

Parish of St. Mark & St. Paul, Sewanee, Tennessee  
Vestry Agenda for June 15, 2023  
5:30 pm, Hethcock Room or Kennerly Hall

I. Opening Devotions

II. Minutes from the May regular meeting 5:40

III. Treasurer's Report 5:45

IV. Committee reports as necessary 6:00

V. Old Business

1. CAC roof repair
2. Outdoor service
3. Bahley Minor cleaning

VI. (Break as needed)

VII. New Business:

1. Increase 3k for roof, discuss and vote

VIII. Closing Prayers

*The Vestry meets at 5:30pm normally on the third Thursday of each month: [July 20], August 17, 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 – May 18, 2023, 5:30 P.M**

**Present:** Robin Bates, Kathryn Bruce, The Rev. Betty Carpenter, Beth Chamberlain, Dorothy Gates, Diane Jones, Tom Phelps, Lynn Stubblefield, Lynn Taylor, Beth Wiley (via Zoom), The Rev. Scott Lee

**Absent:** Jay Fisher

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

**April 2023 Minutes** –: Corrections to the April minutes: *Attendees*: Beth Chamberlain was absent for the April meeting; *Opening devotions*: the evening devotion was incorrectly identified; *AC Units*: the company Stroop was misspelled and the number of AC units is 14 not 15; *Discussion of Brooks Hall*, change the wording to “verbal quote and written estimate”; *Rowe’s Cleaning*: should be reworded to indicate it was Fr. Rob’s suggestion to use Bahley Minor; *SCC* playground equipment was omitted. SCC shared photos of equipment they want to install.

Diane Jones moved to approve minutes with corrections. Dorothy Gates seconded this. The Vestry unanimously accepted the corrected minutes.

**Treasurer’s Report** –

Beth Wiley highlighted the movement of funds from the Bequests Allocation and Vestry Designated Funds to the Facilities Improvement Fund (line 8331 in the Summary of Restricted and Vestry Designated Funds). Beth also reviewed the highlighted lines of the “Actual to Budget” report that do not appear on the “Statement of Activities-Operating” report, including line 4575 which shows a movement of \$2333.33 a month. Beth followed up on a concern expressed in April’s Vestry meeting about some parishioners who received erroneous statements. Beth met with Jan and discovered this situation only applied to those who prepaid their pledge. She explained how the financial report shows these monies so that the Vestry understood how the report accurately lists these funds. Referring to her summative Financial Report for this month’s meeting, Beth

stated she is awaiting a contract with the auditor Delanna Rhoton. It is hoped the auditor can help address some known issues.

### **Sabbatical Report—**

Lynn Taylor shared a report from Fr. Rob in which he described his desire to have a Children's Choir Director and requests authorization from the Bequests and Exceptional Lifetime Gifts Fund to pay for a Children's Choir Director from August 22 through December 31, 2023. More discussion was held during the "New Business" portion of the Vestry meeting—(see notes below).

### **Committee Reports—**

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

Beth Chamberlain reported that when Sarah Edmonds, Director of CAC, puts out a request for additional pantry items, that indicates she has a dire need for those items. Beth encourages all Vestry members to spread the word and help pass news of this need to others.

CAC will participate in the summer feeding program during the summer of 2023.

Betty shared that CAC received a grant from the South Cumberland Community Fund.

#### **Parish Life -**

Jim Pappas has requested that Parish Life handle the details of the memorial reception for his father-in-law on June 14 at 3:00pm.

#### **Junior Warden's Report –**

*Brooks Hall* Diane Jones reported that the decision to paint Brooks Hall will be deferred to a later date. Diane shared that there has been confusion about how to address the repairs needed for the CAC roof. She has reached out to parishioners to form a Buildings and Grounds Committee. Scott Lee suggested such a committee would enable the Vestry to more efficiently and effectively respond to the buildings and grounds needs as the committee reports them. Diane explained that she contacted Sweeton to move forward with making repairs, but Sweeton has referred Diane to roofers who can first identify the cause of the leak and repairs needed. Sweeton would then repair the damage by

caused the leak. It was decided that Diane continue to work to form a Buildings and Grounds committee and to gather more information. Lynn Stubblefield suggested that Diane contact the insurance company to see if this repair can be handled under the SMSP insurance policy.

*AC Unit* Diane contacted Stroop and will report to the Vestry when she has concrete figures for the cost. This will be discussed with Rob when he returns. Lynn Stubblefield suggested the Vestry work to find ways to put money toward the needed future repairs.

