

Parish of St. Mark & St. Paul, Sewanee, Tennessee
Vestry Agenda for November 16, 2023
5:30 pm, Hethcock Room

I. Opening Devotions	
II. Minutes from the October regular meeting	5:40
III. Treasurer's Report, including 1st draft of the 2024 budget	5:50
IV. Rector's Report	6:05
V. Reports of Wardens and Committees	6:30
VI. Closing Prayers	7:00

The Vestry meets at 5:30pm normally on the third Thursday of each month: 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 – October 19, 2023, 5:30 P.M

Present: Robin Bates, Kathryn Bruce, the Rev. Betty Carpenter, Beth Chamberlain, Diane Jones*(*via phone), Lynn Stubblefield, Beth Wiley, the Rev. Rob Lamborn

Absent: Jay Fisher, Dorothy Gates, Tom Phelps, Lynn Taylor

Opening Devotions – The Rev. Rob Lamborn led the Vestry in *An Order of Worship for the Evening, BCP p. 109.*

August 2023 Minutes –: Corrections to the August minutes:

Under the Jr. Warden’s report, Lynn Stubblefield asked the question about AC units, not Lynn Taylor. Robin Bates moved to accept the minutes with corrections, Beth Wiley seconded the motion. The minutes were approved.

September 2023 Minutes-: Corrections to the September minutes: On page 1 under those in attendance, Betty Carpenter is listed as both present and absent. She was absent. On page 1 under Treasurer’s report, the amount listed for the audit expense should read “in excess of \$6600”. On page 2, under the Rector’s report, the spelling of the name Lenda Sherrell was corrected. On page 3, under the CAC report, the sentence about the link should be reworded to read “for the donation to be credited to Sarah Edmonds’ CAC team.” On page 4, under the Junior Warden’s report, reword to clarify that the painting repairs have begun *on the windows* of the westside of the church.

Beth Chamberlain moved to accept the September minutes with corrections. Lynn Stubblefield seconded. The minutes were approved by the Vestry.

Treasurer’s Report –

Beth Wiley shared a written report for October 2023. She drew the Vestry members’ attention to the Actual vs. Budget report particularly the fact the

revenues to date do not meet the budgeted figure. Beth speculated this could be partly due to missed 2nd quarter pledge reminders. Beth stated that pledge statements would be mailed later in the next week. Because the revenues were down, Beth had to move money from the Designated Funds to make payroll. Beth explained that \$2333.33 needs to be moved from the Restricted & Vestry Designated funds (line 8980) each month, so the ending balance should read approximately \$14,000 instead of what is shown in the October report.

Beth also stated that the Children's Center payment is not reflected as being paid for September and October.

Beth Wiley clarified that line 4160 on the "Statement of Activities CAC" is a South Cumberland Community Fund (SCCF) grant that was received by CAC.

Beth also stated that the budget proposal from the Finance committee will be offered to the Vestry at the November meeting.

Rector's Report –

Fr. Rob shared his written report and highlighted the following:

The Oktoberfest was a success. Lynn Stubblefield added that the event costs were covered by donations received that evening. She added further that an attendee volunteered to help with Parish Life as new volunteer for this ministry.

Lunch was held with Kathy Sturgis and Fr. Rob reported that she is doing well.

Fr. Rob participated in youth Sunday School with Hilary Bogart Winkler.

Both children and adult choirs are well received by the congregation.

Fr. Rob has seen many newcomers lately some of whom have come to SMSP by way of the music programs.

Committee Reports–

Junior Warden's Report –

Diane Jones (via phone) shared the Buildings and Grounds report and indicated that the recent estimate from George Dick to paint Brooks Hall is actually \$15,500 (not \$15,000 as in the written report). She reiterated the written report stating that the estimate offered by Sweeton Restoration was much higher than that

offered by George Dick. She further stated that the Buildings and Grounds Committee recommend stabilizing Brooks Hall, including the window sills, using George Dick's services to paint and caulk. Diane reported that George can begin this fall and continue into the spring.

Diane Jones moved to authorize payment of up to \$15,000 from the Facilities Improvement Fund and to move up to \$500 from the Bequests and Exceptional Lifetime Gifts Fund to Blue Sky Enterprises (George Dick) in appropriate increments for painting the exterior of Brooks Hall. Beth Chamberlain seconded this motion.

Lynn Stubblefield asked how long the paint repairs will last. Diane estimated about 8 years, but was uncertain. No one could recall when the exterior of Brooks Hall was painted. Beth Wiley offered an amendment to the motion that would move \$500 from Bequests to Facilities. This amendment was a friendly amendment and accepted by the motioner and the seconder.

The new motion is as follows: It is moved that \$500 from the Bequests and Exceptional Lifetime Gifts Fund be moved to the Facilities Improvement Fund and to authorize payment of up to \$15,500 to Blue Sky Enterprises (George Dick) in appropriate increments for painting the exterior of Brooks Hall. All present voted to approve the motion. This amended motion passed.

Diane reported that the Building and Grounds committee recommends waiting until the next AC season to replace the units. This expense has been added to the budget for 2024. It is hoped that the process of ordering these units will begin in February. Diane clarified that the written report incorrectly lists the units as 2.5 ton and 7 ton. The 7 ton unit, however, is actually 5 tons. She shared that the price of a 2.5 ton unit is \$5000 and the 5 ton unit is \$7000.

Diane further highlighted additional parts of the report including tree removal needs, upcoming workday on Saturday, October 21, and snow and ice removal ideas such as the creation of a "St. Nicholas Guild" of volunteers.

Christian Formation –

Robin Bates reported that attendance is about 30 for Sunday Forum. He further stated there is continuing interest in the live streaming of the 11:00 service and

the adult forum. Fr. Rob will work to create a list of AV technicians who can assist with this task as needed.

Community Action Committee (CAC) –

Beth Chamberlain directed the attention of the Vestry Members to the written report submitted by Sarah Edmonds, Director of the CAC. Beth stated that Sarah is beginning to track the number of requests that could not be met each month which may be helpful for grant writing and for understanding the need of the community. For the month of September, she recorded 11 requests she could not meet.

Beth shared that the Kroger Partnership is strong.

