 19, 2019. Donations will be solicited so as to make this a very special day for the 14 couples.
- d. Nancy Jagmin will become Senior Warden in 2019. Other members who may want to be Junior Warden are asked to speak with the current Wardens to learn about those duties and responsibilities.

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

- a. PES Lease agreement at Diocese of Dallas for approval: completed.
- b. Vestry Retreat reminder: February 8-10, 2019.
- c. Annual Meeting: January 27, 2019.
- d. Tau Cross and Crown suggestions discussed.
- b. Annual Meeting: The Annual Meeting for 2018 started informally with the initiation of Announced Election Proceedings at 5pm on November 2nd and went into recess at approximately 1pm on November 3rd with the close of the Election, recess to continue until the meeting is resumed on January 27, 2019.

13. Compline: The Rev. Casey Shobe.

Meeting adjourned at 9:15pm

Respectfully submitted,

Tudi Owens
Clerk Emeritus

Upcoming Events:

12/2 Advent Festival and Alternative Market
12/2 Advent Lessons and Carols + Reception
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12/18 Orpheus Chamber Singers Concert
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MOTIONS:

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2018 1110 BGT Meeting – Report to Vestry

Present: Hal Bybee, Frank DeLizza, Liberty Ford (chair), Nancy Jagmin, Ryan Spicer, Paul Sternweis. Absent: Bill Keslar (excused), Sara Ivy

The meeting opened and closed with prayer.

Bracken's report:

Return of the bell tower. We are granting AT&T's request to install louvered panels, which will better dissipate heat from their equipment than the solid ones we presently have. No cost to us; minimal construction involved.

Church/school security. To implement the next step for the church and school, two 2-way radios have been ordered to facilitate communication among our staff with the school and on Sundays.

Bells. Some of our bells started to ring, unbidden and unceasingly, 2 weeks ago. After Hal and Bracken's detailed discussion of possible causes, Hal, who has been familiar with system since we got it, was able to locate the source of the problem and swap some wires to activate an unused circuit. It is his opinion that this fix should hold us for a number of years. When Joel returns from vacation, he will take a look and hopefully find the system working as it should.

The manufacturer of the controller, an English company, is no longer in business. They did a great job for a reasonable price on our occasional need for repairs, but it did involve sending malfunctioning equipment to England. We need to be aware of the need to find a company in the States to service our system when necessary. This will be more efficient for repairs but entail increased front end costs that should become less costly than using the English company over time.

Roofing. We have active leaks, mostly small ones, many of which we can repair in-house. However, the south building has leaks through the air ducts on the roof that have soaked insulation and some of the duct work. This issue, and the needed resealing of duct joints, will be contracted out. Leakage in the gathering space will be addressed both in-house and by outside contractor.

Dead Tree in Meditation Garden. The cost to remove the tree and replace it with a white oak will be several thousand dollars. The work is postponed till it can be part of 2019 budget. That info can be shared with parishioners who ask. An informative poster is hung inside the window across from the bookstore, near the tree. Again, we had in-house talent, Bart, of the Stockton Iceberg graphic.

Sunday safety/security team(s). Ryan Spicer is leading this team, which at this time includes Bart and Frank; Ryan will be recruiting other team members and developing a plan to get this rolling. One of his resources will be George Finney, our parishioner who is head of security at SMU. We suggest "Campus Watch" as the team's name. The Dallas PD has

offered to conduct a session for all parishioners; instead, he will meet just with team members to offer their professional input.

The emergency signs created by Doug Knabe will be up by the end of November.

The fact that we don't have receptionist coverage is pertinent to security, as it is to other facets of our operation such as directing visitors, helping route those requesting financial assistance, and general hospitality.

Cell tower lease proposals. With leases in hand, interviews with three recommended negotiators can begin.

Capital Needs Survey. Reminded everyone to complete the survey at www.figsurvey.net by November 19.

Campus Tour to show capital needs. We plan to schedule two tours on a Sunday in February to show parishioners some of our maintenance needs: deferred, currently emergent, and predicted. Paul and Bracken will meet late January to set a date and plan the tour.

Site Map. Bracken is leading this project and is investigating pricing and a timeline. PES has a good graphic we may be able to adapt.

Roper sound issues. Shaun Manning and Bracken will be working with AVI, who supplied our equipment. It appears some of our current equipment can be adapted for Roper.

Environmental awareness.

1) Green Moment continues. 2) Use of recycle trashcan for coffee cups did improve but has plateaued. What further might we do on this? 3) Don't forget to save your takeout cutlery for Austin Street. Working on a collection point for this.

Mission and Ministry

November 2018 Summary for Vestry

The committee met November 7. Agenda topics included the Outreach Ministry report, ministries to contact for future reports, and planning for the upcoming Pastoral Care Summit Part 1.

Committee members: Keith Bogdan, Melissa Cates, Jodi Dalton, Betsey Hardman, Roy Heller, Nancy Jagmin, Liz Kerner, Julia Trizzino (chair) [Attendees 11/7 were Julia Trizzino, Melissa Cates, Jodi Dalton, Roy Heller and Paul Sternweis]

November 7 Meeting Highlights:

Ministry Reports

- Outreach
 - The committee continues working on a customary.
 - Jodi and Bridget DeBruyn are coming off the committee this year. Had discussion on how to recruit new committee members.
 - Still need to work on how to handle the emergency food bags – how to hand off to families and/or ministries. M&M recommends including this as a topic for the January Parish Council.
 - Discussed Gateway of Grace project participation.
 - Threads of Hope will set up to sell Honduran crafts between services 12/2 (1st Sunday of Advent)
- Ministries to contact for future meeting reports – potentially music. Based on review of strategic goals, should also cover Altar Guild and Food Distribution Center (FDC) before the end of the year. Jodi will contact FDC, but had an initial report from Outreach:
 - FDC has about 20+ families. Has had some discontinue due to improved conditions / no longer needing it. Angels are being distributed. Gifts will go to families the 3rd Monday in December. The FDC volunteers will wrap them if parents had requested that.