*American Forestry Tree Service* Diane reported that she spoke with American Forestry Tree Service about their need to pay for the disruption of service to Brooks Hall. She is still waiting for invoices for the repairs of the service.

*Rowe's Cleaning Service* Diane shared that Bahley Minor will begin cleaning the church and Brooks Hall as of June 1, 2023. This will mean he will work an additional 25 hours a month with a reduction in rent. Rowe's contracted fee will be reduced also. Diane and Lynn will ask Frieda for the exact figures for reducing Rowe's payments and reducing Bahley's rent. Concern was expressed about the financial implications since the Brooks Hall rent was factored into the budget.

### **Senior Warden's Report --**

The Sewanee Children's Center (SCC) informed Lynn Taylor that they are exploring two security upgrades: one is bulletproof film on the windows of the SCC classrooms, and the other is a magnetic door lock for the entry door.

Lynn also reported that the elevator doors of Brooks Hall are now staying open all the time on the upper floor so that no one can hide in the elevator car. Lynn also reminded the Vestry that the SCC will begin paying its portion of expenses in July 2023.

Lynn shared that the therapist who is currently renting space in Brooks Hall wants to reduce his contract to 1 day a month beginning June 1, 2023.

### **Sabbatical Replacement Report --**

Fr. Scott stated he is enjoying his time with SMSP.

Fr. Scott also reported that Fr. Rob suggested that one service a month be offered outside. Scott suggested that the first Sunday of the month be designated as such a service. Discussion was held about the logistics necessary to consider to make this happen. Concern was expressed about the Altar Guild and Music and the manpower needed. Betty offered to create a list of tasks and expertise needed. Scott offered to receive this and to then decide if a service in June can happen. If not, an evaluation of the outdoor service for VB-US will be reviewed to determine if an outdoor service can be arranged for the first Sunday of July.

Fr. Scott shared that SMSP offered an Ascension Day service for the community and it was well received.

### **Episcopal Gathering**

Betty Carpenter shared that there will be *Episcopalooza* potluck event on June 28 at 5:00pm. SMSP will host the event. A flyer will be inserted into upcoming bulletins.

### **New Business –**

Lynn Taylor presented a request from Fr. Rob to use \$7750 from the Bequests and Exceptional Lifetime Gifts Fund to pay for a Children's Choir Director from August 22, 2023 - December 31, 2023.

Beth Chamberlain moved to accept Fr. Rob's proposal. Tom Phelps seconded the motion. Discussion was held with many expressing a desire to actively work to promote children's activities at the church. The motion passed unanimously.

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

*Next Meeting:* The next meeting will be June 15, at 5:30 pm.

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

The meeting was adjourned at 7:00 p.m.

Respectfully submitted by Kathryn Bruce, Clerk of the Vestry

## Treasurer's Report for June 2023

Please find attached the May 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

You will remember that the Actual to Budget report is a direct export of the Statement of Activities – Operating, with changes only to the Revenue section at the top and the Net Total section at the very bottom. The highlighted revenue rows are those budgeted lines our software does not capture in a way we can easily add to a new Realm report or are items our auditor does not want us to show on our Statement of Activities – Operating.

This month you will see a new restricted fund listed on the Summary of Restricted and Vestry Designated Accounts report – 8980 – Vestry Designations to Current Operations. The \$24,083.31 showing in it is comprised of \$16,333.31 remaining of the \$28,000 allocated last year for this year's budget [June-Dec] and the \$7,750 allocated last month for Meghan Mazur's position this fall. We can now see how much is left of 8953- Bequests and Exceptional Gifts for emergencies/future allocations.

Jan's resignation two weeks ago was totally unexpected. Her husband has accepted a new position in Florida which has them moving next week. Jan has graciously offered to work as much as she is able through our transition to a new Financial Administrator. The position has been posted with the hope that we might have resumes to review during Rob's time in the office in early July.

Checking account balances are all at or near target. Balances in the Vanguard investment account as of June 10 are \$69,093 in the money market fund (up slightly from last month) and \$236,205 in mutual funds (up about \$1200 from last month.)

