

Parish of St. Mark & St. Paul, Sewanee, Tennessee  
Vestry Agenda for April 20, 2023  
5:30 pm, Hethcock Room or Kennerly Hall

I. Opening Devotions

II. Minutes from the March regular meeting 5:40

III. Treasurer's Report 5:45

IV. Committee reports as necessary 6:00

V. Old Business

VI. (Break as needed)

VII. New Business:

1. Parochial Report – approval
2. SCC/SMSP Facilities use and Cost Sharing
3. Playground improvement
4. Painting outside of Brooks
5. Repair of outside CAC's entrance
6. Vestry of the day discussion

VIII. Closing Prayers

*The Vestry meets at 5:30pm normally on the third Thursday of each month: May 18, June 15, [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.*

Subject: Vestry Minutes  
From: Robin Bates  
Date: March 16, 2023

Present: Rob Lamborn, Diane Jones, Jay Fisher, Beth Chamberlain, Beth Wiley, Lynn Taylor, Robin Bates

Move to approve minutes as – Jay moved, Beth Wiley seconded  
8-0 approved

Treasurer report:

Beth Wiley reported that, rather than some minor clarifications, there were no concerns with the budget.

Rector's report:

Rob reported

--on a survey sent out, by the Arcadia Board, about whether retirement housing in Sewanee is economically viable. From the survey, it was concluded that a retirement center is indeed economically viable, largely because of widespread interest amongst University of the South alumni;

--on the Lenten study program, which is currently discussing Jane Shaw's *Practical Christianity*.

--on his visit to the St. Mark's Community Association Board, which he attended so as to talk about the unmarked graves in the Sewanee register. Parish registers, he noted, can be very useful in identifying people who are buried there. (The number of unmarked graves, he said, probably can be numbered in scores, perhaps roughly the same number as marked graves.) Rob told the group that the Parish is also interested in other collaborative projects;

--on a visit he made to newly opened center in LaFayette, Georgia commemorating a Black community that could serve as a model for one in Sewanee. The center had wall displays, photos, artifacts, timelines, and kiosk and is financed by foundations;

--on the old Kennerly Hall projector, which has died and which has been replaced with a television—secured to the wall—which is half the cost and brighter.

--on Dawn Stary as a potential non-stipendiary curate (?) for this coming year. Dawn is a senior at the school of theology who recently spoke about restorative justice at the Sunday Forum. (Update: Dawn has recently learned that she will be returning to her San Diego Diocese rather

than staying in Sewanee. Depending on Deacon Betty's schedule, Dawn may serve here again before leaving after graduation);

--that the Parish is working with Bailey Minor, the tenant in Brooks Hall, to figure out ways to maximize his hours

--that he will have a new prosthetic eye in two week, which hopefully will be more comfortable to his current temporary eye, which is "currently on the sore side" because it is not customized to his eye.

Reporting for the Christian Formation Committee, Robin Bates said that Vacation Bible School is considering having "bread" and "manna in the wilderness" as its theme, while Sunday Forum for 2023-24 will focus on "generativity" and "artistic creation."

Reporting for the CAC, Beth Wiley reported that the numbers were high for the month of February (479 meals). She reported that the CAC would be putting together Easter baskets and needed both baskets and food items.

The question came about whether families getting food had been vetted. Betty Carpenter noted that, since people are so well known, taking fraudulent advantage of the program—say, to sell the items—is not really an issue.

In other action, the Vestry ratified the actions taken at the February zoom meeting, as is required.

In new business, the issue arose about confusion regarding what happens to the money collected during the church services. Periously, there has been some confusion regarding as to what the Altar Guild is responsible for and who the tellers are. It was agreed that the AG would place the funds in the bag and that the tellers—including the Vestry of the Day—would be listed in the program as tellers.

In one last item, Rob noted that the National Church has been surveying churches on a number of issues. Particularly interesting questions for the Vestry are "what opportunities and challenges did the congregation face in 2022." Among the challenges he himself saw were covid; church shootings; budgetary challenges; people who left during covid and haven't returned and don't attend as frequently as they used to; valuable members who have left town (or may do so) because they need retirement support.

Opportunities include services with All Saints; participation opened up by livestreaming.

In answer to what changes "you hope to see in your faith community," Rob noted "we want to grow (who doesn't?); developing a choir; developing a new generation of leaders.

Submitted by Robin Bates

## Treasurer's Report for April 2023

Please find attached the March 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
5. CAC Statement of Activities (Quarter 1)

Please remember that the new 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 line 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.

I have been working with Realm Accounting representatives to learn how to fix some of the lingering issues we have with our reports. They have been very helpful.

Checking account balances are all at or near target. Balances in the Vanguard investment account as of April 14 are \$68,533 in the money market fund and \$236,112 in mutual funds (up from last month.) One transfer of \$20,000 was made from our money market to Regions operating checking account in March.

4Actual to Budget Report, March 2023

Accounts	Budget Mar 01, 2023 - Mar 31, 2023	Actual Mar 01, 2023 - Mar 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	\$ 583.33	\$ 935.69	\$ 1,749.99	\$ 1,987.96
4115 1/4th Plate to Rector's Discr Fd	\$ (145.83)	\$ (397.59)	\$ (437.49)	\$ (397.59)
4131 Pledge Payments -Current Year	\$ 31,250.00	\$ 17,298.00	\$ 93,750.00	\$ 84,142.00
4132 Pledge Prepaid Payments (LY for TY)				\$ 29,207.61
4133 Pledge payment for previous year	\$ -	\$ -	\$ -	\$ 600.00
Gifts of Stocks (pledge Payments& Outright)				\$ 1,025.67
4141 Non-Pledge Gifts	\$ 750.00	\$ 916.83	\$ 2,250.00	\$ 2,610.79
4170 Insurance Reimbursement - Rector's Spouse	\$ 1,575.00	\$ 1,575.00	\$ 4,725.00	\$ 4,725.00
4191 CAC Support of Employee Compensation	\$ 2,166.58	\$ 2,050.15	\$ 6,499.74	\$ 6,201.15
4512 Investment Income	\$ 375.00	\$ 1,808.29	\$ 1,125.00	\$ 2,141.58
4551 Property Rental Income	\$ 1,041.67	\$ 737.00	\$ 3,125.01	\$ 3,612.00
4565 SCC Reimbursement	\$ 250.00	\$ -	\$ 750.00	\$ -
4575 Transfer from Vestry -Designated Funds	\$ 2,333.33	\$ 2,333.33	\$ 6,999.99	\$ 6,999.99
<b>Total Revenues</b>	<b>\$ 40,179.08</b>	<b>\$ 27,256.70</b>	<b>\$ 120,537.24</b>	<b>\$ 142,856.16</b>
<b>Expenses</b>				
Work Outside Congregation				
5111 Diocesan Assessment	\$ 3,640.58	\$ 3,640.58	\$ 10,921.74	\$ 10,921.74
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	\$ 250.00	\$ 92.58	\$ 750.00	\$ 95.94
Parish Life				
5331 Parish Life	\$ 233.33	\$ 534.52	\$ 699.99	\$ 616.29
Worship				
5351 Altar Supplies	\$ 83.33	\$ 105.27	\$ 249.99	\$ 170.22
5353 Confirmation Prep.	\$ 8.33	\$ -	\$ 24.99	\$ -
5355 Music	\$ 16.67	\$ -	\$ 50.01	\$ -
5357 Prayer Books and Liturgy Materials	\$ 16.67	\$ -	\$ 50.01	\$ -
5359 Organ and Piano Maintenance	\$ 233.33	\$ 105.00	\$ 699.99	\$ 105.00
<b>Total Worship</b>	<b>\$ 358.33</b>	<b>\$ 210.27</b>	<b>\$ 1,074.99</b>	<b>\$ 275.22</b>
Youth				
5371 Youth Ministry	\$ 166.67	\$ -	\$ 500.01	\$ 15.16
<b>Total Programs</b>	<b>\$ 1,008.33</b>	<b>\$ 837.37</b>	<b>\$ 3,024.99</b>	<b>\$ 1,002.61</b>
Leading Congregational Care				
5398 Pastoral Care	\$ 12.50	\$ -	\$ 37.50	\$ -
Operating Expense/Income				
Salaries & Wages				
5411 Rector	\$ 4,944.75	\$ 4,944.75	\$ 14,834.25	\$ 14,834.25