Discussion of Pastoral Care Summit

- Part 1:
 - We are on the calendar from 1-3 in Roper Hall on 11/17. Father Casey has sent invitations.
 - Julia summarized interview findings under categories of Inputs, Process and Outputs – committee had no additional suggested modifications
 - Discussed format of meeting. Agreed to the following:
 - Start with presentation with background, what we've learned so far, agenda for the day
 - List the Inputs, Process and Outputs on separate flip charts or white board and allow attendees to add (3 groups that rotate between stations). Outbrief the large group (representative from each)
 - Have them split into small groups to discuss what is working well and not working well. Member of M&M participates with each small group to help drive discussion if needed / document their summary on flip chart. Outbrief the larger group.
 - Discuss future areas of focus / potential improvement opportunities with the large group. Fill in on flip chart.
- Planning for Parish Council in January. Pastoral Care POCs for each Ministry? Lead in telling clergy and staff about needs identified, trying to get care organized for people in the group who need it.

Special Projects

- Support welcoming ministry - process to intentionally connect newcomers with existing members, ministries, or fellowships – *Betsy provided update 6/6. Has recently met with Anne and will have a report at the 12/5 meeting.*
 - Summary of Ministries – potential handout for new members? Homework assignment to fill in – *descriptions filled in for several ministries (condensed website description). Homework assignments still in work to pull outreach opportunities into a separate file. Plan to re-categorize based on the Ministry Fair categories and potentially hand off to Anne.*
- Pastoral Care Summit - of all pastoral care ministers, to enhance communication / awareness / processes – *Plan to execute in 2 parts – 11/17/18 and 1/26/19.*
 - Identify the ministries involved in Pastoral Care. Document what they do and who the contact points are
 - Identify what additional volunteer support is needed
 - Understand current state, where do we want to be and is there a gap. Identify what the handoffs are. Is there a process documented about what kind of need goes where / what to do when people call?
 - Can Parish Council help identify who should attend? *They suggested the whole council*
- Expand the EEE effort to more ministries – *Covered at Parish Council*
- Identify if help is needed with Holy Faith support. *Jodi communicated discussion with Ginny during April meeting*

Other Business

- Holy Objects update - Documentation exists for most items. Plan for Liz and Paul to meet with Casey to review what we have and then identify actions for anything new. Need to identify 3-4 people to catalogue items with photos, update format to be electronic.

Other (outside of M&M meeting):

- Julia met with Father Casey 11/14 to finalize plans for the Pastoral Care Summit Part 1. Made a few agenda modifications based on his feedback. Primary additions were a Bible Study to focus the group and Introductions to help attendees learn what the various groups do.
- The Summit was conducted 11/17 with 36 attendees including representatives from M&M, Clergy / Staff, Stephen Ministers, Daughters of the King, 2nd Half, Eucharistic Visitors, Prayer Shawl, Prayer Chain, St. Elizabeth's, St. Hilda's, EMF, iParentX and Open Door. Participants were actively engaged throughout the meeting and had some good suggested improvement ideas. They were grateful for the opportunity to get all their fellow pastoral care givers together at the same time and learn about the various ministries. People definitely came away with more knowledge than they had before the event. Attendees requested the list of attendees and copies of the presentation materials and materials generated during the exercises. Julia and Jodi will be recording these and target distributing prior to the next M&M meeting.

Next M&M committee meeting is currently scheduled for 12/5/18.

Next Parish Council Meeting is scheduled for 1/26/19.

OCTOBER 2018 YTD LOSS	(71,404)
OCTOBER 2018 YTD BUDGETED GAIN	<u>13,392</u>
DIFFERENCE- WE ARE BEHIND	<u><u>(84,796)</u></u>

Revenue	Actual	1,485,351
	Budget	<u>1,581,307</u>
	Difference	<u><u>(95,956)</u></u>

Expenses	Actual	1,556,755
	Budget	<u>1,567,915</u>
	Difference	<u><u>11,160</u></u>

4005 CY Pledges	(88,012)	A
4010 PY Fulfillment	(18,838)	C
5335 PES Plant Staff Reimb	(21,445)	B
4810 PES Util Reimburse	17,577	D
5360 Insurance	11,325	E
5000 Clergy Salary	<u>11,250</u>	F
	<u><u>(88,143)</u></u>	

- A Timing- will correct by year-end
- B Budget is too high by 2,145 per mo x 10 mo = 21,450
- C Budgeted 25k; collected \$6k
- D Budget is too low by 1,758 per mo x 10 = 17,580
- E Allison to research
- F Timing of staff changes- leaving, retiring, new hires