4Actual to Budget Report, May 2023, v3

Accounts	Budget May 01, 2023 - May 31, 2023	Actual May 01, 2023 - May 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
Revenues				
4111 Plate Offerings	\$ 583.33	\$ 601.25	\$ 2,916.65	\$ 3,513.21
4115 1/4th Plate to Rector's Discr Fd	\$ (145.83)	\$ -	\$ (729.15)	\$ (397.59)
4131 Pledge Payments -Current Year	\$ 31,250.00	\$ 42,113.00	\$ 156,250.00	\$ 180,331.11
4132 Pledge Prepaid Payments	\$ -	\$ -	\$ -	\$ (18,908.11)
4133 Pledge payment for previous year	\$ -	\$ -	\$ -	\$ 600.00
Pre-Paid Gift of Stock (pledge Payment)				10,299.50
4141 Non-Pledge Gifts	\$ 750.00	\$ 881.51	\$ 3,750.00	\$ 4,067.34
Gift of Stock				\$ 1,025.67
4170 Insurance Reimbursement - Rector's Spous	\$ 1,575.00	\$ 1,575.00	\$ 7,875.00	\$ 7,875.00
4191 CAC Support of Employee Compensation	\$ 2,166.58	\$ 2,166.00	\$ 10,832.90	\$ 10,833.15
4512 Investment Income	\$ 375.00	\$ 313.46	\$ 1,875.00	\$ 2,723.36
4551 Property Rental Income	\$ 1,041.67	\$ 2,075.00	\$ 5,208.35	\$ 6,562.00
4565 SCC Reimbursement	\$ 250.00	\$ -	\$ 1,250.00	\$ -
4575 Transfer from Vestry -Designated Funds	\$ 2,333.33	\$ 2,333.33	\$ 11,666.65	\$ 11,666.65
Total Revenues	\$ 40,179.08	\$ 52,058.55	\$ 200,895.40	\$ 220,191.29
Expenses				
Work Outside Congregation				
5111 Diocesan Assessment	\$ 3,640.58	\$ 3,640.58	\$ 18,202.90	\$ 18,202.90
Programs				
Christian Education				
5311 Christian Education	\$ 250.00	\$ -	\$ 1,250.00	\$ 257.68
Parish Life				
5331 Parish Life	\$ 233.33	\$ 296.25	\$ 1,166.65	\$ 881.82
Worship				
5351 Altar Supplies	\$ 83.33	\$ -	\$ 416.65	\$ 315.71
5353 Confirmation Prep.	\$ 8.33	\$ -	\$ 41.65	\$ -
5355 Music	\$ 16.67	\$ -	\$ 83.35	\$ -
5357 Prayer Books and Liturgy Materials	\$ 16.67	\$ -	\$ 83.35	\$ -
5359 Organ and Piano Maintenance	\$ 233.33	\$ -	\$ 1,166.65	\$ 105.00
Youth				
5371 Youth Ministry	\$ 166.67	\$ -	\$ 833.35	\$ 94.04
Total Programs	\$ 1,008.33	\$ 296.25	\$ 5,041.65	\$ 1,654.25
Leading Congregational Care				
5398 Pastoral Care	\$ 12.50	\$ -	\$ 62.50	\$ -
Operating Expense/Income				
Salaries & Wages				
5411 Rector	\$ 4,944.75	\$ 4,944.75	\$ 24,723.75	\$ 24,723.75
5415 Supply Clergy	\$ 116.67	\$ -	\$ 583.35	\$ 480.00