4Actual to Budget Report, March 2023

5415 Supply Clergy	\$ 116.67	\$ 400.00	\$ 350.01	\$ 400.00
5421 Youth Minister	\$ 489.25	\$ 489.25	\$ 1,467.75	\$ 1,467.72
5431 Organist & Choir Director	\$ 947.00	\$ 946.96	\$ 2,841.00	\$ 2,840.92
5432 Supply Organist	\$ 100.00	\$ -	\$ 300.00	\$ -
5451 Child Care	\$ 550.25	\$ 345.00	\$ 1,650.75	\$ 955.00
5461 Dir. Christian Formation	\$ 1,907.42	\$ 1,907.42	\$ 5,722.26	\$ 5,722.26
5471 CAC Director	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00
5481 Parish Administrator	\$ 2,739.42	\$ 2,739.42	\$ 8,218.26	\$ 8,218.26
5486 Financial Staff	\$ 1,333.33	\$ 1,196.00	\$ 3,999.99	\$ 3,925.93
Total Salaries & Wages	\$ 15,128.09	\$ 14,968.80	\$ 45,384.27	\$ 44,364.34
Employee Benefits				
5511 Clergy Pension	\$ 1,658.00	\$ 1,589.63	\$ 4,974.00	\$ 4,768.89
5521 Clergy Insurance	\$ 3,169.17	\$ 3,169.20	\$ 9,507.51	\$ 9,322.04
5526 Clergy Housing & Utility Allow.	\$ 3,611.67	\$ 3,611.65	\$ 10,835.01	\$ 10,834.95
5531 Clergy - SECA Payments	\$ 654.58	\$ 654.58	\$ 1,963.74	\$ 1,963.74
5551 Staff Payroll Taxes	\$ 762.42	\$ 639.15	\$ 2,287.26	\$ 1,949.43
5561 Staff Pension	\$ 642.25	\$ 562.25	\$ 1,926.75	\$ 1,701.88
5571 Staff Insurance	\$ 975.00	\$ 994.66	\$ 2,925.00	\$ 2,965.54
5581 Background Checks	\$ 25.00	\$ -	\$ 75.00	\$ 63.00
5631 Workers Compensation Insurance	\$ 91.67	\$ -	\$ 275.01	\$ -
Total Employee Benefits	\$ 11,589.76	\$ 11,221.12	\$ 34,769.28	\$ 33,569.47
Facilities Expenses				
5611 Property & Liability Insurance	\$ 916.67	\$ -	\$ 2,750.01	\$ 2,298.17
5711 Repairs & Maintenance	\$ 833.33	\$ 73.00	\$ 2,499.99	\$ 1,582.40
5721 Elevator Maintenance	\$ 250.00	\$ 196.61	\$ 750.00	\$ 333.22
5751 Garbage service	\$ 100.00	\$ -	\$ 300.00	\$ -
5771 Supplies	\$ 133.33	\$ 342.60	\$ 399.99	\$ 538.17
5781 Electricity	\$ 1,375.00	\$ 1,425.73	\$ 4,125.00	\$ 4,272.42
5783 Gas	\$ 262.50	\$ 593.10	\$ 787.50	\$ 1,769.85
5785 Water & Sewer	\$ 262.50	\$ 247.35	\$ 787.50	\$ 430.12
5790 Grounds Maintenance	\$ 416.67	\$ 1,106.88	\$ 1,250.01	\$ 1,904.88
5795 Cleaning Service	\$ 1,600.00	\$ 1,600.00	\$ 4,800.00	\$ 4,800.00
Total Facilities Expenses	\$ 6,150.00	\$ 5,585.27	\$ 18,450.00	\$ 17,929.23
Office Services				
5811 Audit	\$ 550.00	\$ -	\$ 1,650.00	\$ -
5821 Computer Expenses	\$ 391.67	\$ 366.73	\$ 1,175.01	\$ 1,190.38
5831 Copying	\$ 350.00	\$ 317.91	\$ 1,050.00	\$ 657.64
5841 Office Supplies	\$ 133.33	\$ 88.21	\$ 399.99	\$ 193.26
5851 Office Equipment Purchases	\$ 91.67	\$ -	\$ 275.01	\$ -
5861 Postage	\$ 58.33	\$ -	\$ 174.99	\$ -
5871 Telephone	\$ 560.00	\$ 552.47	\$ 1,680.00	\$ 1,657.41
5891 Miscellaneous Expense	\$ 25.00	\$ 179.00	\$ 75.00	\$ 179.00

4Actual to Budget Report, March 2023

5894 Payroll Service Fees	\$ -	\$ -	\$ -	\$ 217.18
5895 Service Fee (Vanco)	\$ 75.00	\$ 103.68	\$ 225.00	\$ 297.29
Total Office Services	\$ 2,235.00	\$ 1,608.00	\$ 6,705.00	\$ 4,392.16
Organizational Expenses				
5911 Clergy Car Expense	\$ 104.17	\$ -	\$ 312.51	\$ -
5912 Clergy Expense Allowance	\$ 41.67	\$ -	\$ 125.01	\$ 89.13
5913 Continuing Education- Clergy	\$ 166.67	\$ -	\$ 500.01	\$ -
5914 Continuing Education - Staff	\$ 41.67	\$ -	\$ 125.01	\$ -
5915 Convention & Travel	\$ 74.08	\$ 543.63	\$ 222.24	\$ 543.63
5916 Ministering to New Members	\$ 41.67	\$ -	\$ 125.01	\$ -
5918 Publications	\$ 83.33	\$ 43.50	\$ 249.99	\$ 293.27
5919 Communications	\$ 37.50	\$ -	\$ 112.50	\$ -
5920 Stewardship	\$ 145.83	\$ -	\$ 437.49	\$ -
Total Organizational Expenses	\$ 736.59	\$ 587.13	\$ 2,209.77	\$ 926.03
Total Operating Expense/Income	\$ 35,839.44	\$ 33,970.32	\$ 107,518.32	\$ 101,181.23
Total Work Within Congregation	\$ 36,860.27	\$ 34,807.69	\$ 110,580.81	\$ 102,183.84
Other Expenses/Income				
7311 Sabbatical Reserve Provision	\$ (125.00)	\$ -	\$ (375.00)	\$ -
Total Expenses	\$ 40,375.85	\$ 38,448.27	\$ 121,127.55	\$ 113,105.58
<b>Net Total</b>	\$ (196.77)	\$ (11,191.57)	\$ (590.31)	\$ 29,750.58

## Statement of Activities-Operating

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

Accounts	Budget	Actual	Budget	Actual
	Mar 01, 2023 - Mar 31, 2023	Mar 01, 2023 - Mar 31, 2023	This Year Year to Date	This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	583.33	935.69	1,749.99	1,987.96
4115 1/4th Plate to Rector's Discr Fd	( 145.83)	( 397.59)	( 437.49)	( 397.59)
4131 Pledge Payments -Current Year	31,250.00	17,298.00	93,750.00	84,142.00
4133 Pledge payment for previous year	0.00	0.00	0.00	600.00
4141 Non-Pledge Gifts	750.00	916.83	2,250.00	2,610.79
4170 Insurance Reimbursement - Rector's Spouse	1,575.00	1,575.00	4,725.00	4,725.00
4191 CAC Support of Employee Compensation	2,166.58	2,050.15	6,499.74	6,201.15
4512 Investment Income	375.00	1,808.29	1,125.00	2,141.58
4551 Property Rental Income	1,041.67	737.00	3,125.01	3,612.00
4565 SCC Reimbursement	250.00	0.00	750.00	0.00
<b>Total Revenues</b>	<b>\$ 37,845.75</b>	<b>\$ 24,923.37</b>	<b>\$ 113,537.25</b>	<b>\$ 105,622.89</b>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5111 Diocesan Assessment	3,640.58	3,640.58	10,921.74	10,921.74
Total Work Outside Congregation	3,640.58	3,640.58	10,921.74	10,921.74
<b>Work Within Congregation</b>				
<b>Programs</b>				
<b>Christian Education</b>				
5311 Christian Education	250.00	92.58	750.00	95.94
Total Christian Education	250.00	92.58	750.00	95.94
<b>Parish Life</b>				
5331 Parish Life	233.33	534.52	699.99	616.29
Total Parish Life	233.33	534.52	699.99	616.29
<b>Worship</b>				
5351 Altar Supplies	83.33	105.27	249.99	170.22
5353 Confirmation Prep.	8.33	0.00	24.99	0.00
5355 Music	16.67	0.00	50.01	0.00
5357 Prayer Books and Liturgy Materials	16.67	0.00	50.01	0.00
5359 Organ and Piano Maintenance	233.33	105.00	699.99	105.00
Total Worship	358.33	210.27	1,074.99	275.22
<b>Youth</b>				
5371 Youth Ministry	166.67	0.00	500.01	15.16
Total Youth	166.67	0.00	500.01	15.16
Total Programs	1,008.33	837.37	3,024.99	1,002.61
<b>Leading Congregational Care</b>				
5398 Pastoral Care	12.50	0.00	37.50	0.00
Total Leading Congregational Care	12.50	0.00	37.50	0.00
<b>Operating Expense/Income</b>				
<b>Salaries &amp; Wages</b>				
5411 Rector	4,944.75	4,944.75	14,834.25	14,834.25
5415 Supply Clergy	116.67	400.00	350.01	400.00
5421 Youth Minister	489.25	489.25	1,467.75	1,467.72
5431 Organist & Choir Director	947.00	946.96	2,841.00	2,840.92
5432 Supply Organist	100.00	0.00	300.00	0.00
5451 Child Care	550.25	345.00	1,650.75	955.00