Accounts

Assets		
CURRENT ASSETS		
CASH IN BANKS		
1040 - Operations - Checking *6382	\$267,322.95	
1042 - BB&T Investment Account	\$500,000.00	
1043 - COMERICA - MONEY MARKET	\$390,709.46	
Total CASH IN BANKS	<u>\$1,158,032.41</u>	
Total CURRENT ASSETS		\$1,158,032.41
CAPITAL ASSETS		
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	
Total CAPITAL ASSETS		\$16,562,363.82
RECEIVABLES		
1310 - ACCOUNTS RECEIVABLE	\$38,541.82	
Total RECEIVABLES		\$38,541.82
OTHER ASSETS		
1500 - PREPAID EXPENSES	\$2,238.44	
Total OTHER ASSETS		\$2,238.44
Total Assets		<u>\$17,761,176.49</u>
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
ACCOUNTS PAYABLE		
2530 - MEDICAL INSURANCE WITHHELD	\$211.01	
2532 - CPG - Lay 403b Employee Cont	\$521.02	
2533 - CPG - Lay 403b Employer Cont	\$2,869.66	
2540 - RSVP PAYABLE - EMPLOYEE CONT	\$1,700.00	
Total ACCOUNTS PAYABLE		<u>\$5,301.69</u>
Total Liabilities		\$5,301.69
Fund Principal		
2999 - FUND BALANCE	\$16,734,133.22	
Excess Cash Received	(\$71,403.90)	
Total Fund Principal and Excess Cash Received		\$16,662,729.32
Restricted Funds		
Total Temporary Restricted	\$1,093,145.48	
Total Restricted Funds		<u>\$1,093,145.48</u>
Total Liabilities, Fund Principal, & Restricted Funds		<u>\$17,761,176.49</u>

Episcopal Church of The Transfiguration
Analysis of Revenues & Expenses - Detail
Monthly Financials Template
October 2018

Accounts	MTD Actual (Last Year)	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (Last Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)	Annual Budget (This Year)
Revenues									
Contributions									
4000 - Prepaid Pledges	\$0.00	\$0.00	\$0.00	\$0.00	\$117,752.00	\$145,341.00	\$145,341.00	\$0.00	\$145,341.00
4005 - Pledges - Current Year	\$96,869.68	\$123,503.48	\$117,888.25	\$5,615.23	\$1,169,859.46	\$1,090,521.13	\$1,178,882.50	(\$88,361.37)	\$1,414,659.00
4007 - Matching Gifts	\$2,000.00	\$0.00	\$0.00	\$0.00	\$46,915.00	\$0.00	\$0.00	\$0.00	\$0.00
4010 - Prior Year Pledge Fulfillment	\$0.00	\$0.00	\$0.00	\$0.00	\$53,887.20	\$6,162.00	\$25,000.00	(\$18,838.00)	\$25,000.00
4028 - Online CC/ACH Fees	\$0.00	\$0.00	(\$416.67)	\$416.67	(\$5,714.82)	\$0.00	(\$4,166.70)	\$4,166.70	(\$5,000.00)
4800 - Offering / Non-pledge Giving	\$16,961.70	\$5,431.28	\$10,416.67	(\$4,985.39)	\$97,154.15	\$95,781.54	\$104,166.70	(\$8,385.16)	\$125,000.00
Total Contributions	\$115,831.38	\$128,934.76	\$127,888.25	\$1,046.51	\$1,479,852.99	\$1,337,805.67	\$1,449,223.50	(\$111,417.83)	\$1,705,000.00
Other Revenue									
4805 - Church Usage	\$2,936.80	\$2,935.45	\$3,333.33	(\$397.88)	\$29,773.60	\$29,930.30	\$33,333.30	(\$3,403.00)	\$40,000.00
4810 - PES UTILITIES REIMBURSEMENT	\$10,091.00	\$10,091.01	\$8,333.33	\$1,757.68	\$101,244.55	\$100,910.07	\$83,333.30	\$17,576.77	\$100,000.00
4820 - Interest Income - Operating	\$124.37	\$119.35	\$83.33	\$36.02	\$1,252.43	\$1,202.90	\$833.30	\$369.60	\$1,000.00
4845 - Endowment Fund Grant	\$0.00	\$6,250.00	\$0.00	\$6,250.00	\$33,750.00	\$25,000.00	\$18,750.00	\$6,250.00	\$25,000.00
4852 - Capital Maintenance Income	\$2,083.33	\$0.00	\$0.00	\$0.00	\$20,833.30	\$0.00	\$0.00	\$0.00	\$0.00
4870 - Bank / Merchant Fees	(\$878.02)	(\$935.11)	(\$416.67)	(\$518.44)	(\$2,514.31)	(\$9,497.53)	(\$4,166.70)	(\$5,330.83)	(\$5,000.00)
Total Other Revenue	\$14,357.48	\$18,460.70	\$11,333.32	\$7,127.38	\$184,339.57	\$147,545.74	\$132,083.20	\$15,462.54	\$161,000.00
Total Revenues	\$130,188.86	\$147,395.46	\$139,221.57	\$8,173.89	\$1,664,192.56	\$1,485,351.41	\$1,581,306.70	(\$95,955.29)	\$1,866,000.00