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5421 Youth Minister	\$ 489.25	\$ 489.25	\$ 2,446.25	\$ 2,446.22
5431 Organist & Choir Director	\$ 947.00	\$ 946.96	\$ 4,735.00	\$ 4,734.84
5432 Supply Organist	\$ 100.00	\$ -	\$ 500.00	\$ -
5451 Child Care	\$ 550.25	\$ 385.00	\$ 2,751.25	\$ 1,941.00
5461 Dir. Christian Formation	\$ 1,907.42	\$ 1,907.39	\$ 9,537.10	\$ 9,537.04
5471 CAC Director	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00
5481 Parish Administrator	\$ 2,739.42	\$ 2,739.42	\$ 13,697.10	\$ 13,697.10
5486 Financial Staff	\$ 1,333.33	\$ 1,352.00	\$ 6,666.65	\$ 6,655.93
<b>Total Salaries &amp; Wages</b>	<b>\$ 15,128.09</b>	<b>\$ 14,764.77</b>	<b>\$ 75,640.45</b>	<b>\$ 74,215.88</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	\$ 1,658.00	\$ 1,589.63	\$ 8,290.00	\$ 7,948.15
5521 Clergy Insurance	\$ 3,169.17	\$ 3,169.20	\$ 15,845.85	\$ 15,660.44
5526 Clergy Housing & Utility Allow.	\$ 3,611.67	\$ 3,611.65	\$ 18,058.35	\$ 18,058.25
5531 Clergy - SECA Payments	\$ 654.58	\$ 654.58	\$ 3,272.90	\$ 3,272.90
5551 Staff Payroll Taxes	\$ 762.42	\$ 830.88	\$ 3,812.10	\$ 3,438.59
5561 Staff Pension	\$ 642.25	\$ 562.24	\$ 3,211.25	\$ 2,826.36
5571 Staff Insurance	\$ 975.00	\$ 953.03	\$ 4,875.00	\$ 4,871.60
5581 Background Checks	\$ 25.00	\$ -	\$ 125.00	\$ 63.00
5631 Workers Compensation Insurance	\$ 91.67	\$ -	\$ 458.35	\$ -
<b>Total Employee Benefits</b>	<b>\$ 11,589.76</b>	<b>\$ 11,371.21</b>	<b>\$ 57,948.80</b>	<b>\$ 56,139.29</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	\$ 916.67	\$ 2,298.16	\$ 4,583.35	\$ 4,596.33
5711 Repairs & Maintenance	\$ 833.33	\$ 778.53	\$ 4,166.65	\$ 3,828.79
5721 Elevator Maintenance	\$ 250.00	\$ 136.61	\$ 1,250.00	\$ 606.44
5751 Garbage service	\$ 100.00	\$ -	\$ 500.00	\$ 285.00
5771 Supplies	\$ 133.33	\$ -	\$ 666.65	\$ 610.52
5781 Electricity	\$ 1,375.00	\$ 1,144.45	\$ 6,875.00	\$ 6,759.56
5783 Gas	\$ 262.50	\$ 311.94	\$ 1,312.50	\$ 2,430.84
5785 Water & Sewer	\$ 262.50	\$ 210.86	\$ 1,312.50	\$ 889.35
5790 Grounds Maintenance	\$ 416.67	\$ 360.00	\$ 2,083.35	\$ 2,131.88
5795 Cleaning Service	\$ 1,600.00	\$ 1,350.00	\$ 8,000.00	\$ 7,750.00
<b>Total Facilities Expenses</b>	<b>\$ 6,150.00</b>	<b>\$ 6,590.55</b>	<b>\$ 30,750.00</b>	<b>\$ 29,888.71</b>
<b>Office Services</b>				
5811 Audit	\$ 550.00	\$ -	\$ 2,750.00	\$ -
5821 Computer Expenses	\$ 391.67	\$ 504.00	\$ 1,958.35	\$ 2,106.49
5831 Copying	\$ 350.00	\$ 317.91	\$ 1,750.00	\$ 1,293.46
5841 Office Supplies	\$ 133.33	\$ -	\$ 666.65	\$ 88.21
5851 Office Equipment Purchases	\$ 91.67	\$ -	\$ 458.35	\$ -
5861 Postage	\$ 58.33	\$ -	\$ 291.65	\$ 126.00
5871 Telephone	\$ 560.00	\$ 552.47	\$ 2,800.00	\$ 2,762.35
5891 Miscellaneous Expense	\$ 25.00	\$ -	\$ 125.00	\$ 199.46
5894 Payroll Service Fees	\$ -	\$ -	\$ -	\$ 277.77



4Actual to Budget Report, May 2023, v3

5895 Service Fee (Vanco)	\$ 75.00	\$ 95.44	\$ 375.00	\$ 470.56
Total Office Services	\$ 2,235.00	\$ 1,469.82	\$ 11,175.00	\$ 7,324.30
Organizational Expenses				
5911 Clergy Car Expense	\$ 104.17	\$ -	\$ 520.85	\$ -
5912 Clergy Expense Allowance	\$ 41.67	\$ -	\$ 208.35	\$ -
5913 Continuing Education- Clergy	\$ 166.67	\$ -	\$ 833.35	\$ -
5914 Continuing Education - Staff	\$ 41.67	\$ -	\$ 208.35	\$ -
5915 Convention & Travel	\$ 74.08	\$ -	\$ 370.40	\$ 543.63
5916 Ministering to New Members	\$ 41.67	\$ -	\$ 208.35	\$ -
5918 Publications	\$ 83.33	\$ -	\$ 416.65	\$ 423.11
5919 Communications	\$ 37.50	\$ -	\$ 187.50	\$ -
5920 Stewardship	\$ 145.83	\$ -	\$ 729.15	\$ -
Total Organizational Expenses	\$ 736.59	\$ -	\$ 3,682.95	\$ 966.74
Other Expenses/Income				
7311 Sabbatical Reserve Provision	\$ 125.00	\$ -	\$ 625.00	\$ -
Total Expenses	\$ 40,613.35	\$ 38,133.18	\$ 203,066.75	\$ 188,392.07
Net Total	\$ (434.27)	\$ 13,925.37	\$ (2,171.35)	\$ 31,799.22

