

Parish of St. Mark & St. Paul, Sewanee, Tennessee  
Vestry Agenda for August 17, 2023  
5:30 pm, Hethcock Room

I. Opening Devotions	
II. Minutes from the June regular meeting	5:40
III. Treasurer's Report	5:45
IV. Rector's Report	6:00
V. Break	6:30
VI. Reports of Wardens and Committees	6:40
VII. Other Business	7:10
VIII. Closing Prayers	7:20

*The Vestry meets at 5:30pm normally on the third Thursday of each month: September 21, October 19, November 16, December 21 (or 14). According to diocesan canons, we must meet at least quarterly. The Diocese of Tennessee requires that actions via Zoom or teleconference be ratified at an in-person meeting afterward.*

**Parish of St. Mark & St. Paul, Sewanee Tennessee**  
**Vestry Monthly Meeting – June 15, 2023, 5:30 P.M**

**Present:** Robin Bates, Kathryn Bruce, The Rev. Betty Carpenter, Beth Chamberlain, Jay Fisher, Dorothy Gates, Diane Jones, Tom Phelps, Lynn Taylor, Beth Wiley, The Rev. Scott Lee

**Absent:** Lynn Stubblefield

**Opening Devotions** – The Rev. Scott Lee led the Vestry in *Daily Devotions: Early Evening* (BCP p. 139).

**May 2023 Minutes** –: Corrections to the May minutes: page 2, swap words “by” and “caused” around; page 3 under AC replace “Diane” with “Frieda”; page 4 under Scott, remove “a”.

Beth Wiley moved to approve minutes with corrections. Lynn Taylor seconded this motion. The Vestry unanimously accepted the corrected minutes.

**Treasurer’s Report –**

Beth Wiley highlighted the “Vestry Designated Requests to Current Operations” line item. She explained this includes the funds moved to cover the Children’s Choir director for the August 2023-December 2023 time period. She also clarified that the \$3000 for the roof repair is not represented in line 8331. Beth is working on corrections to Rob’s pension and is awaiting his signature when he returns. She is also working on line items 5551 and 5561 (staff payroll taxes and staff pension) and will continue to work on this. Beth has received a verbal agreement with the auditor, but did not have a signed contract as of the Vestry meeting.

**Sabbatical Replacement Report --**

Fr. Scott shared that Fr. Rob and his wife Amy have COVID, but are recovering in Sewanee and continuing to prepare for his time at Virginia Seminary. Fr. Rob also asked Fr. Lee to invite the Vestry members to discuss their opinion about the returning to the common cup. Discussion was held and a variety of personal feelings about this possibility were shared.

## **Committee Reports—**

### **Community Action Committee (CAC) –**

Beth Chamberlain reported that in addition to the monies received from the South Cumberland Community Fund and from the community-wide yard sale, CAC has received \$5000 from the Civic Association.

Betty Carpenter shared that she is working on organizing a CAC presence for the July 4 parade.

### **Parish Life -**

*Two services:* Dorothy asked if having the summer service at 9:30 is working smoothly. Beth Wiley suggested that having two people for Altar Guild is needed. Tom Phelps suggested that perhaps having one service would be worth considering and suggests it be discussed with Fr. Rob for next year.

### **Junior Warden's Report –**

*CAC roof repair*—Diane Jones referred to her written report and shared that a repair crew has been identified for the CAC roof repair job. She also stated that the Finance committee has authorized another \$3000 for this repair.

*Outdoor service*—The decision to have an outdoor service will be left to Fr. Rob when he returns.

*Cleaning service*—Bahley Minor will begin providing cleaning service in August 2023. There was concern expressed about having a regular service company or a sexton perform these tasks instead of Bahley; it is hoped that the current cleaning service will respond positively to the issues brought to their attention.

### **Senior Warden's Report –**

*Vestry of the Day:* Lynn Taylor asked how the new schedule of “vestry of the day” was working. Everyone reported that the schedule seems to be agreeable to all members.

### **New Business –**

*Organist position*—Clarification was offered that all concerns expressed about the replacement of Kathy Sturgis as organist need to be directed to Fr. Rob.

*Welcoming newcomers* – Tom Phelps offered some suggestions for how the parish could establish a stronger welcoming presence including gift baskets, weekly coffee gathering, and Vestry of the Day actively seeking out newcomers. Betty shared that perhaps a return to a “welcome social time” for new members is worth considering. Betty suggested that the Welcome Back picnic could be a good time for inviting people to a welcome gathering for new people. Jay Fisher wondered if the parish could get information about new faculty moving to the community and also suggested Fr. Rob could share the visitor names he receives from the Sunday Service with the Vestry. Tom and Betty will continue the conversation about welcoming newcomers with Parish Life so that a plan can be in place before August. Tom suggests the upcoming gathering of area Episcopal parishes would be a good opportunity to learn from our fellow parishes about what has worked for them. Jay offered to ask Casey Perkins for assistance in obtaining information about incoming seminarians.

*Finance Committee*—The Finance Committee has allotted an additional \$3000 to for the CAC roofing repair. Tom Phelps moved to approve a total of \$6000 to repair the roof. Beth Chamberlain seconded this motion. Vestry approved this motion unanimously.

*Thank you*—The Vestry offered deep thanks to Fr. Scott for his time with the Vestry and the parish as a sabbatical replacement.

### **Reminders of upcoming events-**

*Next Meeting:* The next meeting will be August 17, at 5:30 pm.