Accounts	Budget	Actual	Budget	Actual
	Mar 01, 2023 - Mar 31, 2023	Mar 01, 2023 - Mar 31, 2023	This Year Year to Date	This Year Year to Date
5461 Dir. Christian Formation	1,907.42	1,907.42	5,722.26	5,722.26
5471 CAC Director	2,000.00	2,000.00	6,000.00	6,000.00
5481 Parish Administrator	2,739.42	2,739.42	8,218.26	8,218.26
5486 Financial Staff	1,333.33	1,196.00	3,999.99	3,925.93
<b>Total Salaries &amp; Wages</b>	<b>15,128.09</b>	<b>14,968.80</b>	<b>45,384.27</b>	<b>44,364.34</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	1,658.00	1,589.63	4,974.00	4,768.89
5521 Clergy Insurance	3,169.17	3,169.20	9,507.51	9,322.04
5526 Clergy Housing & Utility Allow.	3,611.67	3,611.65	10,835.01	10,834.95
5531 Clergy - SECA Payments	654.58	654.58	1,963.74	1,963.74
5551 Staff Payroll Taxes	762.42	639.15	2,287.26	1,949.43
5561 Staff Pension	642.25	562.25	1,926.75	1,701.88
5571 Staff Insurance	975.00	994.66	2,925.00	2,965.54
5581 Background Checks	25.00	0.00	75.00	63.00
5631 Workers Compensation Insurance	91.67	0.00	275.01	0.00
<b>Total Employee Benefits</b>	<b>11,589.76</b>	<b>11,221.12</b>	<b>34,769.28</b>	<b>33,569.47</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	916.67	0.00	2,750.01	2,298.17
5711 Repairs & Maintenance	833.33	73.00	2,499.99	1,582.40
5721 Elevator Maintenance	250.00	196.61	750.00	333.22
5751 Garbage service	100.00	0.00	300.00	0.00
5771 Supplies	133.33	342.60	399.99	538.17
5781 Electricity	1,375.00	1,425.73	4,125.00	4,272.42
5783 Gas	262.50	593.10	787.50	1,769.85
5785 Water & Sewer	262.50	247.35	787.50	430.12
5790 Grounds Maintenance	416.67	1,106.88	1,250.01	1,904.88
5795 Cleaning Service	1,600.00	1,600.00	4,800.00	4,800.00
<b>Total Facilities Expenses</b>	<b>6,150.00</b>	<b>5,585.27</b>	<b>18,450.00</b>	<b>17,929.23</b>
<b>Office Services</b>				
5811 Audit	550.00	0.00	1,650.00	0.00
5821 Computer Expenses	391.67	366.73	1,175.01	1,190.38
5831 Copying	350.00	317.91	1,050.00	657.64
5841 Office Supplies	133.33	88.21	399.99	193.26
5851 Office Equipment Purchases	91.67	0.00	275.01	0.00
5861 Postage	58.33	0.00	174.99	0.00
5871 Telephone	560.00	552.47	1,680.00	1,657.41
5891 Miscellaneous Expense	25.00	179.00	75.00	179.00
5894 Payroll Service Fees	0.00	0.00	0.00	217.18
5895 Service Fee (Vanco)	75.00	103.68	225.00	297.29
<b>Total Office Services</b>	<b>2,235.00</b>	<b>1,608.00</b>	<b>6,705.00</b>	<b>4,392.16</b>
<b>Organizational Expenses</b>				
5911 Clergy Car Expense	104.17	0.00	312.51	0.00
5912 Clergy Expense Allowance	41.67	0.00	125.01	89.13
5913 Continuing Education- Clergy	166.67	0.00	500.01	0.00
5914 Continuing Education - Staff	41.67	0.00	125.01	0.00
5915 Convention & Travel	74.08	543.63	222.24	543.63
5916 Ministering to New Members	41.67	0.00	125.01	0.00
5918 Publications	83.33	43.50	249.99	293.27
5919 Communications	37.50	0.00	112.50	0.00
5920 Stewardship	145.83	0.00	437.49	0.00
<b>Total Organizational Expenses</b>	<b>736.59</b>	<b>587.13</b>	<b>2,209.77</b>	<b>926.03</b>
<b>Total Operating Expense/Income</b>	<b>35,839.44</b>	<b>33,970.32</b>	<b>107,518.32</b>	<b>101,181.23</b>
<b>Total Work Within Congregation</b>	<b>36,860.27</b>	<b>34,807.69</b>	<b>110,580.81</b>	<b>102,183.84</b>

<b>Accounts</b>	<b>Budget Mar 01, 2023 - Mar 31, 2023</b>	<b>Actual Mar 01, 2023 - Mar 31, 2023</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
Other Expenses/Income				
7311 Sabbatical Reserve Provision	( 125.00 )	0.00	( 375.00 )	0.00
Total Other Expenses/Income	( 125.00 )	0.00	( 375.00 )	0.00
<b>Total Expenses</b>	<b>\$ 40,375.85</b>	<b>\$ 38,448.27</b>	<b>\$ 121,127.55</b>	<b>\$ 113,105.58</b>
<b>Net Total</b>	<b>( \$ 2,530.10 )</b>	<b>( \$ 13,524.90 )</b>	<b>( \$ 7,590.30 )</b>	<b>( \$ 7,482.69 )</b>

# Statement of Financial Position

As of: Mar 31st 2023 | Includes Open Transactions | Includes 13th Month

## Assets

### Cash

1085 Rectors Discretionary Checking	6,321.84
1112 Operating Checking Account	35,193.37
1125 First Horizon Checking	75.00
1131 CAC checking account	3,345.14

Total Cash	44,935.35
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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	116,124.85
1560 Vanguard Investment Account	301,065.96
1561 Vanguard Windsor	( 10,915.50 )

Total Investments	406,275.31
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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

**\$ 2,932,174.35**

## Liabilities & Net Assets

### Liabilities

#### Payables

2111 Accounts Payable	( 4,451.32 )
2128 Security Deposits held by St. Mark & St. Paul	1,625.00
2161 Reserve for Future Obligation	23,055.13

Total Payables	20,228.81
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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	53,520.12
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### Net Assets

#### Fund Principal

3333 Fund Principal - St. Mark & St. Paul Church	99,239.58
3533 Fund Principal - CAC	37,798.04

Total Fund Principal	137,037.62
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#### Outreach Funds (Restricted)

8155 Funds Raised by Youth	3,640.77
8175 Bishop of TN Discretionary Fund	50.00

Total Outreach Funds (Restricted)	3,690.77
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<b>Building Funds (Restricted)</b>	
8331 Facilities Improvement Fund	36.26
Total Building Funds (Restricted)	<u>36.26</u>
<b>Other Temporarily Restricted Funds</b>	
8911 Altar Guild Flower Fund	540.41
8920 Parish Life Restricted	2,675.51
8930 Stewardship Restricted	872.67
8940 Name Change - Church	979.91
8971 Rector's Discretionary Fund	15,064.82
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	<u>26,675.28</u>
<b>Vestry - Designated Funds</b>	
8951 Memorials	19,320.39
8953 Bequests and Exceptional Gifts	110,378.22
8975 Rector's Sabbatical Reserve	8,000.00
Total Vestry - Designated Funds	<u>137,698.61</u>
<b>Permanently Restricted</b>	
9112 Endowment Fund Wolfe Corpus	100,000.00
Total Permanently Restricted	<u>100,000.00</u>
Total Net Assets	<u>405,138.54</u>
<b>Total Liabilities &amp; Net Assets</b>	<b><u>\$ 458,658.66</u></b>
<b>Out of Balance</b>	<b>\$ 2,473,515.69</b>

## Summary of Restricted & Vestry Designated Accounts

Date Range: Mar 1st 2023 - Mar 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
8175 Bishop of TN Discretionary Fund	50.00	0.00	0.00	50.00
8331 Facilities Improvement Fund	36.26	0.00	0.00	36.26
8911 Altar Guild Flower Fund	460.41	0.00	80.00	540.41
8920 Parish Life Restricted	2,675.51	0.00	0.00	2,675.51
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	0.00	19,320.39
8953 Bequests and Exceptional Gifts	112,711.55	2,333.33	0.00	110,378.22
8971 Rector's Discretionary Fund	15,567.01	752.19	250.00	15,064.82
8975 Rector's Sabbatical Reserve	8,000.00	0.00	0.00	8,000.00
8976 Christian Formation	138.89	51.22	10.00	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
8991 Miscellaneous Restricted Gifts	4,494.29	0.00	0.00	4,494.29
	<b>\$ 170,897.66</b>	<b>\$ 3,136.74</b>	<b>\$ 340.00</b>	<b>\$ 168,100.92</b>