# Statement of Activities-Operating

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

Accounts	Budget May 01, 2023 - May 31, 2023	Actual May 01, 2023 - May 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	583.33	601.25	2,916.65	3,513.21
4115 1/4th Plate to Rector's Discr Fd	( 145.83)	0.00	( 729.15)	( 397.59)
4131 Pledge Payments -Current Year	31,250.00	42,113.00	156,250.00	180,331.11
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	881.51	3,750.00	4,067.34
4170 Insurance Reimbursement - Rector's Spouse	1,575.00	1,575.00	7,875.00	7,875.00
4191 CAC Support of Employee Compensation	2,166.58	2,166.00	10,832.90	10,833.15
4512 Investment Income	375.00	313.46	1,875.00	2,723.36
4551 Property Rental Income	1,041.67	2,075.00	5,208.35	6,562.00
4565 SCC Reimbursement	250.00	0.00	1,250.00	0.00
<b>Total Revenues</b>	<b>\$ 37,845.75</b>	<b>\$ 49,725.22</b>	<b>\$ 189,228.75</b>	<b>\$ 197,199.47</b>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5111 Diocesan Assessment	3,640.58	3,640.58	18,202.90	18,202.90
Total Work Outside Congregation	3,640.58	3,640.58	18,202.90	18,202.90
<b>Work Within Congregation</b>				
<b>Programs</b>				
<b>Christian Education</b>				
5311 Christian Education	250.00	0.00	1,250.00	257.68
Total Christian Education	250.00	0.00	1,250.00	257.68
<b>Parish Life</b>				
5331 Parish Life	233.33	296.25	1,166.65	881.82
Total Parish Life	233.33	296.25	1,166.65	881.82
<b>Worship</b>				
5351 Altar Supplies	83.33	0.00	416.65	315.71
5353 Confirmation Prep.	8.33	0.00	41.65	0.00
5355 Music	16.67	0.00	83.35	0.00
5357 Prayer Books and Liturgy Materials	16.67	0.00	83.35	0.00
5359 Organ and Piano Maintenance	233.33	0.00	1,166.65	105.00
Total Worship	358.33	0.00	1,791.65	420.71
<b>Youth</b>				
5371 Youth Ministry	166.67	0.00	833.35	94.04
Total Youth	166.67	0.00	833.35	94.04
Total Programs	1,008.33	296.25	5,041.65	1,654.25
<b>Leading Congregational Care</b>				
5398 Pastoral Care	12.50	0.00	62.50	0.00
Total Leading Congregational Care	12.50	0.00	62.50	0.00
<b>Operating Expense/Income</b>				
<b>Salaries &amp; Wages</b>				
5411 Rector	4,944.75	4,944.75	24,723.75	24,723.75
5415 Supply Clergy	116.67	0.00	583.35	480.00
5421 Youth Minister	489.25	489.25	2,446.25	2,446.22
5431 Organist & Choir Director	947.00	946.96	4,735.00	4,734.84
5432 Supply Organist	100.00	0.00	500.00	0.00