**Episcopal Church of TheTransfiguration
 Analysis of Revenues & Expenses - Detail
 Monthly Financials Template
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Accounts	MTD Actual (Last Year)	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (Last Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)	Annual Budget (This Year)
Expenses									
CLERGY EXPENSES									
5000 - Clergy Salary	\$14,139.14	\$10,982.28	\$13,465.42	\$2,483.14	\$140,102.75	\$123,404.40	\$134,654.20	\$11,249.80	\$161,585.00
5005 - Curate Reimbursement	\$0.00	\$0.00	(\$3,000.00)	(\$3,000.00)	\$0.00	(\$15,000.00)	(\$30,000.00)	(\$15,000.00)	(\$36,000.00)
5010 - Clergy Housing	\$6,925.72	\$8,083.42	\$7,745.00	(\$338.42)	\$74,258.05	\$74,020.49	\$77,450.00	\$3,429.51	\$92,940.00
5020 - Clergy Pension	\$3,495.00	\$3,395.01	\$3,537.42	\$142.41	\$31,057.50	\$35,025.06	\$35,374.20	\$349.14	\$42,449.00
5030 - Clergy Insurance	\$6,884.68	\$5,447.10	\$5,492.17	\$45.07	\$50,467.95	\$39,266.75	\$54,921.70	\$15,654.95	\$65,906.00
5040 - Continuing Prof. Education	\$18.43	\$115.75	\$833.33	\$717.58	\$8,732.35	\$3,845.96	\$8,333.30	\$4,487.34	\$10,000.00
5060 - Rector's Expenses	\$701.15	\$286.48	\$416.67	\$130.19	\$7,183.43	\$5,412.01	\$4,166.70	(\$1,245.31)	\$5,000.00
5070 - Supply Clergy	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00	\$700.00	\$0.00	(\$700.00)	\$0.00
Total CLERGY EXPENSES	\$32,439.12	\$28,310.04	\$28,490.01	\$179.97	\$312,077.03	\$266,674.67	\$284,900.10	\$18,225.43	\$341,880.00
MINISTERIAL STAFF EXPENSE									
5100 - Program Staff Salary	\$20,498.34	\$15,835.84	\$13,935.83	(\$1,900.01)	\$190,956.12	\$143,427.62	\$139,358.30	(\$4,069.32)	\$167,230.00
5120 - Program Staff FICA	\$1,466.27	\$1,161.77	\$1,066.08	(\$95.69)	\$14,155.50	\$10,832.75	\$10,660.80	(\$171.95)	\$12,793.00
5130 - Program Staff Pension	\$1,766.14	\$360.00	\$912.58	\$552.58	\$17,444.62	\$8,428.59	\$9,125.80	\$697.21	\$10,951.00
5140 - Program Staff Insurance	\$3,767.49	\$4,030.20	\$1,983.00	(\$2,047.20)	\$37,126.98	\$18,552.00	\$19,830.00	\$1,278.00	\$23,796.00
5170 - Staff Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$1,075.35	\$29.71	\$0.00	(\$29.71)	\$0.00
Total MINISTERIAL STAFF EXPENSE	\$27,498.24	\$21,387.81	\$17,897.49	(\$3,490.32)	\$260,758.57	\$181,270.67	\$178,974.90	(\$2,295.77)	\$214,770.00
PARISH OFFICE EXPENSES									
5200 - Admin Staff Salary	\$15,170.00	\$19,923.75	\$20,253.75	\$330.00	\$195,590.17	\$200,240.49	\$202,537.50	\$2,297.01	\$243,045.00
5210 - Admin Staff FICA	\$1,156.84	\$1,275.03	\$1,549.33	\$274.30	\$14,911.60	\$15,282.01	\$15,493.30	\$211.29	\$18,592.00
5220 - Admin Staff Insurance	\$5,063.88	\$5,795.99	\$2,974.50	(\$2,821.49)	\$35,950.01	\$28,334.90	\$29,745.00	\$1,410.10	\$35,694.00
5230 - Admin Staff Pension	\$1,352.24	\$1,943.21	\$1,363.50	(\$579.71)	\$16,866.97	\$14,655.70	\$13,635.00	(\$1,020.70)	\$16,362.00