# Statement of Activities CAC

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

Accounts	Budget Mar 01, 2023 - Mar 31, 2023	Actual Mar 01, 2023 - Mar 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4156 Donations from Individuals- CAC	1,833	841	5,500	5,549
4157 Donations from Organizations- CAC	1,667	0	5,000	8,250
4160 Grants/Fundraising- CAC	417	0	1,250	0
<b>Total Revenues</b>	<b>\$ 3,917</b>	<b>\$ 841</b>	<b>\$ 11,750</b>	<b>\$ 13,799</b>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5141 CAC Grants for Housing	250	60	750	820
5145 CAC Food Bank	417	81	1,250	1,085
5146 CAC Grants for Gas/ Propane	67	0	200	150
5147 CAC Grants for Electricity	583	692	1,750	2,422
5148 CAC Grants for Water	42	0	125	90
5159 CAC Grants for Other Purposes	0	0	0	90
5175 CAC-Kitchen2Table	208	0	625	700
Total Work Outside Congregation	1,567	832	4,700	5,357
<b>Work Within Congregation</b>				
<b>Operating Expense/Income</b>				
<b>Salaries &amp; Wages</b>				
5474 CAC Share of Financial Staff	167	179	500	589
5476 CAC Salary Share	2,000	2,259	6,000	6,000
Total Salaries & Wages	2,167	2,438	6,500	6,589
<b>Office Services</b>				
5881 CAC- Admin	0	0	0	139
5882 Investment Expense	8	0	25	0
5883 CAC- Printing	8	100	25	100
5884 CAC- Internet & phone	60	61	180	184
5886 CAC- Program Supplies	25	78	75	78
5887 CAC- Volunteer Recognition	17	0	50	0
Total Office Services	118	239	355	501
Total Operating Expense/Income	2,285	2,677	6,855	7,090
Total Work Within Congregation	2,285	2,677	6,855	7,090
<b>Total Expenses</b>	<b>\$ 3,852</b>	<b>\$ 3,510</b>	<b>\$ 11,555</b>	<b>\$ 12,447</b>
<b>Net Total</b>	<b>\$ 65</b>	<b>( \$ 2,668 )</b>	<b>\$ 195</b>	<b>\$ 1,353</b>

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

Report to CAC Board

April 13, 2023

### Food Pantry

For the month of March, CAC had a total of 57 visits, with an average of about 12 visits a week. During this month, CAC served 33 unique households, made up of a total of 93 individuals, 67 adults and 26 children. These are lower numbers than how many families were served in March. The other local food banks have also mentioned that their numbers are lower than before.

Update: Shelves were installed in the CAC basement for food storage to comply with Second Harvest guidelines.

### Utility Assistance

Utility assistance requests, especially for housing and electricity, were still high among CAC clients. We had several requests for rent assistance, and rooms at the Mountain Inn, not every request was feasible. Several requests with electricity assistance were granted.

Update: We submitted a grant request for the SCCF Spring Cycle to assist with the CAC Emergency Assistance Program, and to potentially develop an education series for lowering utility costs and sustainability living practices.

### Farm 2 Table

At the end of February, CAC had about \$105.30 in the account from donations through the Farmers Market. At the end of March, CAC purchased 34 dozen eggs from the Farmers Market, and will be looking to purchase produce with available funds in the coming months.

### Kitchen 2 Table

The Kitchen 2 Table Program has been consistent through March with meal packs occurring each Wednesday of the month. The program took a one week hiatus for Spring Break on March 15th. In the month of March, CAC packed 531 meals and distributed 238 meals to CAC patrons and community programs.

### Second Harvest Information

Our Second Harvest Partner Representative, Erin, came out on April 4th for the site visit. CAC is in good standing with Second Harvest as a Partner Agency. Erin also shared information about equipment resources, mobile feeding programs, and rural route delivery. The Food Resource Coordinator, Carleigh, joined along on the visit to talk with local grocery stores about partnering with CAC for grocery rescue programs. These discussions are still in progress.

### Easter Basket Project

The Easter Basket Project was a great success! About 27 baskets full of Easter meal ingredients were provided to CAC families this season. CAC had about 5 extra baskets that were then distributed to families in Sherwood.

### Non Food Supply Drive

The Sewanee Civic Association hosted its Non Food Supply Drive the last two weeks of March. CAC received several items through this drive including toilet paper, paper towels, pet food, cleaning products, hygiene products, and toiletries. The CAC shelves are overflowing with all these supply items, and they are a great addition to the food already offered at CAC.

### Community Meal

The Bonner students did a wonderful job on this month's Community Meal. They prepared tacos and banana pudding (and the banana pudding was a huge hit!!) We had about 32 individuals join us for lunch. We look forward to the April Community Meal scheduled for Friday, April 28th.

### Upcoming Plans

- The April Community Meal will be held on Friday, April 28th at 12:00 PM.
- Potential fundraiser through the Sewanee Community-Wide Yard Sal

### Contact Information

Sarah Edmonds, Director

Email: [cac@stmarkstpaul.org](mailto:cac@stmarkstpaul.org)

Office: (931) 598-5927

Cell: (757) 619-6548



April 2023

Jr. Warden—Buildings and Grounds

4-6-23 Spectrum was called to restore internet service to Brooks Hall. A “chewed up wire” was replaced.

Diane, Fr. Rob, Lynn Taylor and Mickey Suarez walked around the grounds noting areas that need repair. A Parish Work Day will be scheduled in the fall to address some of these needs.

Projects needed:

- A skid resistant ramp going up to CAC
- Separation of veneer in a false beam in Kennerly
- Warped window trim on the outside of Kennerly
- Varnish doors of Kennerly
- Replace stained ceiling tiles in Kennerly (Godly Play rooms and CAC)
- Move rocks
- Scrape and paint the window sills of the church
- Fix roof ridges and shingles on the church roof where wind has displaced them
- Fix the pickets around the HVAC of the church
- Ceiling insulation for noise control between Kennerly Hall and the SCC
- Rework the driveway at the back of the property to control erosion and add additional parking
- Improve the lighting in Kennerly Hall
- Paint Brooks Hall
- Water damage in the area outside the CAC entrance
- Repair or replacement of the HVAC unit that cools Jan’s and Fr. Rob’s offices, the entryway and the hallway of Claiborne, and the kitchen pantry of Kennerly.

**In need of immediate attention** are the last 3 items—painting Brooks, repairing the water damage outside of CAC, and repair/replacing the HVAC unit servicing Claiborne/Kennerly

Brooks Hall is in desperate need of a paint job. Diane contacted George Dick, who had given the church an estimate in 2019. George is eager to do the job, but it will cost more than he estimated in 2019 due to increased cost of materials and labor. His original estimate, dated March 2019, totals \$11,500 for labor and materials. Rob suggested that this be paid out of the Exceptional Gifts fund and encourages the Vestry to approve moving forward on this project.

Kevin Sweeton presented a bid of \$3K in July 2022 to repair the rotted area outside of the CAC entrance. The Vestry approved this. However, this project has not yet been started. Kevin wanted us to contact Cecil McFarland, a local roofer, to make an assessment on the condition of the roof and to locate the source of the leak that is causing the damage before Kevin begins. This has not been done. Diane is trying to contact Mr. McFarland but because roofing season is in full swing, he is very busy. So there is no telling when this project will be started. Also, it is likely that Kevin will discover much more damage than is visible on the outside. We need to be prepared for a more expensive repair.

George Dick has graciously volunteered to direct a group of parishioners to scrape and paint the window sills of the church this summer. The work will take place a few evenings each week for about an hour or two each session.

American Forestry Service knocked down power lines behind Brooks Hall when they drove their bucket truck from the Blythe's property onto church grounds. Fr. Rob says that American Forestry Service is liable for any invoices that result from the repair. He is preparing a letter to send to them.

Thank you to Alec Moseley for fixing the kneelers in the church from which bolts had gone missing. Alec reinstalled missing hardware, and all kneelers are now functional. However, many of the bolts seem to work themselves loose as kneelers are used. Careful watch will need to be taken to tighten loose bolts.

Thank you to Fr. Rob for installing the large monitor in Kennerly Hall.

Rowe's Cleaning Service is not doing a good job. Cleaning is not thorough, and special projects are ignored. One Sunday, the cleaning person showed up to clean Kennerly during Adult Forum and Godly Play. Her buckets, mops, and chemicals were out in the hall while she worked noisily in the kitchen. She was asked to put everything away and come back at an appropriate time... never again on a Sunday morning. Rob, Frieda, and Bayley Minor (our tenant in Brooks Hall) are discussing ways to involve Bayley in maintaining the church and Brooks in return for a reduction in his rent, and decreasing the hours of the cleaning service to include only Kennerly.