CAC will host a community meal on Friday, October 27 in Kennerly Hall. All are welcome.

Lynn Stubblefield suggested CAC consider reaching out to the local utilities to learn how those entities can help with the requests CAC receives from neighbors for help with paying for these services.

Stewardship Committee –

In Jay's absence, Fr. Rob reminded Vestry members of the October 22 dinner and the October 29 luncheons that are part of the Stewardship campaign. Casey Perkins will be speaking on Sunday at both services.

Fr. Rob shared a written message he presented to the Finance Committee for the purpose of highlighting the various uses of Brooks Hall. He suggested these uses illustrate its value to the parish. Fr. Rob offered that Brooks Hall may be used as a rectory again one day, especially if the housing situation in Sewanee prohibits future rectors from being able to obtain affordable housing on the domain.

It was suggested that Buildings and Grounds continue to consider the uses of Brooks Hall, its financial value as a residential home for sale or rent, and the costs associated with upkeep.

Parish Life –

Lynn Stubblefield reported that Oktoberfest was well attended and enjoyed.

Reminders of upcoming events-

Next Meeting: The next meeting will be November 16, at 5:30 pm.

Concluding Prayer: The Rev. Rob Lamborn offered a concluding prayer for the parish.

The meeting was adjourned at 6:56 p.m.

Respectfully submitted by Kathryn Bruce, Clerk of the Vestry

Treasurer's Report for November 2023

Please find attached the October 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

Actual vs Budget

- Pledge payments are down slightly but that is very common at this time of year. Gifts have been arriving in November (since pledge reminders have been mailed.)
- Expenses are tracking favorably though there are a few large invoices yet to be received and paid which will likely bring expenses in line with the budget.
- We are looking into a few posting anomalies which should be cleaned up by next month. The focus last week was on bigger reporting issues and this week it is on pledge entry.
- We are on track to end the year within budget!

Statement of Financial Position

- We finally have a good run on this report with the auditor's 2022 closing entries. Our goal will be to manage these on our own early in 2024.
- There is at least one rogue account showing up which we intend to correct next month.

Summary of Restricted & Vestry Designated Funds

- As noted on Sunday's report, 8391 – Capital Improvements - has reappeared on this list in error as it is not a cash fund.
- 8980 – Vestry Designations to Current Operations should be depleted by the end of the year.

Checking account balances are all at or close to target. Balances in the Vanguard investment account as of November 11 are \$31,364 in the money market fund and \$236,170 in mutual funds. I transferred \$20,000 from our Vanguard money market account to Regions checking last month to cover payroll.

Statement of Activities-Operating

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

Accounts	Budget Oct 01, 2023 - Oct 31, 2023	Actual Oct 01, 2023 - Oct 31, 2023	Budget This Year Year to Date	Actual This Year Year to Date
Revenues				
4111 Plate Offerings	583.33	587.00	5,833.30	6,202.62
4115 1/4th Plate to Rector's Discr Fd	(145.83)	0.00	(1,458.30)	(1,404.34)
4131 Pledge Payments -Current Year	31,250.00	25,953.88	312,500.00	280,516.99
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	1,598.27	7,500.00	9,189.57
4170 Insurance Reimbursement - Rector's Spouse	1,575.00	3,150.00	15,750.00	17,325.00
4191 CAC Support of Employee Compensation	2,166.58	2,166.00	21,665.80	21,663.15
4512 Investment Income	375.00	0.00	3,750.00	2,912.25
4531 Realized Gains (Losses)	0.00	0.00	0.00	1,888.61
4551 Property Rental Income	1,041.67	2,339.08	10,416.70	11,221.08
4565 SCC Reimbursement	250.00	464.08	2,500.00	1,746.56
4575 Transfer from Vestry -Designated Funds	2,333.33	2,333.33	23,333.30	23,333.30
Other Revenues¹				
4535 Unrealized Gains (Losses)	0.00	0.00	0.00	11,030.24
Total Other Revenues ¹	0.00	0.00	0.00	11,030.24
Total Revenues	\$ 40,179.08	\$ 38,591.64	\$ 401,790.80	\$ 367,316.92
Expenses				
Work Outside Congregation				
5111 Diocesan Assessment	3,640.58	3,640.58	36,405.80	36,405.80
5146 CAC Grants for Gas/ Propane	0.00	25.23	0.00	25.23
Total Work Outside Congregation	3,640.58	3,665.81	36,405.80	36,431.03
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	250.00	185.09	2,500.00	2,196.82
Total Christian Education	250.00	185.09	2,500.00	2,196.82
Parish Life				
5331 Parish Life	233.33	1,327.39	2,333.30	3,245.28
Total Parish Life	233.33	1,327.39	2,333.30	3,245.28
Worship				
5351 Altar Supplies	83.33	150.00	833.30	636.40
5353 Confirmation Prep.	8.33	0.00	83.30	0.00
5355 Music	16.67	159.00	166.70	159.00
5357 Prayer Books and Liturgy Materials	16.67	0.00	166.70	0.00
5359 Organ and Piano Maintenance	233.33	0.00	2,333.30	798.00
Total Worship	358.33	309.00	3,583.30	1,593.40
Youth				
5371 Youth Ministry	166.67	0.00	1,666.70	293.04
Total Youth	166.67	0.00	1,666.70	293.04
Total Programs	1,008.33	1,821.48	10,083.30	7,328.54
Leading Congregational Care				
5398 Pastoral Care	12.50	0.00	125.00	0.00
Total Leading Congregational Care	12.50	0.00	125.00	0.00