**Concluding Prayer:** The Rev. Scott Lee offered a blessing.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted by Kathryn Bruce, Clerk of the Vestry

## Treasurer's Report for August 2023

Please find attached the July 2023 editions of the:

1. Actual vs. Budget Report (Excel format)
2. Statement of Activities – Operating
- ~~3. Statement of Financial Position~~
4. Summary of Restricted and Vestry Designated Accounts

Our Financial Administrator, Jan Stevens, departed for Florida at the end of June. We interviewed one candidate in July and made an offer, but it was not accepted. Sarah Edmonds has been filling in since that time with gracious assistance from Frieda. In addition to regular monthly activities, they both participated in gathering all the needed information for our audit. Please let them each know how much we value these efforts. Our posting is still active.

Due to Jan's departure and Sarah's vacation last week, there were a few loose ends we were unable to tie up after preliminary report generation. The Actual to Budget Report and Statement of Financial Commitment only have a few issues:

- 5111 - Our Diocesan Assessment has not been sent for July, yet.
- 5511 - There is an extra month of pension payments in this report; we should have paid July's on August 1
- 5821 - Computer Expenses - there is a rogue charge of over \$3,000 in this account; Sarah is looking into this.

The Summary of Restricted & Vestry Designated Funds is missing this month's transfer of \$2333.33 out of 8980 into 4575- on the Budget report. I went ahead and added it to the budget report since that is a manually added field, anyway.

I did not include the Statement of Financial Position this month. We've known all year that there are multiple incorrect figures in it. The good news is that our auditor feels confident that she can give us correcting entries with her final report.

Despite these reporting issues, our overall situation is still looking pretty good.

Checking account balances are all at or over target. Balances in the Vanguard investment account as of August 11 are \$40,675 in the money market fund and \$239,674 in mutual funds (up about \$3400 from last month.) I transferred \$30,000 from the money market to our checking account in July just before payroll to keep that balance at target.

4Actual to Budget Report, July 2023

Accounts	July Budget This Year	July Actual This Year	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	\$ 583.33	\$ 329.00	\$ 4,083.31	\$ 4,715.21
4115 1/4th Plate to Rector's Discr Fd	\$ (145.83)	\$ -	\$ (1,020.81)	\$ (877.59)
4131 Pledge Payments -Current Year	\$ 31,250.00	\$ 14,493.00	\$ 218,750.00	\$ 210,607.11
4133 Pledge payment for previous year	\$ -	\$ -	\$ -	\$ 600.00
Pre-Paid Gifts of Stock (pledge payment)				\$ 10,299.50
4141 Non-Pledge Gifts	\$ 750.00	\$ 659.69	\$ 5,250.00	\$ 5,442.34
<b>Gifts of Stock</b>				\$ 1,025.67
4170 Insurance Reimbursement - Rector's Spouse	\$ 1,575.00	\$ 1,575.00	\$ 11,025.00	\$ 11,025.00
4191 CAC Support of Employee Compensation	\$ 2,166.58	\$ 2,166.00	\$ 15,166.06	\$ 15,165.15
4512 Investment Income	\$ 375.00	\$ -	\$ 2,625.00	\$ 2,890.80
4531 Realized Gains (Losses)	\$ -	\$ -	\$ -	\$ 1,888.61
4551 Property Rental Income	\$ 1,041.67	\$ 265.00	\$ 7,291.69	\$ 7,402.00
4565 SCC Reimbursement	\$ 250.00	\$ -	\$ 1,750.00	\$ -
4575 Transfer from Vestry Designated Funds	\$ 2,333.33	\$ 2,333.33	\$ 16,333.31	\$ 16,333.31
<b>Total Revenues</b>	\$ 40,179.08	\$ 21,821.02	\$ 281,253.56	\$ 286,517.11
<b>Expenses</b>				
Work Outside Congregation				
5111 Diocesan Assessment	\$ 3,640.58	\$ -	\$ 25,484.06	\$ 21,843.48
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	\$ 250.00	\$ 74.22	\$ 1,750.00	\$ 1,474.44
Parish Life				
5331 Parish Life	\$ 233.33	\$ 247.11	\$ 1,633.31	\$ 1,471.37
Worship				
5351 Altar Supplies	\$ 83.33	\$ -	\$ 583.31	\$ 408.26
5353 Confirmation Prep.	\$ 8.33	\$ -	\$ 58.31	\$ -
5355 Music	\$ 16.67	\$ -	\$ 116.69	\$ -
5357 Prayer Books and Liturgy Materials	\$ 16.67	\$ -	\$ 116.69	\$ -
5359 Organ and Piano Maintenance	\$ 233.33	\$ -	\$ 1,633.31	\$ 663.00
Total Worship	\$ 358.33	\$ -	\$ 2,508.31	\$ 1,071.26
Youth				
5371 Youth Ministry	\$ 166.67	\$ -	\$ 1,166.69	\$ 94.04
Total Programs	\$ 1,008.33	\$ 321.33	\$ 7,058.31	\$ 4,111.11
Leading Congregational Care				
5398 Pastoral Care	\$ 12.50	\$ -	\$ 87.50	\$ -
Operating Expense/Income				
Salaries & Wages				
5411 Rector	\$ 4,944.75	\$ 4,944.75	\$ 34,613.25	\$ 34,613.25
5415 Supply Clergy	\$ 116.67	\$ 200.00	\$ 816.69	\$ 680.00
5421 Youth Minister	\$ 489.25	\$ 489.25	\$ 3,424.75	\$ 3,424.72
5431 Organist & Choir Director	\$ 947.00	\$ 946.96	\$ 6,629.00	\$ 6,628.76
5432 Supply Organist	\$ 100.00	\$ -	\$ 700.00	\$ -

