

## – MINUTES –

### ST. ANNE'S VESTRY MEETING

JANUARY 26, 2020

\*Held during the Annual Vestry Retreat, January 24-26\*

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Present: Fr. Lonnie Lacy, Mary Alice Applegate, Chris Beckham, Nancy Bryan, Sarah Cook, Brenda Doss, Donna Falcone, Allen Lamb, Brandon Medley, Linda Moore, Kathy Moreno, Shelly Schmeisser (Treasurer), and Pam Leonard (Clerk)

Absent: Carl Duncan and Jessica Patrick

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#### 1. OPENING PRAYER/FORMATION – Morning Prayer

#### 2. DISCUSSION

- a. Renewal Works: The group wrapped-up conversation on the Renewal Works action plan developed during the Retreat. As the regularly scheduled Vestry meeting for February falls on the annual Youth-sponsored Shrove Tuesday Pancake Supper, the meeting will be rescheduled to Saturday, February 15 beginning at 9 a.m. The agenda will include continued work on the Renewal Works action plan:
  - i. Create actionable tasks and assign to groups or individuals
  - ii. Branding and naming of program (Fr. Lonnie will handle logo and graphic design).

Donna Falcone will compile action plan notes from the Vestry Retreat to be shared before the February 15 meeting.

- b. Liaisons/Officers: Fr. Lonnie shared Vestry Officer and Liaison assignments for the coming year. They are as follows:
  - i. Adult Formation – Brenda Doss and Donna Falcone
  - ii. Communications – Sarah Cook
  - iii. Finance – Carl Duncan
  - iv. Mission – Open
  - v. Newcomers – Linda Moore
  - vi. Outreach – Mary Alice Applegate
  - vii. Parish Life – Jessica Patrick
  - viii. Pastoral Care – Branden Medley

- ix. Stewardship – Kathy Moreno
  - x. Worship – Kathy Moreno
  - xi. Youth Formation – Nancy Bryan
  - xii. Senior Warden – Chris Beckham
  - xiii. Junior Warden – Allen Lamb
  - xiv. Treasurer – Shelly Schmeisser
  - xv. Clerk – Pam Leonard
- c. Worship Schedule: Fr. Lonnie gave a history for making the decision to have two Sunday services rather than one. The main reason for the change, which went into effect in 2015, was to make room for growth. He also shared Sunday attendance information for 2007-2019 which shows that St. Anne's is in a "transitional phase" of growth: attendance has increased, but income (tithe) has not reached the level needed to employ a second clergy person. The Vestry reaffirmed commitment to the current worship schedule including two Sunday services. A reassessment discussion ensued:
- i. Positive aspects:
    - Feast days, major events, and celebrations are very well attended (especially Easter and Christmas services).
    - More individual involvement through the usher, acolyte, reader, and Eucharistic minister programs.
      - a. Acolyte scheduling is working well.
      - b. Music program is strong, especially at the 9 a.m. service which features the full choir. Pianist Jennifer Huang has been a positive addition to the 11:15 a.m. service.
  - ii. Needs:
    - Primary issue is the lack of a full choir at the 11:15 a.m. service. Support for congregational hymns is needed as well. Fr. Lonnie will talk with Choir Director Stan Smith about what the Vestry can do to assist in resolving this concern.
    - Continued training: Worship Liaison Kathy Moreno will work with group leaders on scheduling and providing in-depth training on a regular basis for ushers, acolytes, readers, Eucharistic ministers, etc.

3. FINANCIAL REPORTS: Treasurer Shelly Schmeisser presented financial reports for the month ending December 31, 2019.

- a. December Operating Budget Summary – ended the year under budget
- b. 2019 Budget Surplus Distribution Proposal from the Finance Committee for Vestry approval (*Attached*)
- c. Building Fund

- i. Moultrie Property Update: The task force working on this property sale has reduced the price and given the relator 90 to 120 days to sell. The property will be auctioned if not sold during this timeframe. Plans are to use proceeds to pay off as much as possible of the Building Fund principle. The Finance Committee has approved. The Diocesan staff is in agreement as well.
- d. Updated 2020 Budget from the Finance Committee for Vestry approval  
*(Attached)*

4. DECISION

- a. 2019 Surplus Distribution Proposal approved
- b. 2020 Budget approved

5. MINUTES – The minutes for the December 17, 2019 Vestry Meeting were approved as circulated by email.

6. CLOSING PRAYER – The weekend ended with Sunday Morning Eucharist.

2019 Operating Surplus

|                      |           |                  |
|----------------------|-----------|------------------|
| 2019 Income:         | \$        | 486,416.57       |
| 2019 Expense:        | \$        | 423,351.46       |
| DED ACCT INT:        | \$        | 2,000.00         |
| <b>2019 Surplus:</b> | <b>\$</b> | <b>65,065.11</b> |

| PROPOSED DISTRIBUTION        |               |                 |               |
|------------------------------|---------------|-----------------|---------------|
| Primary Funds as of 12/31/19 |               | Option I        | New Balance   |
| Building Fund:               | \$ 31,252.07  | \$ 25,000.00    | \$ 56,252.07  |
| Building Principal Pmt:      | \$ -          | \$ 15,000.00    | \$ 15,000.00  |
| 2019 Income:                 | \$ 495,754.00 | \$ 15,000.00    | \$ 510,754.00 |
| Operating Reserve:           | \$ 100,000.00 | \$ -            | \$ 100,000.00 |
| Maintenance Reserve:         | \$ 23,368.36  | \$ 10,000.00    | \$ 33,368.36  |
| Remaining Surplus -->        |               | <b>\$ 65.11</b> |               |