Accounts	Budget	Actual	Budget	Actual
	Oct 01, 2023 - Oct 31, 2023	Oct 01, 2023 - Oct 31, 2023	This Year Year to Date	This Year Year to Date
Operating Expense/Income				
Salaries & Wages				
5411 Rector	4,944.75	4,944.75	49,447.50	49,447.50
5415 Supply Clergy	116.67	0.00	1,166.70	1,280.00
5421 Youth Minister	489.25	489.25	4,892.50	4,892.47
5431 Organist & Choir Director	947.00	947.00	9,470.00	9,438.17
5432 Supply Organist	100.00	0.00	1,000.00	600.00
5451 Child Care	550.25	399.00	5,502.50	3,938.00
5461 Dir. Christian Formation	1,907.42	1,907.39	19,074.20	19,073.99
5471 CAC Director	2,000.00	2,000.00	20,000.00	20,000.00
5481 Parish Administrator	2,739.42	2,739.42	27,394.20	27,394.20
5486 Financial Staff	1,333.33	1,158.00	13,333.30	12,164.68
Total Salaries & Wages	15,128.09	14,584.81	151,280.90	148,229.01
Employee Benefits				
5511 Clergy Pension	1,658.00	0.00	16,580.00	16,513.72
5521 Clergy Insurance	3,169.17	0.00	31,691.70	28,337.24
5526 Clergy Housing & Utility Allow.	3,611.67	3,611.65	36,116.70	36,116.50
5531 Clergy - SECA Payments	654.58	752.15	6,545.80	6,838.51
5551 Staff Payroll Taxes	762.42	828.37	7,624.20	7,755.87
5561 Staff Pension	642.25	932.04	6,422.50	6,746.96
5571 Staff Insurance	975.00	(1,191.80)	9,750.00	6,752.32
5581 Background Checks	25.00	0.00	250.00	63.00
5631 Workers Compensation Insurance	91.67	0.00	916.70	0.00
Total Employee Benefits	11,589.76	4,932.41	115,897.60	109,124.12
Facilities Expenses				
5611 Property & Liability Insurance	916.67	0.00	9,166.70	8,337.83
5711 Repairs & Maintenance	833.33	450.00	8,333.30	7,404.33
5721 Elevator Maintenance	250.00	0.00	2,500.00	1,393.77
5731 Equipment Purchases	0.00	16.09	0.00	16.09
5751 Garbage service	100.00	285.17	1,000.00	855.17
5771 Supplies	133.33	860.88	1,333.30	2,136.74
5781 Electricity	1,375.00	1,451.72	13,750.00	13,347.42
5783 Gas	262.50	95.64	2,625.00	2,737.40
5785 Water & Sewer	262.50	498.78	2,625.00	2,742.82
5790 Grounds Maintenance	416.67	300.00	4,166.70	3,721.88
5795 Cleaning Service	1,600.00	1,300.00	16,000.00	11,950.00
Total Facilities Expenses	6,150.00	5,258.28	61,500.00	54,643.45
Office Services				
5811 Audit	550.00	0.00	5,500.00	0.00
5821 Computer Expenses	391.67	569.61	3,916.70	4,730.67
5831 Copying	350.00	317.91	3,500.00	2,918.01
5841 Office Supplies	133.33	0.00	1,333.30	536.76
5851 Office Equipment Purchases	91.67	0.00	916.70	0.00
5861 Postage	58.33	0.00	583.30	235.31
5871 Telephone	560.00	613.86	5,600.00	5,770.26
5882 Investment Expense	0.00	28.05	0.00	28.05
5886 CAC- Program Supplies	0.00	65.95	0.00	65.95
5891 Miscellaneous Expense	25.00	10.00	250.00	611.67
5894 Payroll Service Fees	0.00	0.00	0.00	707.59
5895 Service Fee (Vanco)	75.00	55.83	750.00	803.89
Total Office Services	2,235.00	1,661.21	22,350.00	16,408.16
Organizational Expenses				
5911 Clergy Car Expense	104.17	0.00	1,041.70	105.28
5912 Clergy Expense Allowance	41.67	148.35	416.70	187.63

Accounts	Budget	Actual	Budget	Actual
	Oct 01, 2023 - Oct 31, 2023	Oct 01, 2023 - Oct 31, 2023	This Year Year to Date	This Year Year to Date
5913 Continuing Education- Clergy	166.67	0.00	1,666.70	1,530.00
5914 Continuing Education - Staff	41.67	0.00	416.70	0.00
5915 Convention & Travel	74.08	0.00	740.80	543.63
5916 Ministering to New Members	41.67	36.30	416.70	36.30
5918 Publications	83.33	0.00	833.30	651.55
5919 Communications	37.50	0.00	375.00	0.00
5920 Stewardship	145.83	353.34	1,458.30	446.15
Total Organizational Expenses	736.59	537.99	7,365.90	3,500.54
Total Operating Expense/Income	35,839.44	26,974.70	358,394.40	331,905.28
Total Work Within Congregation	36,860.27	28,796.18	368,602.70	339,233.82
Other Expenses/Income				
7311 Sabbatical Reserve Provision	(125.00)	0.00	(1,250.00)	0.00
Total Other Expenses/Income	(125.00)	0.00	(1,250.00)	0.00
Total Expenses	\$ 40,375.85	\$ 32,461.99	\$ 403,758.50	\$ 375,664.85
Net Total	(\$ 196.77)	\$ 6,129.65	(\$ 1,967.70)	(\$ 8,347.93)

Statement of Financial Position

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

Assets

4525 Unrealized Gains/Losses Temp Restrict	23,188.34
Cash	
1085 Rectors Discretionary Checking	5,433.95
1112 Operating Checking Account	26,200.65
1125 First Horizon Checking	75.00
1131 CAC checking account	2,687.37
Total Cash	34,396.97
Receivables	
1301 Accounts Receivable	(400.00)
1999 Security Deposits paid by St. Mark & St. Paul	3,000.00
Total Receivables	2,600.00
Investments	
1552 Episcopal Endowment - Wolfe	123,018.11
1560 Vanguard Investment Account	284,152.60
Total Investments	407,170.71
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
Accumulated Depreciation	
1991 Accumulated Depreciation	(1,116,565.43)
Total Accumulated Depreciation	(1,116,565.43)
Total Fixed Assets	2,381,029.91
Total Assets	\$ 2,848,385.93