4Actual to Budget Report, July 2023

<b>Accounts</b>	<b>July Budget This Year</b>	<b>July Actual This Year</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
5451 Child Care	\$ 550.25	\$ 265.00	\$ 3,851.75	\$ 2,737.00
5461 Dir. Christian Formation	\$ 1,907.42	\$ 1,907.39	\$ 13,351.94	\$ 13,351.82
5471 CAC Director	\$ 2,000.00	\$ 2,000.00	\$ 14,000.00	\$ 14,000.00
5481 Parish Administrator	\$ 2,739.42	\$ 2,739.42	\$ 19,175.94	\$ 19,175.94
5486 Financial Staff	\$ 1,333.33	\$ 760.00	\$ 9,333.31	\$ 8,845.93
<b>Total Salaries &amp; Wages</b>	<b>\$ 15,128.09</b>	<b>\$ 14,252.77</b>	<b>\$ 105,896.63</b>	<b>\$ 103,457.42</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	\$ 1,658.00	\$ 3,179.26	\$ 11,606.00	\$ 12,717.04
5521 Clergy Insurance	\$ 3,169.17	\$ 3,169.20	\$ 22,184.19	\$ 21,998.84
5526 Clergy Housing & Utility Allow.	\$ 3,611.67	\$ 3,611.65	\$ 25,281.69	\$ 25,281.55
5531 Clergy - SECA Payments	\$ 654.58	\$ 654.58	\$ 4,582.06	\$ 4,582.06
5551 Staff Payroll Taxes	\$ 762.42	\$ 706.93	\$ 5,336.94	\$ 4,999.74
5561 Staff Pension	\$ 642.25	\$ 562.24	\$ 4,495.75	\$ 3,950.84
5571 Staff Insurance	\$ 975.00	\$ 953.03	\$ 6,825.00	\$ 6,777.66
5581 Background Checks	\$ 25.00	\$ -	\$ 175.00	\$ 63.00
5631 Workers Compensation Insurance	\$ 91.67	\$ -	\$ 641.69	\$ -
<b>Total Employee Benefits</b>	<b>\$ 11,589.76</b>	<b>\$ 12,836.89</b>	<b>\$ 81,128.32</b>	<b>\$ 80,370.73</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	\$ 916.67	\$ -	\$ 6,416.69	\$ 4,596.33
5711 Repairs & Maintenance	\$ 833.33	\$ 73.00	\$ 5,833.31	\$ 4,291.79
5721 Elevator Maintenance	\$ 250.00	\$ 136.61	\$ 1,750.00	\$ 934.66
5751 Garbage service	\$ 100.00	\$ -	\$ 700.00	\$ 285.00
5771 Supplies	\$ 133.33	\$ -	\$ 933.31	\$ 685.43
5781 Electricity	\$ 1,375.00	\$ 1,164.56	\$ 9,625.00	\$ 8,955.01
5783 Gas	\$ 262.50	\$ -	\$ 1,837.50	\$ 2,565.69
5785 Water & Sewer	\$ 262.50	\$ 346.98	\$ 1,837.50	\$ 1,466.86
5790 Grounds Maintenance	\$ 416.67	\$ 300.00	\$ 2,916.69	\$ 2,671.88
5795 Cleaning Service	\$ 1,600.00	\$ 1,800.00	\$ 11,200.00	\$ 9,550.00
<b>Total Facilities Expenses</b>	<b>\$ 6,150.00</b>	<b>\$ 3,821.15</b>	<b>\$ 43,050.00</b>	<b>\$ 36,002.65</b>
<b>Office Services</b>				
5811 Audit	\$ 550.00	\$ -	\$ 3,850.00	\$ -
5821 Computer Expenses	\$ 391.67	\$ 3,706.16	\$ 2,741.69	\$ 6,759.75
5831 Copying	\$ 350.00	\$ 317.91	\$ 2,450.00	\$ 1,964.28
5841 Office Supplies	\$ 133.33	\$ 59.87	\$ 933.31	\$ 339.90
5851 Office Equipment Purchases	\$ 91.67	\$ -	\$ 641.69	\$ -
5861 Postage	\$ 58.33	\$ 81.45	\$ 408.31	\$ 217.10
5871 Telephone	\$ 560.00	\$ 613.86	\$ 3,920.00	\$ 3,928.68
5891 Miscellaneous Expense	\$ 25.00	\$ 24.00	\$ 175.00	\$ 375.67
5894 Payroll Service Fees	\$ -	\$ -	\$ -	\$ 277.77
5895 Service Fee (Vanco)	\$ 75.00	\$ 64.44	\$ 525.00	\$ 600.53
<b>Total Office Services</b>	<b>\$ 2,235.00</b>	<b>\$ 4,867.69</b>	<b>\$ 15,645.00</b>	<b>\$ 14,463.68</b>
<b>Organizational Expenses</b>				
5911 Clergy Car Expense	\$ 104.17	\$ -	\$ 729.19	\$ 105.28
5912 Clergy Expense Allowance	\$ 41.67	\$ -	\$ 291.69	\$ 39.28