5240 - General Office Supplies	\$556.29	\$663.82	\$833.33	\$169.51	\$7,204.10	\$6,176.23	\$8,333.30	\$2,157.07	\$10,000.00
5243 - Copier Lease Exp.	\$2,131.39	\$1,545.11	\$1,333.33	(\$211.78)	\$13,418.99	\$12,712.42	\$13,333.30	\$620.88	\$16,000.00
5244 - Office Equipment Repair	\$0.00	\$0.00	\$83.33	\$83.33	\$643.92	\$0.00	\$833.30	\$833.30	\$1,000.00
5250 - Postage	\$1,505.00	\$752.50	\$316.67	(\$435.83)	\$4,211.15	\$2,829.22	\$3,166.70	\$337.48	\$3,800.00
5260 - IT Computer Support	\$2,701.14	\$2,211.37	\$2,083.33	(\$128.04)	\$23,642.82	\$24,067.82	\$20,833.30	(\$3,234.52)	\$25,000.00
5270 - Telephone / Internet	\$697.01	\$670.72	\$800.00	\$129.28	\$6,947.71	\$5,518.67	\$8,000.00	\$2,481.33	\$9,600.00
5271 - Telephone Equip & Repair	\$0.00	\$0.00	\$0.00	\$0.00	\$24.99	\$0.00	\$0.00	\$0.00	\$0.00
5282 - Contract Labor	\$3,543.75	\$0.00	\$0.00	\$0.00	\$14,861.25	\$6,277.50	\$0.00	(\$6,277.50)	\$0.00
Total PARISH OFFICE EXPENSES	\$33,877.54	\$34,781.50	\$31,591.07	(\$3,190.43)	\$334,273.68	\$316,094.96	\$315,910.70	(\$184.26)	\$379,093.00
PARISH PLANT EXPENSES									
5300 - Plant Parish Salary	\$13,380.00	\$13,155.00	\$12,943.50	(\$211.50)	\$136,355.05	\$131,823.00	\$129,435.00	(\$2,388.00)	\$155,322.00
5310 - Parish Plant FICA	\$1,006.59	\$996.09	\$990.17	(\$5.92)	\$10,259.08	\$10,003.52	\$9,901.70	(\$101.82)	\$11,882.00
5320 - Parish Plant Staff Insurance	\$2,801.10	\$5,785.70	\$2,974.50	(\$2,811.20)	\$32,744.84	\$30,008.55	\$29,745.00	(\$263.55)	\$35,694.00
5330 - Parish Plant Staff Pension	\$844.66	\$1,102.96	\$1,051.50	(\$51.46)	\$9,928.03	\$10,260.40	\$10,515.00	\$254.60	\$12,618.00
5335 - PES Plant Staff Reimb.	(\$12,824.33)	(\$12,824.33)	(\$14,968.75)	(\$2,144.42)	(\$128,243.30)	(\$128,243.30)	(\$149,687.50)	(\$21,444.20)	(\$179,625.00)
5340 - Building & Grounds Upkeep	\$2,667.43	\$4,138.32	\$2,916.67	(\$1,221.65)	\$31,343.48	\$24,451.84	\$29,166.70	\$4,714.86	\$35,000.00
5342 - Building Cleaning Contract	\$3,050.00	\$2,675.00	\$2,916.67	\$241.67	\$27,445.00	\$25,450.00	\$29,166.70	\$3,716.70	\$35,000.00
5346 - Security & Background Checks	\$76.00	\$183.60	\$41.67	(\$141.93)	\$332.00	\$844.10	\$416.70	(\$427.40)	\$500.00
5350 - Landscaping	\$1,000.00	\$0.00	\$2,000.00	\$2,000.00	\$21,130.51	\$16,476.77	\$20,000.00	\$3,523.23	\$24,000.00
5352 - Capital Maintenance Expense	\$3,844.85	(\$11,187.64)	\$4,583.33	\$15,770.97	\$49,051.76	\$56,686.87	\$45,833.30	(\$10,853.57)	\$55,000.00
5354 - Preventative Maintenance	\$642.19	\$537.95	\$2,083.33	\$1,545.38	\$15,976.92	\$28,417.82	\$20,833.30	(\$7,584.52)	\$25,000.00
5360 - Insurance	\$516.33	\$544.14	\$632.44	\$88.30	\$68,385.37	\$64,986.50	\$76,312.12	\$11,325.62	\$77,577.00
5365 - Convention Delegates	\$0.00	\$675.00	\$50.00	(\$625.00)	\$550.00	\$675.00	\$500.00	(\$175.00)	\$600.00
5370 - Gas	\$171.99	\$181.68	\$916.67	\$734.99	\$7,707.86	\$9,321.00	\$9,166.70	(\$154.30)	\$11,000.00