Liabilities & Net Assets

Liabilities	
2112 Regions VISA Credit Card	1,811.64
Payables	
2111 Accounts Payable	5,555.49
2128 Security Deposits held by St. Mark & St. Paul	775.00
Total Payables	6,330.49
Deferred Income	
2311 Prepaid Pledges	(1,851.76)
Total Deferred Income	(1,851.76)
Total Liabilities	6,290.37
Net Assets	
4520 Investment Gains/Losses Temp Res	(2,703.79)
Fund Principal	
3333 Fund Principal - St. Mark & St. Paul Church	222,843.04
3533 Fund Principal - CAC	(2,742.58)
Total Fund Principal	220,100.46
Outreach Funds (Restricted)	
8155 Funds Raised by Youth	2,026.02

Total Outreach Funds (Restricted)	2,026.02
Building Funds (Restricted)	
8331 Facilities Improvement Fund	15,286.26
8391 Capital Improvements	2,376,581.91
Total Building Funds (Restricted)	2,391,868.17
Other Temporarily Restricted Funds	
8911 Altar Guild Flower Fund	959.41
8920 Parish Life Restricted	3,615.60
8930 Stewardship Restricted	872.67
8932 Music Fund	6,671.44
8940 Name Change - Church	979.91
8971 Rector's Discretionary Fund	16,616.02
8976 Christian Formation	97.67
8978 Continuing Education	250.00
8979 Landscaping	1,800.00
8991 Miscellaneous Restricted Gifts	2,950.64
Total Other Temporarily Restricted Funds	34,813.36
Vestry - Designated Funds	
8951 Memorials	20,220.39
8953 Bequests and Exceptional Gifts	65,128.25
8975 Rector's Sabbatical Reserve	1,716.90
8980 Vestry Designations to Current Operations	8,925.80
Total Vestry - Designated Funds	95,991.34
Permanently Restricted	
9112 Endowment Fund Wolfe Corpus	100,000.00
Total Permanently Restricted	100,000.00
Total Net Assets	2,842,095.56
Total Liabilities & Net Assets	\$ 2,848,385.93

Use - Summary of Restricted & Vestry Designated 23

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

Accounts	Beginning Balance	Debits	Credits	Ending Balance
4520 Investment Gains/Losses Temp Res	(2,703.79)	0.00	0.00	(2,703.79)
8155 Funds Raised by Youth	2,564.27	538.25	0.00	2,026.02
8331 Facilities Improvement Fund	15,286.26	0.00	0.00	15,286.26
8391 Capital Improvements	2,376,581.91	0.00	0.00	2,376,581.91
8911 Altar Guild Flower Fund	839.41	0.00	120.00	959.41
8920 Parish Life Restricted	2,965.60	0.00	650.00	3,615.60
8930 Stewardship Restricted	872.67	0.00	0.00	872.67
8932 Music Fund	7,257.77	586.33	0.00	6,671.44
8940 Name Change - Church	979.91	0.00	0.00	979.91
8951 Memorials	19,970.39	0.00	250.00	20,220.39
8953 Bequests and Exceptional Gifts	65,128.25	0.00	0.00	65,128.25
8971 Rector's Discretionary Fund	16,432.55	66.53	250.00	16,616.02
8975 Rector's Sabbatical Reserve	1,716.90	0.00	0.00	1,716.90
8976 Christian Formation	97.67	0.00	0.00	97.67
8978 Continuing Education	250.00	0.00	0.00	250.00
8979 Landscaping	1,800.00	0.00	0.00	1,800.00
8980 Vestry Designations to Current Operations	12,534.51	3,608.71	0.00	8,925.80
8991 Miscellaneous Restricted Gifts	2,950.64	0.00	0.00	2,950.64
	\$ 2,525,524.92	\$ 4,799.82	\$ 1,270.00	\$ 2,521,995.10

7Actual to Budget Report, October 2023

Accounts	Budget- October 2023	Actual- October 2023	Budget This Year Year to Date	Actual This Year Year to Date
Revenues				
4111 Plate Offerings	\$ 583.33	\$ 587.00	\$ 5,833.30	\$ 6,202.62
4115 1/4th Plate to Rector's Discr Fd	\$ (145.83)	\$ -	\$ (1,458.30)	\$ (1,404.34)
4131 Pledge Payments -Current Year	\$ 31,250.00	\$ 25,953.88	\$ 312,500.00	\$ 280,516.99
Prepaid Gifts of Stock (pledge payment)	\$ -	\$ -	\$ -	\$ 10,299.50
4133 Pledge payment for previous year	\$ -	\$ -	\$ -	\$ 600.00
Gifts of Stock (current year)				\$ 1,025.67
4141 Non-Pledge Gifts	\$ 750.00	\$ 1,598.27	\$ 7,500.00	\$ 9,189.57
4170 Insurance Reimbursement - Rector's Spouse	\$ 1,575.00	\$ 3,150.00	\$ 15,750.00	\$ 17,325.00
4191 CAC Support of Employee Compensation	\$ 2,166.58	\$ 2,166.00	\$ 21,665.80	\$ 21,663.15
4512 Investment Income	\$ 375.00	\$ -	\$ 3,750.00	\$ 2,912.25
4531 Realized Gains (Losses)	\$ -	\$ -	\$ -	\$ 1,888.61
4551 Property Rental Income	\$ 1,041.67	\$ 2,339.08	\$ 10,416.70	\$ 11,221.08
4565 SCC Reimbursement	\$ 250.00	\$ 464.08	\$ 2,500.00	\$ 1,746.56
4575 Transfer from Vestry -Designated Funds	\$ 2,333.33	\$ 2,333.33	\$ 23,333.30	\$ 23,333.30
Total Revenues	\$ 40,179.08	\$ 38,591.64	\$ 401,790.80	\$ 386,519.96
Expenses				
Work Outside Congregation				
5111 Diocesan Assessment	\$ 3,640.58	\$ 3,640.58	\$ 36,405.80	\$ 36,405.80
5146 CAC Grants for Gas/ Propane	\$ -	\$ 25.23	\$ -	\$ 25.23
Total Work Outside Congregation	\$ 3,640.58	\$ 3,665.81	\$ 36,405.80	\$ 36,431.03
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	\$ 250.00	\$ 185.09	\$ 2,500.00	\$ 2,196.82
Parish Life				
5331 Parish Life	\$ 233.33	\$ 1,327.39	\$ 2,333.30	\$ 3,245.28
Worship				
5351 Altar Supplies	\$ 83.33	\$ 150.00	\$ 833.30	\$ 636.40
5353 Confirmation Prep.	\$ 8.33	\$ -	\$ 83.30	\$ -
5355 Music	\$ 16.67	\$ 159.00	\$ 166.70	\$ 159.00
5357 Prayer Books and Liturgy Materials	\$ 16.67	\$ -	\$ 166.70	\$ -
5359 Organ and Piano Maintenance	\$ 233.33	\$ -	\$ 2,333.30	\$ 798.00
Total Worship	\$ 358.33	\$ 309.00	\$ 3,583.30	\$ 1,593.40
Youth				
5371 Youth Ministry	\$ 166.67	\$ -	\$ 1,666.70	\$ 293.04
Total Programs	\$ 1,008.33	\$ 1,821.48	\$ 10,083.30	\$ 7,328.54
Leading Congregational Care				
5398 Pastoral Care	\$ 12.50	\$ -	\$ 125.00	\$ -
Operating Expense/Income				