2020 BUDGET

| ADMINISTRATION                        | 2020 FINAL    |
|---------------------------------------|---------------|
| AD100 — Accounting                    | \$ 5,950.00   |
| AD101 — Bank Service Charges          |               |
| AD1011 — Online Deposit Fees          | \$ 1,750.00   |
| TOTAL AD101                           | \$ 1,750.00   |
| AD102 — Copier Lease                  | \$ 3,750.00   |
| AD103 — Copier Maintenance            | \$ 5,000.00   |
| AD104 — Diocesan Pledge               | \$ 56,859.00  |
| AD105 — Diocesan Convention           | \$ 500.00     |
| AD106 — Miscellaneous                 |               |
| AD1062 — Database Monthly Charge      | \$ 1,120.00   |
| AD1063 — Vestry Expense               | \$ 500.00     |
| AD1064 — Miscellaneous Expense        | \$ 2,000.00   |
| AD1066 — Mortgage Payment             | \$ -          |
| AD1065 — Diociesan Campaign           | \$ 4,160.00   |
| TOTAL AD106                           | \$ 7,780.00   |
| AD107 — Office Supplies               | \$ 2,750.00   |
| AD108 — Postage Expense               |               |
| AD1081 — Meter Rental                 | \$ 1,360.00   |
| AD1082 — Postage                      | \$ 2,500.00   |
| TOTAL AD108                           | \$ 3,860.00   |
| AD109 — Printing & Stationary         |               |
| AD1091 — Bulletins & Inserts          | \$ 1,650.00   |
| AD1092 — Online Communications        | \$ 700.00     |
| TOTAL AD109                           | \$ 2,350.00   |
| AD110 — Telephone                     | \$ 4,150.00   |
| AD111 — Advertising                   | \$ 1,200.00   |
| AD113 — Folding Machine - Office      | \$ 2,100.00   |
| AD115 — Insurance                     |               |
| AD1151 — Auto Insurance               | \$ -          |
| AD1152 — Property & General Liability | \$ 11,000.00  |
| AD1153 — Workers' Comp                | \$ 1,250.00   |
| TOTAL AD115                           | \$ 12,250.00  |
| AD118 - Automobile Maintenance        | \$ -          |
| TOTAL ADMINISTRATION                  | \$ 110,249.00 |

| <u>MINISTRY AREAS</u>            | <u>2020 FINAL</u>   |
|----------------------------------|---------------------|
| ADULT FORMATION                  |                     |
| AF101 — EFM                      | \$ -                |
| AF102 — Teaching Materials       | \$ 300.00           |
| AF103 — Community Event          | \$ -                |
| <b>TOTAL ADULT FORMATION</b>     | <b>\$ 300.00</b>    |
| MISSIONS                         |                     |
| MS100 — Adult Fund Raiser        | \$ 5,000.00         |
| <b>TOTAL MISSIONS</b>            | <b>\$ 5,000.00</b>  |
| OUTREACH                         |                     |
| OR100 — Outreach                 | \$ 7,250.00         |
| <b>TOTAL OUTREACH</b>            | <b>\$ 7,250.00</b>  |
| PARISH LIFE                      |                     |
| PL100 — Kitchen Ministry         | \$ 3,000.00         |
| PLXXX — Christmas/Advent Wreaths | \$ 300.00           |
| PL105 — Parish Retreat           | \$ -                |
| PL106 — Newcomers                | \$ 100.00           |
| <b>TOTAL PARISH LIFE</b>         | <b>\$ 3,400.00</b>  |
| PASTORAL CARE                    |                     |
| PC100 — Card Ministry            | \$ 50.00            |
| PC101 — Flower Ministry          | \$ 25.00            |
| PC102 — Funeral Receptions       | \$ 1,200.00         |
| PC103 — Stephen Ministry         | \$ -                |
| <b>TOTAL PASTORAL CARE</b>       | <b>\$ 1,275.00</b>  |
| STEWARDSHIP                      |                     |
| SP100 — Stewardship              | \$ 2,500.00         |
| <b>TOTAL STEWARDSHIP</b>         | <b>\$ 2,500.00</b>  |
| WORSHIP                          |                     |
| WP100 — Altar Supplies/Guild     | \$ 3,250.00         |
| WP101 — Music Program            | \$ 3,000.00         |
| WP102 — Supply Clergy            | \$ 3,000.00         |
| WP103 — Substitute Musician      | \$ 2,000.00         |
| WP104 — Vestments                | \$ -                |
| WP105 — Media Ministry           | \$ 1,000.00         |
| WP106 — Sunday Flowers           | \$ 660.00           |
| WP107 — Special Flowers          | \$ 3,000.00         |
| <b>TOTAL WORSHIP</b>             | <b>\$ 15,910.00</b> |
| YOUTH FORMATION                  |                     |
| YF100 — EYC                      | \$ 500.00           |
| YF101 — Diocesan Youth Events    | \$ 250.00           |
| YF102 — Parish Youth Events      | \$ 1,500.00         |
| YF103 — VBS                      | \$ 5,000.00         |
| YF104 — PreYC                    | \$ 500.00           |
| YF105 — Godly Play               | \$ 250.00           |
| YF106 — Sunday School            | \$ 250.00           |
| YF107 — Wednesday Night Supper   | \$ 1,000.00         |
| YF108 — Nursery Supplies         | \$ 1,000.00         |
| YF109 — Youth Fundraisers        | \$ 500.00           |
| YF110 — Miscellaneous            | \$ 500.00           |
| YF111 — Scouts                   | \$ 410.00           |
| <b>TOTAL YOUTH FORMATION</b>     | <b>\$ 11,660.00</b> |
| <b>TOTAL MINISTRY AREAS</b>      | <b>\$ 47,295.00</b> |