4Actual to Budget Report, July 2023

<b>Accounts</b>	<b>July Budget This Year</b>	<b>July Actual This Year</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
5913 Continuing Education- Clergy	\$ 166.67	\$ -	\$ 1,166.69	\$ -
5914 Continuing Education - Staff	\$ 41.67	\$ -	\$ 291.69	\$ -
5915 Convention & Travel	\$ 74.08	\$ -	\$ 518.56	\$ 543.63
5916 Ministering to New Members	\$ 41.67	\$ -	\$ 291.69	\$ -
5918 Publications	\$ 83.33	\$ -	\$ 583.31	\$ 466.61
5919 Communications	\$ 37.50	\$ -	\$ 262.50	\$ -
5920 Stewardship	\$ 145.83	\$ -	\$ 1,020.81	\$ -
Total Organizational Expenses	\$ 736.59	\$ -	\$ 5,156.13	\$ 1,154.80
Total Operating Expense/Income	\$ 35,839.44	\$ 35,778.50	\$ 250,876.08	\$ 235,449.28
Total Work Within Congregation	\$ 36,860.27	\$ 36,099.83	\$ 258,021.89	\$ 239,560.39
Other Expenses/Income				
7311 Sabbatical Reserve Provision	\$ (125.00)	\$ -	\$ (875.00)	\$ -
<b>Total Expenses</b>	\$ 40,375.85	\$ 36,099.83	\$ 282,630.95	\$ 261,403.87
<b>Net Total</b>	\$ (196.77)	\$ (14,278.81)	\$ (1,377.39)	\$ 25,113.24



# Statement of Activities-Operating

Date Range: Jan 1st 2023 - Jul 31st 2023 | Includes Open Transactions | Includes 13th Month | Filtered by: Fund

Accounts	July Budget This Year	July Actual This Year	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	583.33	329.00	4,083.31	4,715.21
4115 1/4th Plate to Rector's Discr Fd	( 145.83)	0.00	( 1,020.81)	( 877.59)
4131 Pledge Payments -Current Year	31,250.00	14,493.00	218,750.00	210,607.11
4132 Pledge Prepaid Payments	0.00	0.00	0.00	( 18,908.11)
4133 Pledge payment for previous year	0.00	0.00	0.00	600.00
4141 Non-Pledge Gifts	750.00	659.69	5,250.00	5,442.34
4170 Insurance Reimbursement - Rector's Spouse	1,575.00	1,575.00	11,025.00	11,025.00
4191 CAC Support of Employee Compensation	2,166.58	2,166.00	15,166.06	15,165.15
4512 Investment Income	375.00	0.00	2,625.00	2,890.80
4531 Realized Gains (Losses)	0.00	0.00	0.00	1,888.61
4551 Property Rental Income	1,041.67	265.00	7,291.69	7,402.00
4565 SCC Reimbursement	250.00	0.00	1,750.00	0.00
<b>Total Revenues</b>	<b>\$ 37,845.75</b>	<b>\$ 19,487.69</b>	<b>\$ 264,920.25</b>	<b>\$ 239,950.52</b>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5111 Diocesan Assessment	3,640.58	0.00	25,484.06	21,843.48
Total Work Outside Congregation	3,640.58	0.00	25,484.06	21,843.48
<b>Work Within Congregation</b>				
<b>Programs</b>				
<b>Christian Education</b>				
5311 Christian Education	250.00	74.22	1,750.00	1,474.44
Total Christian Education	250.00	74.22	1,750.00	1,474.44
<b>Parish Life</b>				
5331 Parish Life	233.33	247.11	1,633.31	1,471.37
Total Parish Life	233.33	247.11	1,633.31	1,471.37
<b>Worship</b>				
5351 Altar Supplies	83.33	0.00	583.31	408.26
5353 Confirmation Prep.	8.33	0.00	58.31	0.00
5355 Music	16.67	0.00	116.69	0.00
5357 Prayer Books and Liturgy Materials	16.67	0.00	116.69	0.00
5359 Organ and Piano Maintenance	233.33	0.00	1,633.31	663.00
Total Worship	358.33	0.00	2,508.31	1,071.26
<b>Youth</b>				
5371 Youth Ministry	166.67	0.00	1,166.69	94.04
Total Youth	166.67	0.00	1,166.69	94.04
Total Programs	1,008.33	321.33	7,058.31	4,111.11
<b>Leading Congregational Care</b>				
5398 Pastoral Care	12.50	0.00	87.50	0.00
Total Leading Congregational Care	12.50	0.00	87.50	0.00
<b>Operating Expense/Income</b>				
<b>Salaries &amp; Wages</b>				
5411 Rector	4,944.75	4,944.75	34,613.25	34,613.25
5415 Supply Clergy	116.67	200.00	816.69	680.00
5421 Youth Minister	489.25	489.25	3,424.75	3,424.72
5431 Organist & Choir Director	947.00	946.96	6,629.00	6,628.76