7Actual to Budget Report, October 2023

Accounts	Budget- October 2023	Actual- October 2023	Budget This Year Year to Date	Actual This Year Year to Date
Salaries & Wages				
5411 Rector	\$ 4,944.75	\$ 4,944.75	\$ 49,447.50	\$ 49,447.50
5415 Supply Clergy	\$ 116.67	\$ -	\$ 1,166.70	\$ 1,280.00
5421 Youth Minister	\$ 489.25	\$ 489.25	\$ 4,892.50	\$ 4,892.47
5431 Organist & Choir Director	\$ 947.00	\$ 947.00	\$ 9,470.00	\$ 9,438.17
5432 Supply Organist	\$ 100.00	\$ -	\$ 1,000.00	\$ 600.00
5451 Child Care	\$ 550.25	\$ 399.00	\$ 5,502.50	\$ 3,938.00
5461 Dir. Christian Formation	\$ 1,907.42	\$ 1,907.39	\$ 19,074.20	\$ 19,073.99
5471 CAC Director	\$ 2,000.00	\$ 2,000.00	\$ 20,000.00	\$ 20,000.00
5481 Parish Administrator	\$ 2,739.42	\$ 2,739.42	\$ 27,394.20	\$ 27,394.20
5486 Financial Staff	\$ 1,333.33	\$ 1,158.00	\$ 13,333.30	\$ 12,164.68
Total Salaries & Wages	\$ 15,128.09	\$ 14,584.81	\$ 151,280.90	\$ 148,229.01
Employee Benefits				
5511 Clergy Pension	\$ 1,658.00	\$ -	\$ 16,580.00	\$ 16,513.72
5521 Clergy Insurance	\$ 3,169.17	\$ -	\$ 31,691.70	\$ 28,337.24
5526 Clergy Housing & Utility Allow.	\$ 3,611.67	\$ 3,611.65	\$ 36,116.70	\$ 36,116.50
5531 Clergy - SECA Payments	\$ 654.58	\$ 752.15	\$ 6,545.80	\$ 6,838.51
5551 Staff Payroll Taxes	\$ 762.42	\$ 828.37	\$ 7,624.20	\$ 7,755.87
5561 Staff Pension	\$ 642.25	\$ 932.04	\$ 6,422.50	\$ 6,746.96
5571 Staff Insurance	\$ 975.00	\$ (1,191.80)	\$ 9,750.00	\$ 6,752.32
5581 Background Checks	\$ 25.00	\$ -	\$ 250.00	\$ 63.00
5631 Workers Compensation Insurance	\$ 91.67	\$ -	\$ 916.70	\$ -
Total Employee Benefits	\$ 11,589.76	\$ 4,932.41	\$ 115,897.60	\$ 109,124.12
Facilities Expenses				
5611 Property & Liability Insurance	\$ 916.67	\$ -	\$ 9,166.70	\$ 8,337.83
5711 Repairs & Maintenance	\$ 833.33	\$ 450.00	\$ 8,333.30	\$ 7,404.33
5721 Elevator Maintenance	\$ 250.00	\$ -	\$ 2,500.00	\$ 1,393.77
5731 Equipment Purchases	\$ -	\$ 16.09	\$ -	\$ 16.09
5751 Garbage service	\$ 100.00	\$ 285.17	\$ 1,000.00	\$ 855.17
5771 Supplies	\$ 133.33	\$ 860.88	\$ 1,333.30	\$ 2,136.74
5781 Electricity	\$ 1,375.00	\$ 1,451.72	\$ 13,750.00	\$ 13,347.42
5783 Gas	\$ 262.50	\$ 95.64	\$ 2,625.00	\$ 2,737.40
5785 Water & Sewer	\$ 262.50	\$ 498.78	\$ 2,625.00	\$ 2,742.82
5790 Grounds Maintenance	\$ 416.67	\$ 300.00	\$ 4,166.70	\$ 3,721.88
5795 Cleaning Service	\$ 1,600.00	\$ 1,300.00	\$ 16,000.00	\$ 11,950.00
Total Facilities Expenses	\$ 6,150.00	\$ 5,258.28	\$ 61,500.00	\$ 54,643.45
Office Services				
5811 Audit	\$ 550.00	\$ -	\$ 5,500.00	\$ -
5821 Computer Expenses	\$ 391.67	\$ 569.61	\$ 3,916.70	\$ 4,730.67
5831 Copying	\$ 350.00	\$ 317.91	\$ 3,500.00	\$ 2,918.01
5841 Office Supplies	\$ 133.33	\$ -	\$ 1,333.30	\$ 536.76
5851 Office Equipment Purchases	\$ 91.67	\$ -	\$ 916.70	\$ -
5861 Postage	\$ 58.33	\$ -	\$ 583.30	\$ 235.31
5871 Telephone	\$ 560.00	\$ 613.86	\$ 5,600.00	\$ 5,770.26