**Episcopal Church of TheTransfiguration
 Analysis of Revenues & Expenses - Detail
 Monthly Financials Template
 October 2018**

Accounts	MTD Actual (Last Year)	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (Last Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)	Annual Budget (This Year)
5372 - Water	\$3,666.98	\$3,050.51	\$3,000.00	(\$50.51)	\$29,302.80	\$26,613.07	\$30,000.00	\$3,386.93	\$36,000.00
5374 - Electrical	\$21,693.17	\$12,123.20	\$10,833.33	(\$1,289.87)	\$118,061.57	\$110,117.67	\$108,333.30	(\$1,784.37)	\$130,000.00
Total PARISH PLANT EXPENSES	\$42,536.96	\$21,137.18	\$32,965.03	\$11,827.85	\$430,330.97	\$417,892.81	\$399,638.02	(\$18,254.79)	\$465,568.00
PARISH DEPARTMENTS									
5400 - Congregational Development	(\$120.71)	\$446.68	\$208.33	(\$238.35)	\$3,878.69	\$2,131.29	\$2,083.30	(\$47.99)	\$2,500.00
5405 - Communications - General	\$2,990.56	\$1,762.07	\$1,666.67	(\$95.40)	\$15,634.53	\$17,150.81	\$16,666.70	(\$484.11)	\$20,000.00
5407 - Food / Coffee Fellowship	\$256.00	(\$489.58)	\$416.67	\$906.25	\$2,929.64	\$3,587.77	\$4,166.70	\$578.93	\$5,000.00
5410 - Pastoral Care	\$0.00	\$150.00	\$83.33	(\$66.67)	\$579.38	\$1,973.37	\$833.30	(\$1,140.07)	\$1,000.00
5415 - Stephen Ministry	\$0.00	\$0.00	\$250.00	\$250.00	\$0.00	\$1,654.00	\$2,500.00	\$846.00	\$3,000.00
5420 - Youth Formation	\$888.21	\$749.25	\$666.67	(\$82.58)	\$9,371.02	\$3,941.45	\$6,666.70	\$2,725.25	\$8,000.00
5430 - Children's Formation	\$3,418.61	\$463.88	\$666.67	\$202.79	\$5,436.74	\$6,073.52	\$6,666.70	\$593.18	\$8,000.00
5435 - Acolytes	\$0.00	\$0.00	\$12.50	\$12.50	\$0.00	\$0.00	\$125.00	\$125.00	\$150.00
5440 - Adult Formation	\$340.07	\$414.45	\$666.67	\$252.22	\$7,503.45	\$5,518.73	\$6,666.70	\$1,147.97	\$8,000.00
5475 - Parish Library	\$490.00	\$490.00	\$83.33	(\$406.67)	\$848.34	\$699.40	\$833.30	\$133.90	\$1,000.00
5477 - Parish Nursing	\$0.00	\$0.00	\$0.00	\$0.00	\$49.80	\$0.00	\$0.00	\$0.00	\$0.00
5481 - Fig Fest	\$1,669.46	\$0.00	\$125.00	\$125.00	\$1,669.46	\$0.00	\$1,250.00	\$1,250.00	\$1,500.00
7070 - Exchange - Special Events	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,487.00)	\$0.00	\$0.00	\$0.00	\$0.00
MUSIC									
5451 - Music Salary	\$3,120.00	\$4,499.16	\$4,916.67	\$417.51	\$42,366.57	\$44,422.58	\$49,166.70	\$4,744.12	\$59,000.00
5454 - Music Supplies & Awards	\$0.00	\$20.00	\$0.00	(\$20.00)	\$0.00	\$377.12	\$0.00	(\$377.12)	\$0.00
5455 - Music - Purchase & Rent	\$0.00	\$129.60	\$83.33	(\$46.27)	\$0.00	\$1,364.13	\$833.30	(\$530.83)	\$1,000.00
5456 - Music - Tuning & Repairs	\$0.00	\$0.00	\$83.33	\$83.33	\$0.00	\$165.00	\$833.30	\$668.30	\$1,000.00
5459 - Music - Courtesy	\$0.00	\$0.00	\$29.17	\$29.17	\$0.00	\$423.00	\$291.70	(\$131.30)	\$350.00
5464 - Music FICA	\$238.47	\$304.81	\$376.08	\$71.27	\$3,118.35	\$3,262.43	\$3,760.80	\$498.37	\$4,513.00
Total MUSIC	\$3,358.47	\$4,953.57	\$5,488.58	\$535.01	\$45,484.92	\$50,014.26	\$54,885.80	\$4,871.54	\$65,863.00
ALTAR GUILD									
5470 - Altar Guild	\$622.80	\$931.36	\$416.67	(\$514.69)	\$4,359.10	\$4,900.12	\$4,166.70	(\$733.42)	\$5,000.00
5473 - Flowers	(\$4,164.83)	\$541.67	\$833.33	\$291.66	\$12,000.00	\$9,009.20	\$8,333.30	(\$675.90)	\$10,000.00
Total ALTAR GUILD	(\$3,542.03)	\$1,473.03	\$1,250.00	(\$223.03)	\$16,359.10	\$13,909.32	\$12,500.00	(\$1,409.32)	\$15,000.00
Total PARISH DEPARTMENTS	\$9,748.64	\$10,413.35	\$11,584.42	\$1,171.07	\$103,258.07	\$106,653.92	\$115,844.20	\$9,190.28	\$139,013.00
OTHER PARISH EXPENSES									
5409 - North Dallas Shared Min	\$0.00	\$0.00	\$416.67	\$416.67	\$5,000.00	\$0.00	\$4,166.70	\$4,166.70	\$5,000.00
5411 - Austin St Shelter	(\$2,892.67)	\$27.04	\$833.33	\$806.29	\$8,332.93	\$6,534.30	\$8,333.30	\$1,799.00	\$10,000.00
5604 - Outreach	\$0.00	\$0.00	\$2,083.33	\$2,083.33	\$25,013.00	\$25,000.00	\$20,833.30	(\$4,166.70)	\$25,000.00
5615 - Stewardship	\$1,645.00	\$188.62	\$250.00	\$61.38	\$2,080.00	\$188.62	\$2,500.00	\$2,311.38	\$3,000.00
5620 - Child Care	\$1,127.00	\$1,340.50	\$1,666.67	\$326.17	\$14,060.79	\$16,400.45	\$16,666.70	\$266.25	\$20,000.00
5621 - Child Care FICA	\$74.98	\$95.81	\$127.50	\$31.69	\$1,010.69	\$1,084.99	\$1,275.00	\$190.01	\$1,530.00
5625 - Baptism	\$200.71	\$0.00	\$41.67	\$41.67	\$200.71	\$254.92	\$416.70	\$161.78	\$500.00
5640 - Financial Audit	\$0.00	\$0.00	\$0.00	\$0.00	\$4,500.00	\$4,750.00	\$4,500.00	(\$250.00)	\$4,500.00
5690 - Vestry Allocation to Operating	\$2,083.33	\$1,300.00	\$1,300.00	\$0.00	\$20,833.30	\$13,000.00	\$13,000.00	\$0.00	\$15,600.00
Total OTHER PARISH EXPENSES	\$2,238.35	\$2,951.97	\$6,719.17	\$3,767.20	\$81,031.42	\$67,213.28	\$71,691.70	\$4,478.42	\$85,130.00
OTHER EXPENSES									
5800 - Dioc/Natl Assessment	\$19,049.00	\$19,795.50	\$19,795.50	\$0.00	\$192,186.00	\$197,955.00	\$197,955.00	\$0.00	\$237,546.00
5810 - Seminary Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
Total OTHER EXPENSES	\$19,049.00	\$19,795.50	\$19,795.50	\$0.00	\$192,186.00	\$200,955.00	\$200,955.00	\$0.00	\$240,546.00
Total Expenses	\$167,387.85	\$138,777.35	\$149,042.69	\$10,265.34	\$1,713,915.74	\$1,556,755.31	\$1,567,914.62	\$11,159.31	\$1,866,000.00