Accounts	Budget	Actual	Budget	Actual
	May 01, 2023 - May 31, 2023	May 01, 2023 - May 31, 2023	This Year Year to Date	This Year Year to Date
5451 Child Care	550.25	385.00	2,751.25	1,941.00
5461 Dir. Christian Formation	1,907.42	1,907.39	9,537.10	9,537.04
5471 CAC Director	2,000.00	2,000.00	10,000.00	10,000.00
5481 Parish Administrator	2,739.42	2,739.42	13,697.10	13,697.10
5486 Financial Staff	1,333.33	1,352.00	6,666.65	6,655.93
<b>Total Salaries &amp; Wages</b>	<b>15,128.09</b>	<b>14,764.77</b>	<b>75,640.45</b>	<b>74,215.88</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	1,658.00	1,589.63	8,290.00	7,948.15
5521 Clergy Insurance	3,169.17	3,169.20	15,845.85	15,660.44
5526 Clergy Housing & Utility Allow.	3,611.67	3,611.65	18,058.35	18,058.25
5531 Clergy - SECA Payments	654.58	654.58	3,272.90	3,272.90
5551 Staff Payroll Taxes	762.42	830.88	3,812.10	3,438.59
5561 Staff Pension	642.25	562.24	3,211.25	2,826.36
5571 Staff Insurance	975.00	953.03	4,875.00	4,871.60
5581 Background Checks	25.00	0.00	125.00	63.00
5631 Workers Compensation Insurance	91.67	0.00	458.35	0.00
<b>Total Employee Benefits</b>	<b>11,589.76</b>	<b>11,371.21</b>	<b>57,948.80</b>	<b>56,139.29</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	916.67	2,298.16	4,583.35	4,596.33
5711 Repairs & Maintenance	833.33	778.53	4,166.65	3,828.79
5721 Elevator Maintenance	250.00	136.61	1,250.00	606.44
5751 Garbage service	100.00	0.00	500.00	285.00
5771 Supplies	133.33	0.00	666.65	610.52
5781 Electricity	1,375.00	1,144.45	6,875.00	6,759.56
5783 Gas	262.50	311.94	1,312.50	2,430.84
5785 Water & Sewer	262.50	210.86	1,312.50	889.35
5790 Grounds Maintenance	416.67	360.00	2,083.35	2,131.88
5795 Cleaning Service	1,600.00	1,350.00	8,000.00	7,750.00
<b>Total Facilities Expenses</b>	<b>6,150.00</b>	<b>6,590.55</b>	<b>30,750.00</b>	<b>29,888.71</b>
<b>Office Services</b>				
5811 Audit	550.00	0.00	2,750.00	0.00
5821 Computer Expenses	391.67	504.00	1,958.35	2,106.49
5831 Copying	350.00	317.91	1,750.00	1,293.46
5841 Office Supplies	133.33	0.00	666.65	88.21
5851 Office Equipment Purchases	91.67	0.00	458.35	0.00
5861 Postage	58.33	0.00	291.65	126.00
5871 Telephone	560.00	552.47	2,800.00	2,762.35
5891 Miscellaneous Expense	25.00	0.00	125.00	199.46
5894 Payroll Service Fees	0.00	0.00	0.00	277.77
5895 Service Fee (Vanco)	75.00	95.44	375.00	470.56
<b>Total Office Services</b>	<b>2,235.00</b>	<b>1,469.82</b>	<b>11,175.00</b>	<b>7,324.30</b>
<b>Organizational Expenses</b>				
5911 Clergy Car Expense	104.17	0.00	520.85	0.00
5912 Clergy Expense Allowance	41.67	0.00	208.35	0.00
5913 Continuing Education- Clergy	166.67	0.00	833.35	0.00
5914 Continuing Education - Staff	41.67	0.00	208.35	0.00
5915 Convention & Travel	74.08	0.00	370.40	543.63
5916 Ministering to New Members	41.67	0.00	208.35	0.00
5918 Publications	83.33	0.00	416.65	423.11
5919 Communications	37.50	0.00	187.50	0.00
5920 Stewardship	145.83	0.00	729.15	0.00
<b>Total Organizational Expenses</b>	<b>736.59</b>	<b>0.00</b>	<b>3,682.95</b>	<b>966.74</b>
<b>Total Operating Expense/Income</b>	<b>35,839.44</b>	<b>34,196.35</b>	<b>179,197.20</b>	<b>168,534.92</b>

<b>Accounts</b>	<b>Budget May 01, 2023 - May 31, 2023</b>	<b>Actual May 01, 2023 - May 31, 2023</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
Total Work Within Congregation	36,860.27	34,492.60	184,301.35	170,189.17
<b>Other Expenses/Income</b>				
7311 Sabbatical Reserve Provision	( 125.00)	0.00	( 625.00)	0.00
Total Other Expenses/Income	( 125.00)	0.00	( 625.00)	0.00
<b>Total Expenses</b>	<b>\$ 40,375.85</b>	<b>\$ 38,133.18</b>	<b>\$ 201,879.25</b>	<b>\$ 188,392.07</b>
<b>Net Total</b>	<b>( \$ 2,530.10)</b>	<b>\$ 11,592.04</b>	<b>( \$ 12,650.50)</b>	<b>\$ 8,807.40</b>

# Statement of Financial Position

As of: May 31st 2023 | Includes 13th Month

## Assets

### Cash

1085 Rectors Discretionary Checking	5,433.95
1112 Operating Checking Account	48,246.72
1125 First Horizon Checking	75.00
1131 CAC checking account	3,008.78

Total Cash	56,764.45
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### Receivables