7Actual to Budget Report, October 2023

Accounts	Budget- October 2023	Actual- October 2023	Budget This Year Year to Date	Actual This Year Year to Date
5882 Investment Expense	\$ -	\$ 28.05	\$ -	\$ 28.05
5886 CAC- Program Supplies	\$ -	\$ 65.95	\$ -	\$ 65.95
5891 Miscellaneous Expense	\$ 25.00	\$ 10.00	\$ 250.00	\$ 611.67
5894 Payroll Service Fees	\$ -	\$ -	\$ -	\$ 707.59
5895 Service Fee (Vanco)	\$ 75.00	\$ 55.83	\$ 750.00	\$ 803.89
Total Office Services	\$ 2,235.00	\$ 1,661.21	\$ 22,350.00	\$ 16,408.16
Organizational Expenses				
5911 Clergy Car Expense	\$ 104.17	\$ -	\$ 1,041.70	\$ 105.28
5912 Clergy Expense Allowance	\$ 41.67	\$ 148.35	\$ 416.70	\$ 187.63
5913 Continuing Education- Clergy	\$ 166.67	\$ -	\$ 1,666.70	\$ 1,530.00
5914 Continuing Education - Staff	\$ 41.67	\$ -	\$ 416.70	\$ -
5915 Convention & Travel	\$ 74.08	\$ -	\$ 740.80	\$ 543.63
5916 Ministering to New Members	\$ 41.67	\$ 36.30	\$ 416.70	\$ 36.30
5918 Publications	\$ 83.33	\$ -	\$ 833.30	\$ 651.55
5919 Communications	\$ 37.50	\$ -	\$ 375.00	\$ -
5920 Stewardship	\$ 145.83	\$ 353.34	\$ 1,458.30	\$ 446.15
Total Organizational Expenses	\$ 736.59	\$ 537.99	\$ 7,365.90	\$ 3,500.54
Total Operating Expense/Income	\$ 35,839.44	\$ 26,974.70	\$ 358,394.40	\$ 331,905.28
Total Work Within Congregation	\$ 36,860.27	\$ 28,796.18	\$ 368,602.70	\$ 339,233.82
Other Expenses/Income				
7311 Sabbatical Reserve Provision	\$ (125.00)	\$ -	\$ (1,250.00)	\$ -
Total Expenses	\$ 40,375.85	\$ 32,461.99	\$ 403,758.50	\$ 375,664.85
Net Total	\$ (196.77)	\$ 6,129.65	\$ (1,967.70)	\$ 10,855.11

2024 Budget Draft 3 (11/14/23)				Vestry approv			
					12/15/22	11/14/23	
Operating Statement of Activities	Budget 2020	Actual 2021	Budget 2021	Budget 2022	Budget 2023	Draft Budget 2024	Notes - Budget 2024
Revenues							
4111 - Plate Offerings	8,000	7,146	1,600	7,000	7,000	7,000	
4115 - 1/4th Plate to Rector's Discretionary	(2,000)	(1,759)	(400)	(1,750)	(1,750)	(1,750)	1/4 plate offering
4131 - Pledge Payments	390,000	355,481	360,000	370,000	375,000	420,000	
4133 - Pledge Payment for Previous Year							
4141 - Non-Pledge Gifts	25,000	18,121	8,000	9,000	9,000	9,000	
4151 - Bequests							
4170 - Insurance Reimbursement - Rector's Support		17,145	17,145	18,180	18,900	21,084	
4191 - CAC Support Employee Components	20,000	24,241	24,408	25,114	25,999	26,831	
4512 - Investment Income	7,000	5,175	4,000	4,500	4,500	4,500	
4551 - Property Rental Income	8,000	3,270	3,000	6,000	12,500	13,500	
4560 PPP Loan Forgiveness		40,000	30,000	10,000			no longer applicable
4575 Transfer from Vestry-Designated Funds				20,000	28,000		
4570 Employee Retention Credit new line for SCC reimbursement				15,290			no longer applicable
					3,000	7,500	
Total Support from Internal Sources							
Total Revenues	456,000	468,820	447,753	483,334	482,149	507,665	
Expenses							
Work Outside Congregation							
5111 - Diocesan Assessment	41,298	36,063	36,063	40,000	43,687	43,471	
5121 - Seminary Gift	500						
TOTAL Work Outside Congregation	41,798	36,063	36,063	40,000	43,687	43,471	
Work Within Congregation							
5311 - Christian Education	3,000	2,617	3,000	3,000	3,000	3,300	
5331 - Parish Life	2,500	988	2,500	2,500	2,800	3,000	
5351 - Altar Supplies	1,000	826	1,000	1,000	1,000	1,000	

Operating Statement of Activities							
Revenues	Budget 2020	Actual 2021	Budget 2021	Budget 2022	Budget 2023	Draft Budget 2024	Notes - Budget 2024
5353 - Confirmation Prep.	100		100	100	100	100	
5355 - Music	400	301	0	150	200	200	
5357 - Prayer Books and Liturgy	200	73	200	200	200	200	
Materials							
5359 - Organ & Piano Maintenance	2,800	1,765	2,800	2,800	2,800	2,800	
5371 - Youth Ministry	2,000	664	2,000	2,000	2,000	2,000	
5398 - Pastoral Care	150	61	150	150	150	150	
TOTAL Programs	12,150	7,295	11,750	11,900	12,250	12,750	
Operating Expenses							
Salaries & Wages							
5411 - Clergy - Rector	41,336	55,062	55,062	56,891	59,337	61,236	3.2% COLA increase
5415 - Supply Clergy	1,400	780	1,000	1,200	1,400	1,400	
New line request - Journey to Adulthood						2,500	New line request
5421 - Youth Minister	5,465	5,465	5,465	5,629	5,871	6,059	3.2% COLA increase
5431 - Organist/Choir Director	10,578	10,578	10,578	10,895	11,364	14,102	add'l duties - Music Fund
5432 - Supply Organist	900	1,175	900	1,000	1,200	1,200	
New line request - Children's Choir						4,500	New line non-clergy director
5451 - Child Care	6,314	5,005	4,500	6,303	6,603	6,603	
5461 - Dir. Christian Formation	21,306	21,306	21,306	21,945	22,889	23,621	3.2% COLA increase
5471 - CAC Director	25,332	23,520	23,520	24,226	24,000	24,768	3.2% COLA increase
5481 - Parish-Administrator	40,800	36,967	33,920	42,024	32,873	33,925	3.2% COLA increase
5486 - Financial Staff	15,100	15,938	17,500	16,503	16,000	14,000	new staff, 3% COLA on anniv
TOTAL Salaries & Wages	168,531	175,796	173,751	186,616	181,537	193,914	
Employee Expenses							
5511 - Clergy Pension	17,638	25,634	23,044	23,770	19,896	20,532	18% of sal, hous, seca to CPF
5521 - Clergy Insurance	33,132	34,745	34,872	36,590	38,030	40,440	per diocese