Episcopal Church of TheTransfiguration
Analysis of Revenues & Expenses - Detail
Monthly Financials Template
October 2018

Accounts

	MTD Actual (Last Year)	MTD Actual (This Year)	MTD Budget (This Year)	MTD Budget/Actual (This Year)	YTD Actual (Last Year)	YTD Actual (This Year)	YTD Budget (This Year)	YTD Budget/Actual (This Year)	Annual Budget (This Year)
Net Total	(\$37,198.99)	\$8,618.11	(\$9,821.12)	\$18,439.23	(\$49,723.18)	(\$71,403.90)	\$13,392.08	(\$84,795.98)	\$0.00

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
Temporary Restricted				
7060 - Vacation Bible School	3,401	3,287	3,544	3,144
8404 - St. Elizabeth's	1,428	0	0	1,428
8412 - Stations of the Cross	17,450	9,250	23,126	3,574
8458 - PES SAL REIMBURSEMENT	(15,569)	148,114	135,359	(2,814)
8477 - Invite/Welcome/Connect	1,575	0	0	1,575
8484 - Second Half Ministry	0	10	0	10
8620 - Memorial - David Diggs	0	4,425	0	4,425
Worship				
8426 - Prayer Book Hymnals	17	900	0	917
8468 - Adult Lay Vestments	870	0	0	870
8503 - Altar Guild	5,261	1,213	1,434	5,040
8521 - Youth Acolyte Robes	2,049	0	0	2,049
8549 - Flower Guild	16,626	10,510	11,222	15,914
Total Worship	24,824	12,623	12,656	24,790
Music				
8400 - Music for Christmas & Easter	5,606	4,445	5,755	4,296
8430 - New Organ	0	1,050	0	1,050
8475 - Transfigured Nights	29,810	43,388	26,131	47,067
8505 - Music Recordings	3,079	10	0	3,089
8512 - Music Fund	3,968	11,376	10,382	4,963
Total Music	42,463	60,269	42,267	60,464
Building & Grounds				
7020 - PES Invoiced Expenses	(18,134)	53,288	57,648	(22,493)
7026 - B&G Special - Wayfinding / Signage	(3,868)	14,894	21,092	(10,066)
8456 - Chapel Reserve	605,912	1,221	0	607,133
8457 - PES CAPITAL MAINTENANCE	(51,198)	348,517	433,929	(136,611)
8510 - Capital Contengency Fund	46,160	38,000	24,088	60,072
8515 - Roper Hall / Kitchen Replacements	2,536	0	0	2,536
8548 - Water Feature	5,003	0	0	5,003
Total Building & Grounds	586,412	455,920	536,757	505,574
Congregational Life				
7040 - EMF	0	51,166	32,903	18,263
8436 - Daughters of the King	260	110	0	370
8438 - Weddings Income & Expense	(76)	3,225	2,175	974
8440 - Library	227	0	0	227
8450 - Stephen Ministries	7,086	1,654	1,934	6,807
8470 - Funerals Income & Expense	7,688	2,750	738	9,699
8471 - Fig Fest	1,462	2,160	0	3,622
8472 - Labyrinth	9,515	40	0	9,555
8482 - Parish Nurses	3,008	0	0	3,008
8497 - Fig Theatre	11,786	0	0	11,786
8524 - Open Door/G&L Ministries	145	2,208	1,029	1,324
8547 - IParents	880	500	213	1,167
Total Congregational Life	41,980	63,813	38,992	66,802
Leadership & Administration				
7010 - Special Offerings Exchange	0	22,730	22,515	215

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
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	13,258	18,075	11,189
8446 - Ministry Funds (RT)	(51)	4,005	2,426	1,528
8447 - Ministry Funds (VIK)	862	2,651	3,098	415
8448 - Ministry Funds (MWM)	250	0	250	0
8449 - Ministry Funds (JSG)	491	50	536	5
8473 - Congregational Retreat	1,000	8,465	9,866	(401)
8478 - Columbarium	5,808	8,168	9,159	4,817
8479 - Endowment Exchange Account	3,225	92,553	96,033	(255)
8499 - Operating Capital	139,842	318	1,530	138,630
8501 - Farewell	48	650	590	108
8506 - Vestry Emergency Fund	103,516	203	0	103,719
8517 - Future Music Endowment	150	22,450	22,600	0
8533 - Sabbatical Fund	28,388	0	0	28,388
8544 - New Ministries Restricted	2,436	0	0	2,436
Total Leadership & Administration	448,952	175,651	332,019	292,584
Mission & Outreach				
8420 - Mission	13,194	0	0	13,194
8422 - Holy Faith	854	1,187	107	1,934
8423 - International Mission Trip	9,964	37,050	37,400	9,614
8460 - Outreach Gifts	14,087	755	5,953	8,890
8461 - Austin Street Shelter	14,169	7,000	157	21,012
8463 - Food Pantry	14,265	5,100	2,918	16,447
8509 - Rector Outreach	2,025	0	2,025	0
8543 - Happy Homes Africa	6,536	7,870	10,030	4,376
Total Mission & Outreach	75,095	58,962	58,590	75,467
Memorials / Bequests				
8600 - Memorial Account	3,645	0	0	3,645
Total Memorials / Bequests	3,645	0	0	3,645
Children's Formation				
8405 - Pinson 3rd Grade Bibles	4,279	0	432	3,847
8406 - Godly Play	3,140	1,080	686	3,534
8464 - Children's Ministry Grant	0	7,000	482	6,518
Total Children's Formation	7,419	8,080	1,600	13,899
Youth Formation				
8485 - Youth Ministries	9,796	6,369	11	16,154
Total Youth Formation	9,796	6,369	11	16,154
Adult Formation				
8545 - St. Catherine's Fund	17,026	12,965	7,568	22,424
Total Adult Formation	17,026	12,965	7,568	22,424
Total Temporary Restricted	1,265,897	1,019,738	1,192,490	1,093,145