<b>Accounts</b>	<b>July Budget This Year</b>	<b>July Actual This Year</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
5432 Supply Organist	100.00	0.00	700.00	0.00
5451 Child Care	550.25	265.00	3,851.75	2,737.00
5461 Dir. Christian Formation	1,907.42	1,907.39	13,351.94	13,351.82
5471 CAC Director	2,000.00	2,000.00	14,000.00	14,000.00
5481 Parish Administrator	2,739.42	2,739.42	19,175.94	19,175.94
5486 Financial Staff	1,333.33	760.00	9,333.31	8,845.93
<b>Total Salaries &amp; Wages</b>	<b>15,128.09</b>	<b>14,252.77</b>	<b>105,896.63</b>	<b>103,457.42</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	1,658.00	3,179.26	11,606.00	12,717.04
5521 Clergy Insurance	3,169.17	3,169.20	22,184.19	21,998.84
5526 Clergy Housing & Utility Allow.	3,611.67	3,611.65	25,281.69	25,281.55
5531 Clergy - SECA Payments	654.58	654.58	4,582.06	4,582.06
5551 Staff Payroll Taxes	762.42	706.93	5,336.94	4,999.74
5561 Staff Pension	642.25	562.24	4,495.75	3,950.84
5571 Staff Insurance	975.00	953.03	6,825.00	6,777.66
5581 Background Checks	25.00	0.00	175.00	63.00
5631 Workers Compensation Insurance	91.67	0.00	641.69	0.00
<b>Total Employee Benefits</b>	<b>11,589.76</b>	<b>12,836.89</b>	<b>81,128.32</b>	<b>80,370.73</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	916.67	0.00	6,416.69	4,596.33
5711 Repairs & Maintenance	833.33	73.00	5,833.31	4,291.79
5721 Elevator Maintenance	250.00	136.61	1,750.00	934.66
5751 Garbage service	100.00	0.00	700.00	285.00
5771 Supplies	133.33	0.00	933.31	685.43
5781 Electricity	1,375.00	1,164.56	9,625.00	8,955.01
5783 Gas	262.50	0.00	1,837.50	2,565.69
5785 Water & Sewer	262.50	346.98	1,837.50	1,466.86
5790 Grounds Maintenance	416.67	300.00	2,916.69	2,671.88
5795 Cleaning Service	1,600.00	1,800.00	11,200.00	9,550.00
<b>Total Facilities Expenses</b>	<b>6,150.00</b>	<b>3,821.15</b>	<b>43,050.00</b>	<b>36,002.65</b>
<b>Office Services</b>				
5811 Audit	550.00	0.00	3,850.00	0.00
5821 Computer Expenses	391.67	3,706.16	2,741.69	6,759.75
5831 Copying	350.00	317.91	2,450.00	1,964.28
5841 Office Supplies	133.33	59.87	933.31	339.90
5851 Office Equipment Purchases	91.67	0.00	641.69	0.00
5861 Postage	58.33	81.45	408.31	217.10
5871 Telephone	560.00	613.86	3,920.00	3,928.68
5891 Miscellaneous Expense	25.00	24.00	175.00	375.67
5894 Payroll Service Fees	0.00	0.00	0.00	277.77
5895 Service Fee (Vanco)	75.00	64.44	525.00	600.53
<b>Total Office Services</b>	<b>2,235.00</b>	<b>4,867.69</b>	<b>15,645.00</b>	<b>14,463.68</b>
<b>Organizational Expenses</b>				
5911 Clergy Car Expense	104.17	0.00	729.19	105.28
5912 Clergy Expense Allowance	41.67	0.00	291.69	39.28
5913 Continuing Education- Clergy	166.67	0.00	1,166.69	0.00
5914 Continuing Education - Staff	41.67	0.00	291.69	0.00
5915 Convention & Travel	74.08	0.00	518.56	543.63
5916 Ministering to New Members	41.67	0.00	291.69	0.00
5918 Publications	83.33	0.00	583.31	466.61
5919 Communications	37.50	0.00	262.50	0.00
5920 Stewardship	145.83	0.00	1,020.81	0.00
<b>Total Organizational Expenses</b>	<b>736.59</b>	<b>0.00</b>	<b>5,156.13</b>	<b>1,154.80</b>

<b>Accounts</b>	<b>July Budget This Year</b>	<b>July Actual This Year</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
Total Operating Expense/Income	35,839.44	35,778.50	250,876.08	235,449.28
Total Work Within Congregation	36,860.27	36,099.83	258,021.89	239,560.39
<b>Other Expenses/Income</b>				
7311 Sabbatical Reserve Provision	( 125.00)	0.00	( 875.00)	0.00
Total Other Expenses/Income	( 125.00)	0.00	( 875.00)	0.00
<b>Total Expenses</b>	<b>\$ 40,375.85</b>	<b>\$ 36,099.83</b>	<b>\$ 282,630.95</b>	<b>\$ 261,403.87</b>
<b>Net Total</b>	<b>( \$ 2,530.10 )</b>	<b>( \$ 16,612.14 )</b>	<b>( \$ 17,710.70 )</b>	<b>( \$ 21,453.35 )</b>

## Summary of restricted & Vestry Designated Acct 23

Date Range: Jul 1st 2023 - Jul 31st 2023 | Filtered by: Fund, Core Account

Accounts	Beginning Balance	Debits	Credits	Ending Balance
8155 Funds Raised by Youth	3,640.77	0.00	0.00	3,640.77
8331 Facilities Improvement Fund	21,036.26	0.00	0.00	21,036.26
8911 Altar Guild Flower Fund	1,620.41	440.00	170.00	1,350.41
8920 Parish Life Restricted	2,775.51	0.00	0.00	2,775.51
8930 Stewardship Restricted	872.67	0.00	0.00	872.67
8940 Name Change - Church	979.91	0.00	0.00	979.91
8951 Memorials	19,670.39	0.00	0.00	19,670.39
8953 Bequests and Exceptional Gifts	60,628.25	0.00	0.00	60,628.25
8971 Rector's Discretionary Fund	12,185.05	0.00	0.00	12,185.05
8975 Rector's Sabbatical Reserve	3,068.94	1,352.04	0.00	1,716.90
8976 Christian Formation	97.67	0.00	0.00	97.67
8978 Continuing Education	150.00	0.00	100.00	250.00
8979 Landscaping	1,800.00	0.00	0.00	1,800.00
8980 Vestry Designations to Current Operations	21,749.98	0.00	0.00	21,749.98
8991 Miscellaneous Restricted Gifts	4,862.40	0.00	400.00	5,262.40
	<b>\$ 155,138.21</b>	<b>\$ 1,792.04</b>	<b>\$ 670.00</b>	<b>\$ 154,016.17</b>