Operating Statement of Activities							
Revenues	Budget 2020	Actual 2021	Budget 2021	Budget 2022	Budget 2023	Draft Budget 2024	Notes - Budget 2024
5526 - Clergy Housing & Utility Allow.	40,343	40,343	40,343	41,553	43,340	44,727	3.2% increase
5531 - Clergy - SECA Payments	7,419	9,152	9,098	9,384	7,855	8,106	7.65% of salary and housing
5551 - Staff Payroll Taxes	12,039	7,078	7,977	7,902	9,149	9,415	7.65% of sum of staff
5561 - Staff Pension	7,868	5,500	5,462	5,626	7,707	7,954	9% of youth,form,admin,CAC
5571 - Staff Insurance	11,812	12,088	12,261	11,404	11,700	12,507	
5581 - Background Checks	300	623	300	300	300	350	
5631 - Workers Compensation		1,991	1,100	1,100	1,100	1,100	
TOTAL Employee Benefits	130,551	137,155	134,457	137,630	139,077	145,131	
Facilities Expenses							
5611 - Property & Liability Insurance	10,000	12,638	10,000	10,600	11,000	11,000	
5711 - Repairs & Maintenance	10,500	10,517	6,540	6,900	10,000	10,000	
5721 - Elevator Maintenance	4,700	2,531	3,500	3,600	3,000	2,000	
5751 - Garbage Service	1,140	1,429	1,140	1,200	1,200	1,200	
5771 - Supplies	1,600	1,354	1,600	1,600	1,600	1,600	
5781 - Electricity	19,000	16,858	16,150	17,500	16,500	16,500	
5783 - Gas	3,500	3,033	2,550	3,000	3,150	4,000	
5785 - Water & Sewer	3,500	2,467	2,975	3,000	3,150	3,500	
5790 - Grounds Maintenance	3,300	6,998	3,300	5,500	5,000	5,000	If needed, additional from Vestry-designated funds
5795 Cleaning Service		9,697		19,200	19,200	15,600	
5799 Rental Premises Expense					not budgeted		
TOTAL Facilities Expenses	57,240	67,522	47,755	72,100	73,800	70,400	
Administrative/Organizational Expenses							
5811 - Audit	6,500	6,400	6,500	6,500	6,600	7,200	
5821 - Computer Expenses	3,675	5,228	3,875	4,500	4,700	5,000	
5831 - Copying expenses	4,000	4,208	4,110	4,000	4,200	4,400	
5841 - Office Supplies	1,200	2,206	1,200	1,600	1,600	1,400	
5851 - Office Equipment Purchases	750	340	500	500	1,100	500	
5861 - Postage	550	507	600	650	700	700	
5871 - Telephone	6,000	6,482	6,400	6,400	6,720	6,900	

Operating Statement of Activities							
Revenues	Budget 2020	Actual 2021	Budget 2021	Budget 2022	Budget 2023	Draft Budget 2024	Notes - Budget 2024
5891 - Miscellaneous Expenses	300	450	300	300	300	1,000	
5895 - Service Fee (Vanco)		749		900	900	900	
5911 - Clergy Car Expense	1,500	165	1,250	1,250	1,250	1,250	
5912 - Clergy Expense Allowance	500	398	500	500	500	500	
5913 - Continuing Education - Clergy	2,000		2,000	2,000	2,000	2,000	
5914 - Continuing Education - Staff	500		500	500	500	600	
5915 - Convention & Travel	750			889	889	889	
5916 - Ministering to New Members	500		500	500	500	500	
5918 - Publications	1,400	681	1,300	1,300	1,000	1,000	
5919 - Communications	250	568	450	450	450	450	
5920 - Stewardship	2,000	491	1,750	1,750	1,750	4,200	1% of anticipated pledges
5922 - Vestry	200						
New line - Payroll service						750	
TOTAL Admin/Org Expenses	32,575	28,872	31,735	34,489	35,659	40,139	
TOTAL Expenses	442,845	452,703	435,511	482,735	486,010	505,805	
Net Operating Income	13,155	16,117	12,243	599	(3,861)	1,860	
Other Income/Expenses							
7311 - Sabbatical Reserve Provision	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	
Net Reserves Used							
Net Other Income/Expenses	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	
Net Receipts/(Disbursements)	11,655	14,617	10,743	(901)	(5,361)	360	

Rector's Report: 16 November 2023

Some of my activities in addition to services from Tues, Oct 17-Monday, Nov 13, 2023.

9 pastoral visits or phone calls of significant length

Meetings

Parish staff (semi-monthly)	Stewardship Chair Michael Thompson (twice)
Parish Administrator (often)	Stewardship Committee (3 times)
Dir. of Christian Formation (most wks)	Vestry
Organist/Choir Director (monthly)	Wardens (most weeks)
Christian Formation Committee	Treasurer Beth Wiley
Consecration Sunday Guest Leader Casey Perkins	a new parishioner
	a clergy colleague
	Priest Associate Giulianna Cappelletti Gray

VC installation events: Played in Sewanee Symphony Orchestra Concert
attended "Thinking Anew" session with Rob Pearigen, Phoebe Roaf, & Jon Meacham;
attended reception honoring Brown Patterson.

Participated in parish workday under the leadership of Junior Warden Diane Jones.

Consecration Sunday-related dinner with vestry, staff, committee chairs & spouses.

Lunch meeting of clergy & spiritual directors convened by Giulianna Cappelletti Gray

Wednesday Holy Eucharist and lunch at the School of Theology (most weeks in term)

Arcadia board meeting, and meeting with consultants working on the project.

Attended Consecration Sunday stewardship luncheon;

in accordance with the program, preached on stewardship the Sunday before

Presented in Sunday Forum on creativity and the saints.