**THE 2022 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS  
ACCORDING TO CANONS I.6, I.7, AND I.17  
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)**



Name of Congregation The Episcopal Parish of St. Mark and St. Paul on the Mountain		Diocese <b>Tennessee</b>	
Street address 1 <b>216 University Ave</b>		City <b>Sewanee</b>	State <b>TN</b>
Street address 2	ZIP + 4 <b>37375-2202</b>	County <b>Franklin</b>	Country <b>United States</b>
Mailing address 1 <b>PO Box 267</b>		City <b>Sewanee</b>	State <b>TN</b>
Mailing address 2	ZIP + 4 <b>37375-0267</b>	County	Country <b>United States</b>
Congregation's Email Address <b>admin@stmarkstpaul.org</b>		Congregation's URL (Web Address) <b>https://www.stmarkstpaul.org/</b>	Phone <b>9315985926</b>
Tax ID <b>62-0598315</b>			

**Report Preparation**

Membership, Attendance, & Services prepared by (Print or type name) <b>Frieda Gipson</b>	Email address <b>admin@stmarkstpaul.org</b>	Daytime Phone <b>(931) 598-5926</b>
Stewardship & Financial Prepared by (Print or type name) <b>Beth Wiley</b>	Email address <b>bacwiley2@gmail.com</b>	Daytime Phone <b>(931) 598-5926</b>

**Certified by the Clerk of the Vestry (after board review / approval)**

Certified by <b>Kathryn Bruce</b>	Email address <b>kathryngbruce@gmail.com</b>	Daytime Phone <b>(931) 598-5926</b>
Signature	Date <b>04/20/2023</b>	

**Certified By Treasurer/Financial Officer**

Certified by <b>Beth Wiley</b>	Email address <b>bacwiley2@gmail.com</b>	Daytime Phone <b>(931) 598-5926</b>
Signature	Date <b>04/20/2023</b>	

**Certified by Rector/Vicar/Person in Charge**

Certified by <b>Rev. Robert Lamborn</b>	Daytime Phone <b>(931) 598-5926</b>	Email address <b>rector@stmarkstpaul.org</b>
Signature	Date <b>04/17/2023</b>	

**Warden/Vestry Approval**

Warden (Print or type name) <b>Lynn Taylor</b>	Email address <b>lynn.c.taylor8954@gmail.com</b>	Daytime Phone <b>(931) 598-5926</b>
Indicate the date that your 2022 Parochial Report was approved by the vestry or Bishop's Committee (Canonl.6.1)		Date <b>04/20/2023</b>

**Parochial Report Completion**

How many people participated in completing this parochial report?	<b>5</b>
Please identify the roles of those who participated in completing this parochial report (Not including vestry members who only voted to approve it): <i>Examples: Rector/Vicar, Wardens, Vestry Member, Treasurer, Staff Member, Volunteer</i>	<b>Rector/Vicar, Wardens, Treasurer, Staff Member</b>

**Membership, Attendance and Services of the Reporting Congregation**

**Active Participants in the Reporting Congregation**

Anyone of any age who is active in the congregation regardless of baptism or membership status

1. Total Active Participants: **283**

2.	Of the total active participants, how many are in each of the following age groups?	#
	Children (ages 0-12)	35
	Youth (ages 13-17)	12
	Young adults (ages 18-34)	47
	Middle adults (ages 35-64)	73
	Senior adults (ages 65 and older)	116
	<i>(this should add up to the Active Participant total)</i>	
	<b>Total</b>	<b>283</b>

3.	Of the total active participants, provide the number and percentage that are in each of the following racial/ethnic categories. <i>If you do not collect this information, it is not required in order to complete your report. If this is not information already available for your congregation, we suggest a survey to allow individuals to self-identify.</i>	%	#
	American Indian/Alaska Native (non-Hispanic)	0	0
	Asian (non-Hispanic)	0	0
	Black or African American (non-Hispanic)	0	0
	Hispanic or Latino(a)	0	0
	Native Hawaiian or Pacific Islander (non-Hispanic)	0	0
	White (non-Hispanic)	0	0
	Multiracial	0	0
	<i>(Note that percentages should add up to 100%)</i>		
	<b>Total</b>	<b>0</b>	<b>0</b>

**Active Baptized Members of the Reporting Congregation at Year-End:**

Using the 2021 Parochial Report, record the **Number of Baptized Members Reported as of December 31, 2021.**

<b>M21</b>	(See your 2021 Parochial Report, Box M21)	<b>Members Reported Last Year in 2021 = M21</b>	<b>435</b>
<b>4.</b>	<b>Increases during year</b> <i>All members added to the baptized members section of the congregation's Membership Register during 2022 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.</i>	<b>+</b>	<b>12</b>
<b>5.</b>	<b>Decreases during year</b> <i>All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.</i>	<b>-</b>	<b>13</b>
<i>Add the increases entered in line 4 to <b>Box M21</b>. Then subtract the decreases entered in line 5 for the total active membership as of December 31, 2022</i>			
<b>M22</b>	<b>Total Active Baptized Members (end of report year 2022) = M22 =</b>		<b>434</b>

**Communicants in Good Standing of the Reporting Congregation:**

**Baptized members** of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

<b>6.</b>	Adult communicants in good standing (age 16 and over)	187
<b>7.</b>	Youth communicants in good standing (under age 16)	43
<b>8.</b>	<b>Total communicants in good standing</b>	<b>230</b>

**Review of Database:**

<b>9.</b>	When was the last time the congregation's database of participants was reviewed and adjusted?	<b>01/31/2019</b>
<b>10.</b>	How frequently is the congregation's database of participants reviewed and adjusted?	
	<input type="checkbox"/> Quarterly <input type="checkbox"/> Twice a year <input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other <b>As needed</b>	

**In-Person Worship Attendance:**

The following attendance questions are for recording in-person worship attendance only. Do not include online participation numbers.

<b>11. Average Weekly Attendance</b>	<i>Include all regularly scheduled worship (Sundays, Weekday Services, Holy Days, or special feasts observed annually). Divide total attendance by 52</i>		
Total Attendance:	4,142	Total weeks	52 = <span style="border: 1px solid black; padding: 2px 10px;">80</span>
<b>12. Total Attendance for All Non-Regularly Scheduled Worship</b>	<i>(i.e., Burials, marriages, baptisms conducted outside regularly scheduled worship, quinceañeras, etc.)</i>		
			4,012
<b>13. Average Sunday Attendance</b>	Sunday (& Saturday Evening) Attendance for In Person Worship. <u>Divide total attendance by the total number of Sundays In-Person worship was conducted.</u>		
Total Attendance:	3,883	Total # of Sundays	52 = <span style="border: 1px solid black; padding: 2px 10px;">75</span>
<b>14. Average In-person Principal Worship Service Attendance on a Weekday</b>	<i>(for congregations without Sunday or Saturday evening services)</i>		
			0
<b>15. Total In person Easter Sunday Attendance (including Easter Vigil):</b>			142
<b>16. Total In person Christmas Eve and Christmas Day Attendance:</b>			309

**How was worship conducted in 2022?**

<b>17.</b>	Indicate the languages in which worship is conducted:	<u>English</u>
<b>18.</b>	Other Languages (please list)	_____
<b>19.</b>	In what ways has your community worshipped this year? (Check all that apply)	
	<input checked="" type="checkbox"/> In-Person Indoors	<input checked="" type="checkbox"/> In-Person Outdoors
	<input checked="" type="checkbox"/> Virtual	<input checked="" type="checkbox"/> Hybrid (both in-person and online)
<b>20.</b>	Do you track online attendance/participation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>20a.</b>	If yes, how do you count online attendance/participation?	
<b>20b.</b>	Average Weekly Online Participation in Worship (if known):	0

**Sacraments & Services: Using the Register of Church Membership and Rites:**

Provide information for in-person, hybrid, and online services separately.  
 If Eucharist was not celebrated at the congregation's principal services, count the services as Daily Office.

- In-person indicates the service was not available online and was only conducted in-person.
- Hybrid designates that the service was both in-person and online.
- Online means the service was available online only.

	<u>In-person Services</u>	<u>Hybrid Services</u>	<u>Online Services</u>
<b>21.</b> Total Sunday & Saturday Evening Eucharists	0	101	0
<b>22.</b> Total Weekday Eucharists or other	10	0	0
<b>23.</b> Total Private Eucharists	17	0	0
<b>24.</b> Daily Offices on Sunday or Saturday Evening	0	0	6
<b>25.</b> Daily Offices Held on Weekdays	0	0	0
<b>26.</b> Marriages conducted in 2022	12	0	0
<b>27.</b> Burials conducted in 2022	13	0	0
<b>28.</b> Baptisms 16 years and older	3		
<b>29.</b> Baptisms under 16 years of age	0		
<b>30.</b> Confirmations 16 years and older	8		
<b>31.</b> Confirmations under 16 years of age	0		
<b>32.</b> Received by a Bishop	0		

**Faith Formation:**

- |     |   |   |
|-----|---|---|
| 33. | Are regular Sunday or weekday adult education programs held?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 34. | How were religious education or spiritual formation programs held?  |   |
|     | <input type="checkbox"/> In-person <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/> Online |   |
| 35. | Number of adults engaged in religious education or spiritual formation  | <u>40</u>   |
| 36. | Number of children and youth engaged in religious education or spiritual formation                            | <u>48</u>   |

**Narrative Questions:**

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

37. What opportunities and challenges did the congregation face in 2022?

We continued to feel the lasting effects of COVID--some people staying out of the habit of regular attendance and participation, or attending and participating less. Fashioning a balanced budget was a particular challenge. Centering prayer via Zoom was helpful to some parishioners.