## **Rector's Report: 18 August 2023**

*Some of my activities in addition to services from Wed, March 15-Monday, April 17*

10 pastoral visits or phone calls of significant length

### **Meetings**

Parish staff (semi-monthly)	Sabbatical substitute Scott Lee (twice)
Parish Administrator (often)	Bahley Minor
Dir. of Christian Formation (most wks)	Sabbatical consultant Erin Weber-Johnson
CAC Director Sarah Edmonds	Prof Becky Wright
Christian Formation Committee	SCC Director Sarah Ralston Stark (3 times)
Finance Committee	Sr. Associate University Chaplain Melissa Hartley
Treasurer	Former Sr. Warden Annette Smith
Vestry	Priest Associate Julianna Cappelletti Gray
Wardens	Hilary Bogert-Winkler (twice)

Weekly meetings with a person new to the Episcopal Church and interested in learning more toward membership.

Wednesday Holy Eucharist and lunch at the School of Theology (once)

Met with Altar Guild co-chairs,

Participated in palm cross folding & prep of church before Palm Sunday

Arcadia board meeting

Wednesday evening Lent study

3 meetings with a person discerning regarding ordination

Met with Christian Formation Director Jeannie Babb and the Rev. Dr. Hilary Bogert-Winkler, who has experience with the Journey to Adulthood program.

Attended Sherwood Community Center fundraiser in Kennerly Hall.

Holy Week services, including Mon & Wed, Maundy Thurs, and Good Fri (community Way of the Cross and service at All Saints', later service at church)

Met with SCC Board member Trae Moore about playground improvements.

Welcomed Thriving in Ministry cohort meeting in Brooks Hall

Baptismal preparation with Ruth Cook & parents (2 meetings)

Meeting with those interested in Journey to Adulthood program

Weekly lectionary reflection group

Rotary (via Zoom)

Sewanee Symphony Orchestra

Dinner meeting of the St. Mark's Community

Time away: Easter Monday in lieu of Good Friday

**Sabbatical (plus one week of continuing education): April 18-July 3 and August 8-14**

*Some of my activities in addition to services from Wed, July 5-Sun, July 16,  
and Tues, Aug 1-Mon, Aug 7*

7 pastoral visits or phone calls of significant length

### **Meetings**

Parish staff (twice)	Sabbatical substitute Scott Lee
Parish Administrator (often)	Bahley Minor
Dir. of Christian Formation (twice)	Priest Associate Giulianna Cappelletti Gray
Deacon Betty Carpenter	Jeannie Babb and Hilary Bogert-Winkler
CAC Director Sarah Edmonds	Stewardship Chair Michael Thompson (twice)
Treasurer & Sr. Warden	Former Sr. Warden Joel Cunningham
Treasurer Beth Wiley (3 times)	Organist/Choir Director-designate Ken Miller
Sr. Warden Lynn Taylor	SAS Chaplain Molly Short
Organist candidate (twice)	
Junior Warden Diane Jones	

Met with the Revs. Giulianna Cappelletti Gray and Meghan Mazur about items related to an evangelism class Giulianna and I took.

Attended a meeting of the reconstituted Buildings and Grounds Committee.

Exit interview via telephone with former Financial Assistant Jan Stevens, who has moved to Florida with her family.

Joined with Treasurer Beth Wiley and Finance Chair Linda Lankewicz in searching for the next Financial Assistant. Interviewed one candidate.

Related to Arcadia: Met with Carol Titus about a model of affordable senior care in Nashville.

Reviewed applications, interviewed and listened to an organist candidate with fellow search committee members Beth Chamberlain, Alex Bruce, and Giulianna Cappelletti Gray.

Attended much of a meeting of the Parish Life Committee.

Weekly lectionary reflection group

Rotary (in person or via Zoom)

### **Summary of other time away** in the year preceding my August 10 employment anniversary:

Started with 4 days (including 1 Sunday) carried over from the previous year.

Vacation time: totaling 20 workdays and 4 Sundays

(2022--Sept 1, Oct 14-17, Dec 27-29, 2023: Feb 18-19, July 17-31)

Carried over into 2023-24: 6 workdays and 1 Sunday (diocesan limit)

Continuing education time: Sept 27-Oct 3, 2022 (CREDO)

## **Buildings and Grounds**

### **August 17, 2023**

#### **Parish House Roof**

In July, Filberto Cruz and Crew repaired the source of the leak in the ceiling over the hall leading into the CAC office and the rotted porch roof: 1) replaced missing shingles and plumbing exhaust boots, 2) tore off rotted siding over the porch and replaced it with Hardie Board. Their invoice totaled \$5750, which is what they originally bid.

The area needs to be painted asap. Diane has asked George Dick to look at it and give us a price. Hopefully, it will be in line with the \$250 left from the \$6,000 allotted for this job.