Christmas pageant meeting with Jeannie Babb & Meghan Mazur

Interred the remains of Frank Gummey (C'67) in the Univ. Cemetery

Met with Ken Miller & Meghan Mazur about children's choir director search.

Supervision meetings with seminarian Michael Sturdy (weekly in term)

Weekly lectionary reflection group

Rotary (many weeks)

Sewanee Symphony Orchestra (weekly)

Auditing Paul Holloway's Wednesday afternoon seminar on Paul's Letter to the Romans

Evening Prayer Mondays at 4:45pm, and interested in to adding weekday services gradually.

Time away:

Upcoming--December 26-31 (using vacation days)

*We will need to decide whether to keep our **December meeting** on the 21st or move it to the 14th. It is a meeting focused on the upcoming year's budget, followed by a shared dinner. Lynn & Ken Taylor have graciously offered to host, and newly-elected members are invited.*

Community Action Committee (CAC)

Report to Vestry

November 16, 2023

Food Pantry

In October, CAC served an average of 17 neighbors a week with a total of 85 visits over the month. These visits were made up of 52 unique households. Though the average of visitors per week is consistent compared to September, the overall number of visits and unique households did increase compared to the previous month. In October, CAC met 11 new families that received food from the pantry for the first time this month.

Second Harvest Order

CAC received an order from Second Harvest on Thursday, October 19th. The order weighed 2,185 lbs and cost \$1263.46 (including the \$65.00 freight fee). It contained a mix of non-perishable items including canned fruit, vegetables, soups, and dry goods. CAC was able to purchase chicken chili, milk, beef stew, macaroni and cheese, peanut butter, spaghetti, spaghetti sauce, and tuna all for \$0.00.

Kroger Partnership

As mentioned in September, CAC is splitting the Kroger store partnership with the Journey Community Church in Winchester. Therefore, CAC is picking up donations every other week. In October, CAC picked up 388 lbs of donated food from Kroger. The donations were primarily made up of frozen meats, and mixed bakery items.

Utility Assistance

CAC's emergency assistance program continues to receive several requests over October. The main utilities assisted over October including electricity, gas/propane, and housing. Assistance is still halted on water requests, and I have also limited requests for housing due to the overage on the budget line.

The numbers below provide how many neighbors received assistance in September:

Housing: 1 neighbor

Electricity: 7 neighbors

Water: 0 neighbors

Gas/Propane: 5 neighbors (2 for propane and 3 for fuel)

As previously stated, CAC is now tracking how many assistance requests per month are not granted among neighbors to better accurately budget for 2024. For October, CAC was not able to assist with 14 requests that were made. The majority of these requests were for rental assistance or hotel stays, 3 requests were for water assistance, and 1 request was for fuel.

Kitchen 2 Table

The Kitchen 2 Table (K2T) Program continues to pack meals every Wednesday evening. On average with the food donated from McClurg Dining Hall, CAC creates about 80 meals a week. For October, CAC created **493 meals** and distributed **441 meals**. The meals are distributed to neighbors who visit the pantry and our community partner organizations. The partner agencies that pick up meals include Wings of Hope Widows Ministry, Trinity Episcopal, Monteagle Cumberland Presbyterian Church, Family Resource Center (Tracy City), and the Isaiah 117 House (Monteagle).

Farm 2 Table

CAC currently has about \$150 in its account with the South Cumberland Farmers Market. Purchases have been made about every week using these credit funds. The Chicken Little Farm provides about 5-8 dozen eggs a week for CAC to purchase at \$1/dozen. Donations from Farmers Market customers have decreased, but CAC is still receiving donations weekly that stand around \$15 a week. As we move into the winter months, the main items purchased include squashes, turnips, and potatoes.

Supply Drive

The Supply Drive sponsored and organized by the Sewanee Civic Association was a great success for the fall! Individuals were able to bring their donations to CAC, or purchase on the Amazon Wishlist and have them directly shipped to CAC. For this Drive, CAC also partnered with Saint Andrew's

Sewanee to collect items for the pantry. By the end of the Supply Drive, about 683 items were collected for CAC. These items included:

166 rolls of toilet paper	15 cases of menstrual products
75 rolls of paper towels	31 cleaning supplies
21 bottles of laundry detergent	11 cases of diapers/wipes
6 toothbrushes	180 cans of pet food
95 body soaps	40 bottles of dish soap
29 bottles of shampoo	14 cases of Depends

Upcoming Events

- Thanksgiving Community Meal in Kennerly Hall on Friday, November 17th
- Our next board meeting will be on Thursday, December 14th.

Contact Information

Sarah Edmonds, Director

Email: cac@stmarkstpaul.org

Cell: (757) 619-6548

Buildings and Grounds November 2023

1. Parish Work Day

Saturday, October 21, 9am-1pm. 18 volunteers showed up to work:

- Alec Moseley and Bruce Baird mounted a brass plaque in the entrance to Claiborne
- Tom Phelps and Alec Moseley replaced damaged ceiling tiles in the Parish House
- George Dick, Rob Lamborn, Alex Bruce, and Joe Wehrmeyer replaced bulbs in the sanctuary
- Betty Carpenter put the final coat of varnish on one of the exterior doors to Kennerly
- Betty Barton Blythe, Jimmy Blythe, Janet Cooper, Marilyn Phelps, and Cheryl Lankhaar did general landscaping
- Beth Wiley, Kathryn Bruce, Alex Bruce, and Beth Chamberlain sanded and prepped the wrought iron railing leading up to the church
- Tom Phelps and Bahley Minor inventoried and readied the snow/ice removal equipment and assembled a snow hand plow
- Ann Seiters organized the kitchen and scrubbed the badly stained coffee urns
- Joe Wehrmeyer and Rob Lamborn organized the storage closet in Kennerly Hall and repaired a couple of broken tables

Everyone gathered for a lunch of Subway sandwiches, chips, and dessert after the work was finished.

Thanks to all!

2. Snow and Ice Removal

Tom Phelps and Diane will work to form a St. Nicholas Guild and run a drill in preparation for a snow event.

Volunteers are needed!