1999 Security Deposits paid by St. Mark & St. Paul	3,000.00
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Total Receivables	3,000.00
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### Investments

1552 Episcopal Endowment - Wolfe	109,231.59
1560 Vanguard Investment Account	302,099.35
1561 Vanguard Windsor	( 10,915.50 )

Total Investments	400,415.44
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### Fixed Assets

#### Buildings & Equipment

1911 Church	828,505.55
1915 Grounds Improvements	35,206.10
1931 Parish House	2,228,812.53
1951 Brooks Hall	269,448.09
1981 Equipment, Furniture & Fixtures	135,623.07

Total Buildings & Equipment	3,497,595.34
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#### Accumulated Depreciation

1991 Accumulated Depreciation	( 1,019,631.65 )
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Total Accumulated Depreciation	( 1,019,631.65 )
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Total Fixed Assets	2,477,963.69
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## Total Assets

<b>\$ 2,938,143.58</b>
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## Liabilities & Net Assets

### Liabilities

#### Payables

2111 Accounts Payable	( 4,451.32 )
2128 Security Deposits held by St. Mark & St. Paul	1,375.00
2161 Reserve for Future Obligation	23,055.13

Total Payables	19,978.81
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#### Deferred Income

2311 Prepaid Pledges	33,291.31
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Total Deferred Income	33,291.31
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Total Liabilities	53,270.12
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### Net Assets

#### Fund Principal

3333 Fund Principal - St. Mark & St. Paul Church	112,249.53
3533 Fund Principal - CAC	36,342.97

Total Fund Principal	148,592.50
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#### Outreach Funds (Restricted)

8155 Funds Raised by Youth	3,640.77
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Total Outreach Funds (Restricted)	3,640.77
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#### Building Funds (Restricted)

8331 Facilities Improvement Fund	18,036.26
8391 Capital Improvements	2,473,515.69
Total Building Funds (Restricted)	2,491,551.95
<b>Other Temporarily Restricted Funds</b>	
8911 Altar Guild Flower Fund	729.41
8920 Parish Life Restricted	2,775.51
8930 Stewardship Restricted	872.67
8940 Name Change - Church	979.91
8971 Rector's Discretionary Fund	13,956.83
8976 Christian Formation	97.67
8978 Continuing Education	150.00
8979 Landscaping	1,800.00
8991 Miscellaneous Restricted Gifts	4,494.29
Total Other Temporarily Restricted Funds	25,856.29
<b>Vestry - Designated Funds</b>	
8951 Memorials	19,670.39
8953 Bequests and Exceptional Gifts	63,628.25
8975 Rector's Sabbatical Reserve	7,850.00
8980 Vestry Designations to Current Operations	24,083.31
Total Vestry - Designated Funds	115,231.95
<b>Permanently Restricted</b>	
9112 Endowment Fund Wolfe Corpus	100,000.00
Total Permanently Restricted	100,000.00
Total Net Assets	2,884,873.46
<b>Total Liabilities &amp; Net Assets</b>	<b>\$ 2,938,143.58</b>

## Summary of Restricted & Vestry Designated Accounts

Date Range: May 1st 2023 - May 31st 2023 | Filtered by: Account Type

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	18,036.26	0.00	0.00	18,036.26
8911 Altar Guild Flower Fund	449.41	0.00	280.00	729.41
8920 Parish Life Restricted	2,675.51	0.00	100.00	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	19,320.39	0.00	350.00	19,670.39
8953 Bequests and Exceptional Gifts	90,044.89	26,416.64	0.00	63,628.25
8971 Rector's Discretionary Fund	13,956.83	0.00	0.00	13,956.83
8975 Rector's Sabbatical Reserve	8,000.00	2,540.53	0.00	5,459.47
8976 Christian Formation	97.67	0.00	0.00	97.67
8978 Continuing Education	150.00	0.00	0.00	150.00
8979 Landscaping	1,800.00	0.00	0.00	1,800.00
8980 Vestry Designations to Current Operations	0.00	0.00	24,083.31	24,083.31
8991 Miscellaneous Restricted Gifts	4,494.29	0.00	0.00	4,494.29
	<b>\$ 164,518.60</b>	<b>\$ 28,957.17</b>	<b>\$ 24,813.31</b>	<b>\$ 160,374.74</b>

## Senior Warden report

Jan has turned in her resignation and will be leaving the end of month. Her husband accepted a position in Florida. We wish her the best and will miss her. Her position has been posted and hopefully will have some candidates when Rob returns.