Mr. Cruz says that the Parish Hall roof will need to be replaced within the next 5 years, preferably sooner. Grain from the asphalt shingles is sloughing off and clogging down spouts and gutters. There are soft spots on the decking beneath the shingles. Diane asked Mr. Cruz for a bid to replace the roof.

#### **Exterior Doors and Windows**

The entryway into the narthex of the Church, being badly deteriorated, needed immediate attention. Mickey Suarez and John Solomon volunteered to refinish the door and framing. It looks great! This is a job that will need to be done regularly to prevent the door from deteriorating further. It really needs to be professionally restored.

Mickey and John supervised volunteers on Aug. 11 to refinish the exterior front doors to Kennerly and Claiborne.

George Dick is leading a crew of volunteers to repaint the window casings of the church.

#### **Brooks Hall**

The bats have found access to the attic. Chris Hunt of Titan Wildlife was at the Church on July 11 to seal holes and vacuum guano. He says this is not unexpected and will continue to monitor the situation.

Rob says that the longer we wait to paint the exterior of Brooks Hall, the more it will deteriorate. He is in favor of proceeding with the job. The Finance Committee has been alerted. Diane will get written quotes from George Dick and also another company (for comparison).

#### **Cleaning**

Bahley Minor will clean Brooks Hall and the Church until school starts up in August. After that, he will clean Brooks only. Rowe's Cleaning Service will continue to clean the Parish House. Frieda is looking into a different service to clean the Church.

#### **American Forestry Tree Service (AFTS)**

Both Forrest McBee and Donny McBee insist that the damage caused by their bucket truck on March 30, when power lines were knocked down behind Brooks Hall, is not their fault. However, Forrest drove his truck onto church property without permission instead of driving to University Avenue via the shared 2-way road between the Barton's home and Church property.

We received a bill from Monteagle Security Operations for \$1434 in July for the replacement of the fire alarm panel which failed because of a power surge caused when the electricity was turned back on after DREMC restored the power lines. An HVAC thermostate was also fried, but we were not charged for that part/labor. We feel that AFTS is absolutely responsible for all invoices accrued due to this accident. Rob will ask an attorney (Steve Blount?) to speak for us.

#### **HVAC**

Stroop's Accurate Refridgeration bid \$4972 in July 2022 to replace the dead unit that cools Rob's office, the entryway and hall of Claiborne, and a pantry. Rob is using a portable a/c unit in order to save this cost because we have more pressing needs for the money.

All of the HVAC units are old and will soon need to be replaced. Prices range from ~\$5K for smaller units to \$10K+ for large ones. There are 14 units on the campus. The Finance Committee has been asked to keep this big expense in mind as it prepares future budgets.

## **Community Action Committee (CAC)**

Report to Board of Directors

August 10, 2023

### Background Terms

**Neighbors** refers to our CAC clients. This is a language Second Harvest is working to adapt, so we are following suit.

**Second Harvest** is our regional food bank in Nashville. We are a partner agency of Second Harvest, therefore we order all our non-perishable food items for the pantry from this food bank.

**Kitchen 2 Table** is the partnership program between CAC and Sewanee Dining. Once a week CAC picks up unused portions from the dining hall and packs them into frozen microwaveable meals. These meals are distributed to individuals and groups through the pantry.

**Farm 2 Table** is a partnership between CAC and the South Cumberland Farmers Market. Customers of the Farmers Market are able to make donations to the CAC produce program, and these donations are then used to purchase produce from local farmers.

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### Food Pantry

In May, CAC served an average of 10 neighbors a week with about 49 visitors over the month. These visits were a total of 34 unique households made up of about 95 individuals, 62 adults and 33 children.

Over June and July, CAC served an average of 12 neighbors a week with a total of about 109 visitors within the 2 month period. Over this period, CAC served about 34 unique households, made up of 90 individuals, 65 adults and 25 children.

CAC received an order from Second Harvest on Thursday, July 20th. This order totalled 2,140 lbs of food to restock the CAC Food Pantry. This was the first order to be picked up on the Rural



Route with the help of our volunteer, Brenda Matthews. Everything went smoothly, and we had a group of AmeriCorps Summer Associates who helped us unload and stock the shelves.

Starting in August, CAC will be partnering with Second Harvest for Grocery Store Food Rescue to begin receiving grocery donations from the Kroger in Decherd. For now, we are just picking up from Kroger through October since another partner agency is unable to continue their Kroger partnership at the moment. This could potentially be a long term partnership depending on the original partner agency. For now, the grocery store rescue will be once a week and the items we will potentially receive include frozen items, dairy, produce, and bakery items. I will be able to provide more information about this partnership once we complete our first pick-up in the coming weeks.

Utility Assistance

Utility assistance requests continued to be high throughout the summer months. The main category that exceeded the budgeted amount by several dollars was grants for water. The budgeted amount for the year is low because traditionally water bills are not that high. However, several of our neighbors experienced substantial water leaks where bills and payments were higher than expected. I also understand that we did not budget for medical and dental in our approved budget, however, we have one CAC neighbor that primarily asks assistance for her medical bills, so CAC covered the remaining balance of her last dental bill.

Please see below for the amount of requests that were granted over the summer months.