38. Looking toward the future, what changes do you hope to see in your faith community? What does your community need in order to bring about these changes?

Like every church, we seek to grow. We are hoping to establish children's and adult choirs, for which start-up funding would be helpful. We also are planning to start the Rite-13/Journey to Adulthood curriculum this fall, a major undertaking. While keeping our signature community-based outreach program strong, we have been developing additional opportunities for parishioners to serve and offer support farther afield. We are also seeking to raise up additional leaders, particularly among younger generations.

39. We invite you to tell stories of how you have spent the last year naming, addressing, and dismantling the injustices of racism in yourselves, congregations, and your communities.

Sessions in our weekly Sunday Forum included anti-racism work at the local university chapel, decolonizing evangelism, and reflecting diversity in church music. We hosted diocesan anti-racism training for clergy. The Rector and a parishioner continue as members of the University of the South's Roberson Project on Slavery, Race & Reconciliation.

**Stewardship and Financial Information of the Reporting Congregation****Giving Information for 2022:**Please indicate the reporting currency: US Dollar (United States)

			US DOLLAR	OTHER CURRENCY
<b>Number of Pledges</b>	1.	Number of confirmed pledges/commitments for 2022 report year	105	0
<b>Total \$ Pledged</b>	2.	Total dollar amount pledges for 2022 report year	371,405	0
<b>Report of Revenues and Expenses for 2022:</b>				
<b>Operating Revenues</b>	3.	Plate offerings, pledge payments & regular support	407,726	0
	4.	Money from investments used for operations in 2022	7,157	0
	5.	Other operating income	4,554	0
	6.	Unrestricted bequests used for operations	0	0
		<b>Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A</b>	<b>419,437</b>	<b>0</b>
	7.	Assistance from diocese for operating budget	18,180	0
		<b>Total Operating Revenues (A + 7) = B</b>	<b>437,617</b>	<b>0</b>
<b>Non-Operating Revenues</b>	8.	Capital funds, gifts & additions	11,000	0
	9.	Additions to endowment & other investment funds	0	0
	10.	Contributions & grants for congregation based outreach & mission	48,053	0
	11.	Funds for transmittal to other organizations	761	0
		<b>Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C</b>	<b>59,814</b>	<b>0</b>
		<b>Total All Revenues (B + C) = D</b>	<b>497,431</b>	<b>0</b>
<b>Operating Expenses</b>	12.	To Diocese for assessment, apportionment, or fair share	40,000	0
	13.	Outreach from operating budget	8,274	0
	14.	All other operating expenses	431,652	0
		<b>Subtotal Operating Expenses (12 + 13 + 14) = E</b>	<b>479,926</b>	<b>0</b>
<b>Non-Operating Expenses</b>	15.	Major improvements & capital expenditures	0	0
	16.	Expense for congregation's outreach & mission	74,832	0
	17.	Funds contributed to Episcopal seminaries	0	0
	18.	Funds sent to other organizations	711	0
		<b>Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F</b>	<b>75,543</b>	<b>0</b>
		<b>Total All Expenses (E + F) = G</b>	<b>555,469</b>	<b>0</b>
<b>At Year-End:</b>	19.	Total cash in all checking & savings accounts	93,959	0
<b>As of December 31, 2022</b>	20.	Total investment at market value (not including cash reported in line 19)	372,785	0

**Continuing Stewardship and Financial Information of the Reporting Congregation****Information for 2022:**

21. Number of contributing households without a pledge/commitment: 10

22. If the congregation has an endowment or reserve funds, how did usage of those funds in 2022 change compared to 2021?

Increased  Decreased  Same

23. If the congregation takes an endowment draw to fund the operating budget, what was the percentage draw from the endowment for 2022? 0.00  
(If there are multiple endowment funds provide the average draw percentage.)

24. How significant is the negative impact of the pandemic on your congregation's finances for 2022?

Very significant  Somewhat significant  Neutral  Somewhat insignificant  Very insignificant

Comments:

Participation has not fully recovered from the COVID pandemic and fewer people have joined the congregation during that time.

25. Does the congregation have any outstanding debt?  Yes  No

If yes, how much? 0

What is the debt for? \_\_\_\_\_

26. What is the financial outlook for the congregation over the next 5 years?

It is hard to be sure. A good number of our pledgers are in their 80s or 90s, yet there is always a significant number of people coming into the community each year.



**Priest(s) Serving this Congregation**

Last name of Rector, Vicar, Dean, Priest-in-charge or interim <b>1. Lamborn</b>		First Name <b>Robert</b>	Middle Name <b>Cole</b>
Title of position <b>Rector</b>	Year Ordained <b>1995</b>	Diocese of canonical residence <b>Tennessee</b>	
Employment status at this congregation: <input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: <b>2015</b>	Church Pension Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active	

Last name of associate priest, assisting priest or curate <b>2. Goodpaster</b>		First Name <b>David</b>	Middle Name
Title of position <b>Director of ministry area (e.g., worship, e</b>	Year Ordained <b>2021</b>	Diocese of canonical residence <b>Tennessee</b>	
Employment status at this congregation: <input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation: <b>2020</b>	Church Pension Status <input checked="" type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active	

Last name of associate, assisting or other priest <b>3. Gray</b>		First Name <b>Giulianna</b>	Middle Name <b>Cappelletti</b>
Title of position <b>Priest Associate</b>	Year Ordained <b>2008</b>	Diocese of canonical residence <b>Mississippi</b>	
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Non-stipendiary	Year called to this congregation: <b>2021</b>	Church Pension Status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input checked="" type="checkbox"/> Non-active	

Last name of associate, assisting or other priest		First Name	Middle Name
Title of position	Year Ordained	Diocese of canonical residence	
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation:	Church Pension Status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active	

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no priest at present, who leads Sunday worship services? (check all that apply)

Supply priest     Deacon     Lay Leader     Other \_\_\_\_\_

A long-term supply priest: \_\_\_\_\_ (Give full name of long-term supply)

**Deacon(s) Serving this Congregation**

Last name of Deacon <b>1. Carpenter</b>		First Name <b>Elizabeth</b>	Middle Name <b>Kincaid</b>
<input checked="" type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon		Year Ordained <b>2014</b>	+

Last name of Deacon		First Name	Middle Name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon		Year Ordained	+

**Name(s) of other congregation(s) currently served by these priests (if any)**

**Explanation of Unique or Unusual Clergy Situation:**

**Outreach Ministries and Volunteer Activity of this Congregation**

Using the boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2022. Leave the row blank if the congregation does not participate in a listed ministry.

	Estimated total number of volunteers involved	Estimated number of new volunteers this year	Estimated number of people served per month	Does the congregation donate space for this ministry?	Does the congregation make financial or in-kind donations for programs provided by
	#	#	#	Yes or No	I = In-kind F = Financial B = both
1. Food pantry, soup kitchen, or meal projects	11	6	80	Yes	B
2. Sustainable food garden/cooperative (such as "Farm to Tray")	20	4	60	No	B
3. Cash, vouchers, or help with rent/utilities	0	0	20	No	F
4. Day care, preschool, before- or after-school programs					
5. Tutoring or literacy programs					
6. Health programs (parish nurse, clinics, health education, etc.)					
7. Community organizing, organized social issue advocacy					
8. Job placement, job training, employment counseling					
9. Building projects (such as Habitat for Humanity)					
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	0	3	12	No	
11. Programs for the elderly and homebound persons					
12. Clothes closet, thrift store					
13. Homeless or no-freeze shelter					
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief					
15. Refugee resettlement					
16. Ecumenical or Interfaith Partnerships					
17. Other, not listed:					

In the past year, has the congregation completed or reviewed its profile of domestic and global mission activities on the Episcopal Asset Map, a joint project of The Episcopal Church and Episcopal Relief & Development?

Yes  No

**Episcopal Parish of St. Mark and St. Paul and Sewanee Children's Center**  
**Memorandum of Facilities Use and Cost Sharing Agreement**  
**214 University Avenue, Sewanee, TN**  
**April 2023**

**Purpose of Memorandum of Facilities Use and Cost Sharing Agreement**

The Purpose of this Memorandum of Facilities Use and Cost Sharing Agreement is to specify the relationship and shared responsibilities of the Episcopal Parish of St. Mark and St. Paul on the Mountain (Parish) and the Sewanee Children's Center (SCC).

**History and Mission of the Parish**

The Parish was founded as St. Paul's-on-the-Mountain in 1870. The name was changed to Otey Memorial in 1891 and at the 150th anniversary of the Parish in 2020, the Parish was renamed Episcopal Parish of St. Mark and St. Paul on the Mountain.

The mission of the Parish is: to worship God; to proclaim the Good News of Jesus Christ; to serve the world for which Christ died; to educate and nurture our community; to welcome all.

The current church building was dedicated in 1891. The Rectory, now Brooks Hall, and the Claiborne Parish House were constructed in 1907. In 2014, the Claiborne Parish House was rebuilt and a new, adjoining building, Kennerly Hall, was constructed.