Budget Finance and Administration Committee Report

November 14, 2018

Monthly Meeting – November 14, 2018

Those in Attendance: Nancy Jagmin, Paul Sternweis, Sophie Lowrance, Allison Murphy, Sheila Runnels, John Donaldson, Evan Williams, Christopher Ray, Bart Stockton, Bob Button

Review of October 2018 Financials:

Our year to date deficit through October is (\$84,796), with actual revenue of \$1,485,351 less than budgeted of \$1,581,307 by (\$95,956) and actual expenses year to date of \$1,556,755 less than budgeted of \$1,567,915 by \$11,160. Current year pledges remain behind budgeted by \$88,361.

Cash flow for 2018 (actual revenue less actual expenses) is (\$71,404) versus (\$49,723) at this time last year.

Stewardship as of 11/14/18

- 6 weeks into our campaign, and 3 weeks after Ingathering, we have received 320 pledges for a total of \$1,423,147.
- We are 91 pledges and \$196,622 behind where we ended up last year, but slightly ahead on a dollar basis (about \$30,000) if you compare to the same week last year, and the increase in average giving is a definite positive sign.
- Members of the Stewardship committee and Vestry made follow up calls to currently pledging households who had not responded during the week of November 5. The change in pledges between our 11/5 and 11/12 reports was 20 pledges for \$143,340.
- 293 of the current year's pledging households have returned and collectively have committed \$51,091 more than for 2018 (a 3.9% aggregate increase).
- 75 pledges are unchanged; 39 are decreases (together down \$93,587); 179 (61% of returning pledges) are increases (together up \$144,678).
- We also have 27 new pledges so far (for a total of \$55,051).
- So, including new pledges, we are so far up \$106,142 (8.1%) versus 2018 on a same-household basis.
- Simple average across all pledges to date is \$4,447 (12.8% up from last year's final average of \$3,941).
- There are still 116 current pledgers who have not responded. Together they make up \$301,603 in commitments and so will determine where we end up. If they all return

unchanged, we will end up with 436 pledges (6.1% increase) and \$1,724,750 (\$104,982 or 6.5% increase).

- Based on what we see this coming weekend and over Thanksgiving, the committee and staff will determine how best to continue to reach out to these remaining households.

The elections \ vestry selection process was very successful this year – many thanks to Sheila Runnels and also to Nancy Jagmin. The Vestry slate of four was approved (Robin Caldwell, Oliver Cone, Rosemary Luquire and Mason McCamey). Diocesan delegation will be led by Jim Kirkman with George Banitch, Gene Bledsoe, Hal Bybee, Barbara Cody, and Elaine Sweet as the other delegates. The alternates are Oliver Cone, Tim Cutts, Linda Horton, Kipton Moravec, and Bart Stockton.

Paul Sternweis will be leading a review of the Jubilee Capital Campaign funds following up on the work completed by Liz Kerner-Wyse.

The committee plans to have a 2019 budget for submission to the Vestry by the January meeting if not earlier. We are still awaiting more complete results from the stewardship campaign.

The committee considered by email discussion the question of giving away the Christmas loose plate offering. There is no strong consensus in the committee, but it should be discussed and considered by the Vestry for final disposition. We are in a deficit position at this point both in actual cash flow and in budget variance.

Submitted by Bob Button for the BFA Committee

Request for adjustment of the 2018 capital spending limit in Vestry account 8510.

Explanation: At the beginning of the year, the overall intended “budget” for Capital Maintenance spending was set at \$ 105,000, which included \$ 55,000 from the operating budget, \$ 25,000 from the 2017 surplus, and \$ 25,000 from an individual donor specifically for this purpose in 2018. The individual specified donation of \$ 25,000 was transferred to RA 8510 for this purpose as was the \$ 25,000 from the 2017 surplus. Thus RA 8510 received \$ 50,000 for capital maintenance expenditure this year.

To utilize these funds, the Vestry has to formally approve their use either by the old or the newly approved account guidelines. This was accomplished with the motion to move the excess \$25,000 from excess funds but not the additional funds designated for this year. Therefore, the following motion will be proposed to facilitate use of the funds:

“The allowance for spending on Capital Maintenance from RA 8510 in 2018 is raised to \$ 50,000, which includes the \$ 25,000 designated from the 2017 surplus approved in January and \$ 25,000 from an individual donation specified for this purpose in 2018.

Note: This motion does not authorize the use of the monthly contribution to the account via budget line item 5690, Vestry Allocation to Operating, the contingency allowance for unexpected maintenance items.

Administrative note for record.

As noted in the October Minutes, "Jay Madrid noted that the Annual Meeting would have be Opened during the Election proceedings and adjourned in recess at the close of balloting until the January phase of the meeting."

Herein is reported that:

The Annual meeting for 2018 started informally with the initiation of Announced Election Proceedings at 5 pm on Nov. 2 and went into recess at approximately 1 pm on Nov. 3 with the close of the Election, recess to continue until the meeting is resumed on January 27, 2019.

Paul Sternweis, Senior Warden
Reporting for the Rector and Wardens