MAY	JUNE	JULY
<b>Housing:</b> 3 individuals <b>Electricity:</b> 7 individuals <b>Water:</b> 2 individuals	<b>Housing:</b> 4 individuals <b>Electricity:</b> 7 individuals <b>Water:</b> 1 individual <b>Gas/Propane:</b> 1 individual	<b>Housing:</b> 3 individuals <b>Electricity:</b> 6 individuals <b>Water:</b> 2 individuals <b>Medical/Dental:</b> 1 individual

Kitchen 2 Table

The Kitchen 2 Table (K2T) Program continued through the summer, however, a couple weeks were taken off due to the schedule of McClurg Dining Hall. The following counts were estimated for May, June, and July:

- May: 187 meals packed, 410 meals distributed
- June: 424 meals packed, 311 meals distributed

- July: 379 meals packed, 204 meals distributed

*\* Number of meals distributed are estimates; some not recorded.*

Kitchen 2 Table will continue throughout the academic year as usual. Currently, I'm talking with a new company to see if it would be beneficial to change distributors for the plastic trays used for packing. If it is more cost effective and beneficial to work with this company, I think we should consider making the change. I will keep the board updated on this conversation.

### Farm 2 Table

As orders through the South Cumberland Farmers Market have increased with the season, so have donations to the CAC Produce Program. We currently have over \$400 in our market account, so I will submit an order for produce when I return to the office. All summer we have received donations of fruits and vegetables from community members, Dayspring Farms, and the Sisters of St. Mary. All the produce donations have been well received by our CAC neighbors!

### Donations and Grants

A quick update on some donations and grants that CAC has been blessed with over the past few months.

CAC received a grant award from the South Cumberland Community Fund through their 2023 Spring Grant Cycle. This grant award was for \$6,000 that will be used for the emergency assistance program, and to develop an education series program that will teach money management, energy, and water conservation strategies.

In the past month, we also received two generous donations in support of CAC. One is in the amount of \$5,000 from Tower Bank through the support of Kevin Wilson. Tower Bank partnered with the Sewanee School of Letters for a reading and conversation with Kevin Wilson and his new book. Kevin chose CAC as the local charity to receive this generous donation from Tower Bank. The other donation was in the amount of \$10,000 from Reverend David Kearley, who desired to make this contribution for CAC to continue its ministry.

### Partner Agency Advisory Council

A few months back, Second Harvest announced the development of a Partner Agency Advisory Council. This council is made up of leaders from partner agencies across Middle Tennessee who meet quarterly to discuss food bank operations, and how we can all better serve our communities. I was asked to apply, and then was granted a spot on this council. I'm happy to have CAC involved in these conversations. Another benefit of CAC being represented on this Council, is that Second Harvest is providing an incentive payment to each partner agency for every meeting attended. So for the next year, CAC will receive \$250/meeting (4 meetings) to support our current operations.

### Upcoming Plans and Events

- Students will start back to school on August 21st, and should start at their Bonner and Canale sites soon after that. We look forward to welcoming our wonderful students back to CAC!
- Community Meals will start in September on the last Friday of the month.
- We are currently working on 2 upcoming grant opportunities, will update as more information becomes available.
- Our next board meeting will be on Thursday, September 14th.

### Contact Information

Sarah Edmonds, Director

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*\*\* This meeting was held via email \*\**

**Subject: Christian Formation Committee Report**  
**To: St. Mark and St. Paul on the Mountain Vestry**  
**Date: August 15, 2023**

1. The fall schedule for the Sunday Forum is set. The theme this year is "Creating in God's Image." The fall talks, beginning August, 27, are the following:

- Rector's Forum, Sabbatical Report
- Robin Bates, Art: Divinity Manifesting Itself in the World
- Jason Rosenberg, Music Composition and Nature
- Jennifer Michael, Finding God in Poetry: The WORD beyond Words
- Jeannie Babb, Poetry as a Model of Ministry
- Jim Pappas, Made for Beauty: The Creating Spirit in the Franciscan Tradition
- Rector's Forum
- Meghan Mazur, Dudley Delffs, The Faith of Dolly Parton
- Stewardship
- Robin Bates, Literary Accounts of Life after Death
- Rector's Forum
- Annual Parish Meeting
- Wendy Howard, Malawi Experience with Imago Dei
- Julia Gatta, The Significance of Icons
- Giuliana Gray, Wreathmaking and Reflection
- Ken Miller, Savior of the Nations Come
- Julia Bates, Murder as a Spur to Theological Reflection: The Mysteries of Louise Penny

2. Meghan Mazur reports that 18 children, with a large age spread, have expressed an interest in children's choir (or at least their parents have). They will sing once a month in church (August 27 will be their first performance) and also at the pageant and at the Christmas tree lighting. Sometimes they will combine with the adult choir. Not all of the families are Episcopalian, with some being teachers' children. A couple are from Morton. Most are connected in one way or another to the University.

Where they will sit is still being worked out. They will wear red cassocks and surplices. Meghan says that more volunteers are needed but that the first few weeks are covered.

3. Giuliana wants to start a fall Bible study, mostly directed at University faculty and staff. They would meet weekly in Brooks Hall at lunch time.

4. EFM starts in September. At present, there are no first-year students but Jeannie Babb is hoping some will sign up. She will be making up a flyer that can be shared.

5. Giuliana is also hoping to continue Connections for Parents but will not be available to do it every week. She will be talking to others who can help organize it. CfP doesn't appear to be taking attendance away from Sunday Forum, which has been averaging around 18 attendees a week.

6. Jeannie is working with Dorothy Gates on a brochure to welcome newcomers.