**History of the Sewanee Children's Center**

Sewanee Nursery School and Kindergarten Inc. opened in 1949 in classrooms and spaces in the Parish House of Otey Memorial Parish. It offered morning care primarily to the children of the University of the South faculty and staff. In 1977, the school extended its program to provide afternoon care for children in preschool through second grade. In 1983, the school changed its name to the Sewanee Children's Center. In 1997, the SCC extended its program to provide care for preschooler through eight-year-olds.

The mission statement of the SCC is: In keeping with the Reggio Emilia philosophy, we strive to nurture each child's curiosity and creativity by providing the time and space in which s/he can explore his or her questions with independence and persistence. By providing a safe and loving environment that is sensitive to one's physical, cognitive, social, and emotional development, we foster an enthusiasm for discovery and life-long learning. We believe that children and adults alike must be granted the time and support needed to explore, hypothesize and take risks in learning and teaching. Careful listening, observation, and documentation of children's "work" enable us to help parents to understand better their children's behavior and development.

**SCC Use of Parish Facilities**

Beginning in 1949 as a service to the Sewanee community, the Parish, has provided free facilities to the SCC. In 2013, the Parish reconstructed the Parish House and the SCC rented space from the University for its operation during that construction.

During the time that the SCC has occupied space in the Parish, the Parish has taken sole financial responsibility for utilities, facilities maintenance, and grounds cost. The SCC has contributed funds for facilities improvements and repairs.

It is the Parish's intention to continue to provide the SCC use of classrooms and office space and the non-exclusive use of the playground, gardens, driveways, and parking space, at no rental, lease, or other facilities usage fees. The Parish will continue to welcome the SCC into other areas of the campus such as Kennerly Hall and the Kitchen as available at no fee.

### **Cost Sharing**

The Parish and the SCC recognize that it is the fiduciary responsibility of the Parish to maintain financial resources to achieve its mission and that certain costs for spaces used by the SCC should be borne by the SCC.

Cost sharing will be binding as set out in this document unless revised according to the Terms of Agreement. The details of cost sharing will be effective throughout the SCC occupancy of the facilities referred to in this document unless and until some different arrangement is mutually agreed to in writing by the Parish and the SCC. The cost sharing will be based on the SCC proportional use of space and facilities.

In accordance with these intentions and in consideration of the mutual promises set out below, the Parish and the SCC agree to the following cost sharing arrangement.

### **Shared Costs for Utilities**

The Parish has completed an analysis of the Parish and the SCC square foot usage of the Claiborne Parish House. Using this information, a formula was developed to allocate the portion of each utility to be paid by the SCC as follows:

- The SCC will monthly reimburse the Parish for 33% of the electrical and natural gas costs billed to the Parish for Claiborne Parish House and Kennerly Hall, which share meters.
- The SCC will monthly reimburse the Parish for 21% of water/sewer billed to the Parish for Claiborne Parish House, Kennerly Hall, and Brooks Hall, which share a meter.
- The Parish will pay 100% of other utility costs for the church campus.
- The SCC will set thermostats within ranges consistent with state requirements and those used by the Parish.

### **Engaging Service Providers**

Engaging providers for any repair or maintenance service for which the Parish is responsible shall be accomplished solely by an authorized representative of the Parish. Any such service requested directly by the SCC will be billed to the SCC and paid directly to the service provider by the SCC.

### **Routine Grounds Maintenance**

- The Parish will provide routine mowing and leaf collection including the playground.
- The SCC will maintain playground fencing, equipment, required fall material depth, and other playground safety-related items.
- The SCC will maintain the gravel driveway that it uses.
- The Parish will be responsible for playground damages caused by parishioner(s) and visitors who not affiliated with the SCC.

## **Building Maintenance and Inspections**

- The Parish is responsible for maintaining in good repair the building exterior and building-wide systems, except repairs of damage caused by someone affiliated with the SCC.
- The SCC is responsible for maintaining in good repair the spaces used primarily by the SCC and the systems used only by those spaces.
- The Parish is responsible for repairs of damage in SCC classrooms and office areas caused by a Parish staff member, a parishioner not affiliated with the SCC, or a parishioner child participating in Church sponsored activities.
- The cost of inspections required for the SCC, but not the Parish, are borne by the SCC.
- The SCC will select and directly pay those inspectors engaged to inspect only the areas used by the SCC. The SCC Director will inform the Parish Administrator.

## **Snow and Ice Removal**

- The SCC Director and the Rector will communicate regarding opening and snow/ice removal.
- When both the Parish and the SCC are in operation and need professional snow/ice removal, the cost of snow and ice removal will be split 50%-50%.
- If one entity is in operation and the other closed, the entity in operation will be responsible for snow/ice removal for safe access to the areas the entity will be utilizing.

## **Pest Control Services**

- The Parish will contract for pest control services.
- The SCC will pay 33% of pest control services according to its proportional square foot usage.

## **Elevator Maintenance and Repair**

- The Parish will contract for elevator maintenance and repair.
- So long as the Parish determines to keep an elevator in service in Claiborn Parish House, the SCC will pay 25% of the cost of routine elevator maintenance and routine repairs.

## **Miscellaneous**

- The Parish will pay 100% of the monthly fee for garbage services.
- The SCC will pay 100% of the cost of increased security it chooses to implement in SCC areas.
- The SCC will pay 100% of the cleaning costs for the cleaning of the areas it uses.
- The SCC is responsible for keeping the areas it uses clean and its trash emptied.

## **Property , Workman's Comp, and Liability Insurance**

- The Parish will maintain insurance on the buildings and grounds.
- The SCC will maintain adequate liability insurance endorsed to name the Parish as an additional insured.
- The SCC annually will provides the Parish with a certificate of insurance indicating the additional insured status of the liability coverage and adequate workers compensation.
- The SCC will maintain adequate insurance to replace SCC property in case of a loss.

**Reimbursement**

- The SCC will reimburse the Parish by check within thirty (30) days of receiving the bill.
- In any instance that the SCC has agreed under this agreement to reimburse the Parish for costs, the Parish shall provide the SCC Director copies of the bills with annotations of the amounts owed by SCC according to this agreement.

**Terms of Agreement**

- Payment according to this agreement shall commence with costs incurred on June 1, 2023.
- The Memorandum of Facilities Use and Cost Sharing Agreement will continue in effect annually unless and until modified by agreement or in effect terminated by either the Parish or the SCC.
- The Parish and SCC agree to provide 90-day written notice to terminate.
- If termination occurs, the SCC will remain liable for paying its agreed share of expenses incurred during its occupancy even if billed thereafter, and will remove any property it has on the premises within the 90-day notice period.
- Annually by the first week of May commencing in 2024, the Rector will convene a meeting with the SCC Director and SCC Board President to review and revise, if necessary, this Memorandum of Facilities Use and Cost Sharing Agreement.
- Revisions to this Memorandum of Facilities Use and Cost Sharing Agreement are to be approved by the Vestry and the SCC Board. Execution of this agreement has required such approval.
- Either the Parish or the SCC may request a meeting to discuss cost sharing in addition to this annual meeting.

\_\_\_\_\_  
Rector, Parish of St. Mark and St. Paul

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Warden, Parish of St. Mark and St. Paul

\_\_\_\_\_  
Date

\_\_\_\_\_  
Junior Warden, Parish of St. Mark and St. Paul

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Sewanee Children’s Center Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Sewanee Children’s Center

\_\_\_\_\_  
Date

## April 12, 2023 Sewanee Children's Center Board Meeting Playground Committee Report

### Budget:

Item	Description	Estimate	Actual		
Landscape Architect	\$5,000 for master plan, \$1,000 for other cost such as travel	\$ 5,000.00	\$ 5,000.00		
Fence	Cost of new fence and removal of old fence	\$ 13,000.00	\$ 11,500.00		
Storage Shed	10x14 side open wood shed	\$ 5,000.00	\$ 4,600.00		
Tree Work	Remove dead limbs from oak and remove pine	\$ 3,500.00	\$ 3,500.00		
Ground work/Concrete Track	Proposed	\$ 25,000.00			
large Play Structure	Proposed	\$ 31,296.50			
Small Structure/Playhouse	Proposed	\$ 14,231.25			
		\$ 97,027.75	\$ 24,600.00		
	4/12/23 meeting proposed total \$70,527.75				
	Total left in budget: \$55,400.00			Budget	\$ 80,000.00
	Additional amount tom ask: \$15,127.75			Total Spent	\$ 24,600.00
				Left	\$ 55,400.00

### Groundwork and Concrete Track.

Johnny Hunter will install drainage pipes, level the playground and prep ground for concrete track (and possibly dry creek). Johnny will also oversee the pouring of the concrete track. Quote \$25,000.00

The work would start on the first day of Summer break.

#### Motion #1:

**The Playground Committee, with support from the SCC director, moves that the board approve the payment of up to \$25,000 to Johnny Hunter for groundwork and concrete track.**

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## Large Play Structure:

The SCC director has selected a large play structure from [Cedarworks](#). The Playground Committee supports the selection. See image below.