Renter Matt had meant to reduce his occupancy to one day per WEEK, not month. I approved a month to month agreement until Rob returns to renegotiate if need. Lack of business is the reason for reduced days. Hopefully, he can increase again when school starts.

The playground looks great! SCC begins paying a portion of utilities next month. This should help make up for the decrease in rents.

The Lamborns are covid + from travel.

How is the 2 person VoD working?

No vestry in July.

I will be gone July 24-28, as will Rob, and Scott. Deacon Betty, you're up.



## **Buildings and Grounds**

### **June 14, 2023**

#### **CAC Roof**

The estimate for the repair of the damaged roof over the CAC porch comes from the team of Nathan Smith and Filberto Cruz. They were recommended to me by Lynn Taylor and have proven themselves so far to be reliable, reasonable, and friendly. Of the several roofers I called, including the one recommended by Sweeton (whose bid was approved by the Vestry to do the work in November 2022), Nathan and Filberto were the only ones to respond. They are ready and willing to do the work.

Replace 2 boots on the HVAC system in the ceiling above the hallway leading to Sarah Edmond's office. There is condensation occurring which is dripping onto the ceiling tiles.

Fix the downspout and the gutter on the CAC flat porch roof to direct rainfall away from the trim. Add flashing where needed (flashing was NOT installed originally, which is a major cause of the damage). Rip off and replace damaged shingles which have been blown off the Kennerly roof.

To summarize, they can fix the problem and repair the damage, and estimate materials and labor will cost \$5750. The Finance Committee has approved an additional \$3,000 to the already approved \$3,000 for the Sweeton bid from November, 2022, for a total of \$6,000 to do this project.

Looking to the future, Nathan and Filberto report that the asphalt shingles on the parish hall have deteriorated significantly and are "losing grain." Apparently, low quality shingles were used originally, and the life has gone out of them much sooner than if high quality shingles had been used. This grain is washed into the gutters and onto the flat roof when it rains. The build up is significant. So, we are going to have to replace the roof on the parish house soon...within the next couple of years. This major repair, along with the replacement of our 14 ageing HVAC units (one of which needs to be replaced now), means a huge financial burden is looming. How can we plan for this?

#### **Cleaning the Church and Brooks Hall**

Bahley Minor will clean these buildings until school starts up in August. After that we will need to go back to Rowe's Cleaning Service for this job.

#### **Children's Center Playground**

This project has been mostly completed and looks great! Kudos to the Children's Center for solving this dilemma in a timely, economical, and creative way.

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

Report to Vestry

June 15, 2023

### Food Pantry

For the month of May, CAC had a total of 49 visits, with an average of about 10 visits a week. During this month, CAC served 34 unique households, made up of a total of 95 individuals, 62 adults and 33 children.

The pantry shelves are slightly bare in a few staple items, we will keep things stocked through CAC Pantry Sundays and grocery store purchases until we are ready for a Second Harvest order. Second Harvest delivered a truckload of pantry food items, fresh produce, and pastries on May 18th and CAC hosted a food giveaway for its clients. Additional food that was not picked up on that day, was used to restock the pantry.

CAC is scheduled to receive pre-packaged food boxes from Second Harvest on June 22nd to be used in emergency food assistance situations. CAC will place a full order from Second Harvest in July.

### Utility Assistance

Utility assistance requests, especially for housing, water, and electricity, were high among CAC clients for May. The following lists the amount of requests granted per category:

- **Housing:** 3 individuals (2 rent, 1 hotel stay)
- **Electricity:** 7 individuals
- **Water:** 2 individuals (In both instances, the client's water was cut off)

### Kitchen 2 Table

In the month of May, CAC packed 187 meals and distributed 410 meals to CAC patrons and community programs. The Kitchen 2 Table program took a break through the end of May until the dining hall reopened during the first full week of June.

### Farm 2 Table

Throughout May, CAC received several donations of fresh produce for the pantry. These donations have come from community members, Sisters of St. Mary, and local restaurants. The South Cumberland Farmers Market also decided for CAC to be the only food pantry to receive donations, and we have received about \$30 a week through the order cycles. CAC currently has about \$220 to spend through the Farmers Market. YAY!

### Sewanee Community-Wide Yard Sale

CAC participated in the Sewanee Community-Wide Yard Sale on Saturday, May 6th. Several community members donated items to be sold on behalf of CAC, and about \$400 was raised to support CAC's efforts.

### South Cumberland Community Fund

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.

### Contact Information

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