The large structure cost: \$27,689 includes shipping. (\$24,050 base price)

They will install at 15% of base price.  $\$24,050 \times .15 = \$3,607.50$

$\$27,689 + \$3,607.50 = \$31,296.50$  total for the structure and installation.

The dimensions are 25' wide x 22' deep x 14' high, and the use zone is 37' x 34'.

### Motion #2:

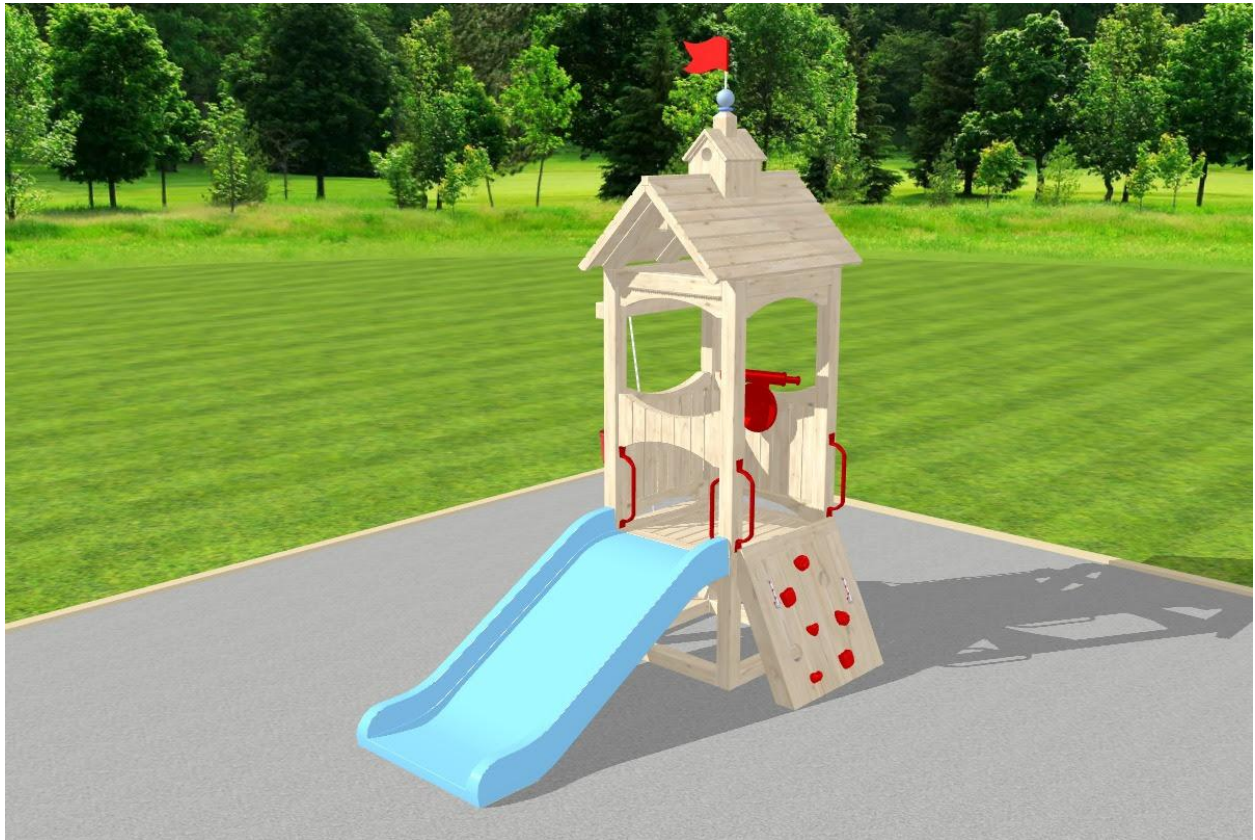
**The Playground Committee moves that the SCC board approves the purchase of large play structure from Cedarworks for \$31,296.50.**



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## Small Play Structure and Playhouse

The SCC director has selected a small play structure and a playhouse from [Cedarworks](#). The Playground Committee supports the selection. See images below.





The small structure and playhouse cost \$12,585 including shipping. (\$10,975 base price)15% installation fee  
 $\$12,585 + \$1,646.25 = \$14,231.25$  total

The dimensions for the small structure is 5' wide x 11' deep x 12' high.

And the use zone is 18' x 22'

The dimensions of the playhouse are 6" wide x 6" deep x 10" high.

**Motion #3:**

**The Playground Committee moves that the SCC board approves the purchase of the small play structure and the playhouse from Cedarworks for \$14,231.25**

## **Metal Fence on Retaining Wall**

The Sewanee Children's Center seeks permission to install a metal fence on top of the curved retaining wall located outside of the classrooms. This wall represents a fall hazard and DHS requires we address it since the wall will now be incorporated into the playground.

Below is a picture of the wall.



We are seeking bids on two designs.

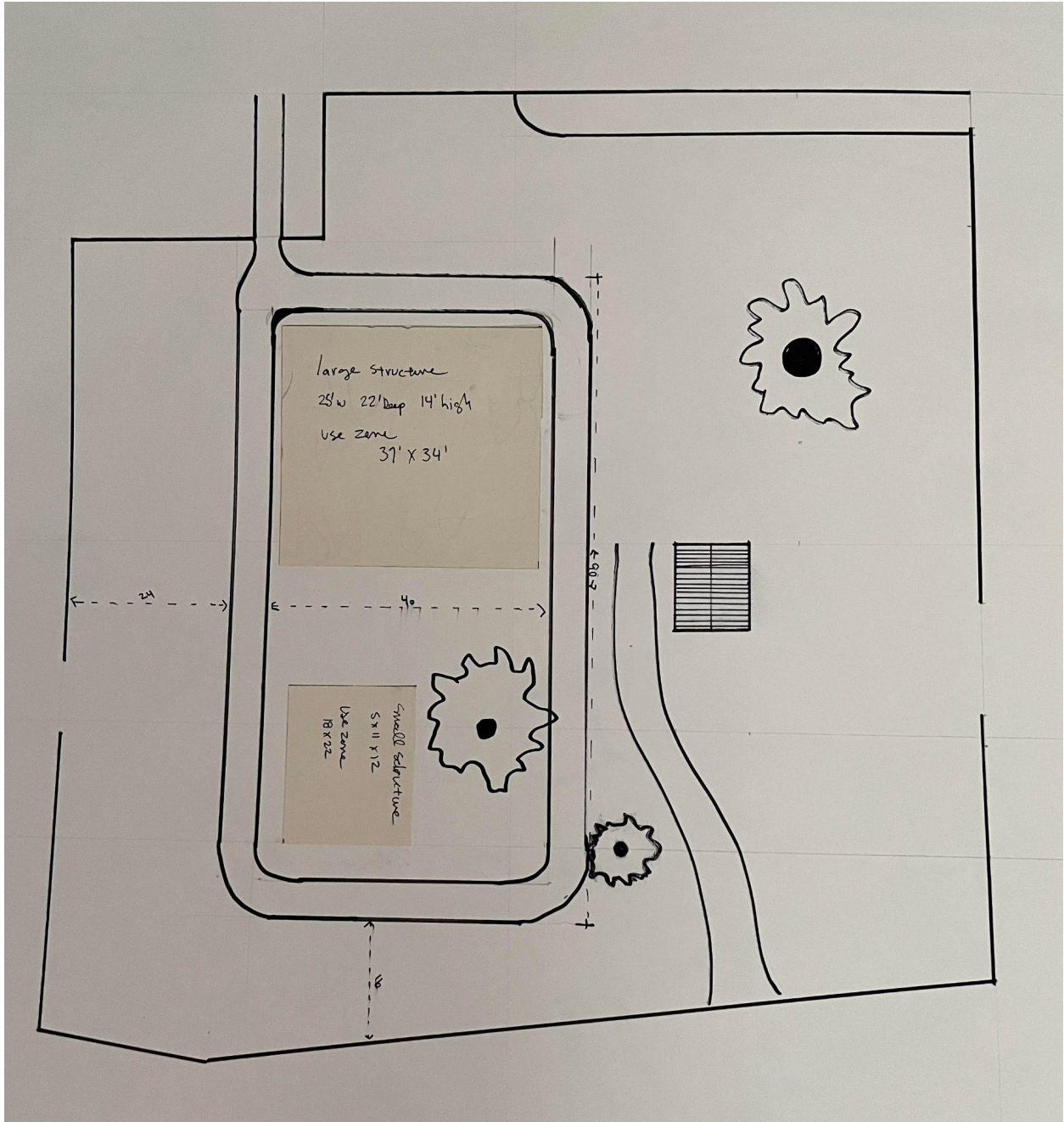
We seek approval from SMSP for both as we will install the one that best fits our budget. See designs below:

Design #1 is similar to the picture below and has metal slats.



Design #2 would have wooden slats with a metal frame.





Sincerely, The Playground Committee