| <b>PAYROLL &amp; RELATED EXPENSES</b> | <b>2020 FINAL</b>    |
|---------------------------------------|----------------------|
| PR100 — Rector                        |                      |
| PR101 — Salary                        | \$ 42,666.88         |
| PR102 — Payroll Taxes                 | \$ 6,528.03          |
| PR103 — Benefits                      |                      |
| PR1031 — Continuing Education         | \$ 2,000.00          |
| PR1032 — Health Insurance Rector      | \$ 30,348.00         |
| PR1033 — Church Pension Fund          | \$ 16,392.00         |
| PR1034 — Housing Allowance            | \$ 24,381.00         |
| PR1035 — Travel                       | \$ 2,000.00          |
| PR1036 — Cell Phone                   | \$ 600.00            |
| PR104 — Sabbatical                    | \$ 4,260.12          |
| <b>TOTAL PR100</b>                    | <b>\$ 129,176.03</b> |
| PR200 — Assistant Rector              |                      |
| PR300 — Church Administrator          |                      |
| PR301 — Salary                        | \$ 43,000.00         |
| PR302 — Payroll Taxes                 | \$ 3,289.50          |
| PR303 — Benefits                      |                      |
| PR3031 — Health Insurance             | \$ 10,116.00         |
| PR3032 — Lay Pension                  | \$ 3,960.00          |
| <b>TOTAL PR300</b>                    | <b>\$ 60,365.50</b>  |
| PR400 — Assistand Nursery Worker      |                      |
| PR401 — Salary                        | \$ 2,880.00          |
| PR402 — Payroll Taxes                 | \$ 220.32            |
| <b>TOTAL PR400</b>                    | <b>\$ 3,100.32</b>   |
| PR600 — Music Director                |                      |
| PR601 — Salary                        | \$ 18,480.00         |
| PR602 — Payroll Taxes                 | \$ 1,413.72          |
| <b>TOTAL PR600</b>                    | <b>\$ 19,893.72</b>  |
| PR700 — Nursery                       |                      |
| PR701 — Salary                        | \$ 5,860.80          |
| PR702 — Payroll Taxes                 | \$ 448.35            |
| <b>TOTAL PR700</b>                    | <b>\$ 6,309.15</b>   |
| PR500 - Pianist                       |                      |
| Salary                                | \$ 13,000.00         |
| Payroll Taxes                         | \$ 994.50            |
| <b>TOTAL PR500</b>                    | <b>\$ 13,994.50</b>  |
| PR800 — Organist                      |                      |
| PR801 — Salary                        | \$ 10,920.00         |
| PR802 — Payroll Taxes                 | \$ 835.38            |
| <b>TOTAL PR800</b>                    | <b>\$ 11,755.38</b>  |
| PR900 — Kitchen Assistant             |                      |
| PR901 — Salary                        | \$ 1,465.20          |
| PR902 — Payroll Taxes                 | \$ 112.09            |
| <b>TOTAL PR900</b>                    | <b>\$ 1,577.29</b>   |
| <b>TOTAL PAYROLL &amp; RELATED</b>    | <b>\$ 246,171.89</b> |

| <b>BUILDING &amp; GROUNDS</b>        | <b>2020 FINAL</b>   |
|--------------------------------------|---------------------|
| BG100 — Building/Grounds Maintenance | \$ 4,000.00         |
| BG101 — Building/Grounds Repairs     | \$ 4,000.00         |
| BG102 — Heat & A/C                   | \$ 1,500.00         |
| BG103 — Pest Control                 | \$ 1,750.00         |
| BG104 — Fire Protection              | \$ 3,000.00         |
| BG105 — Plumbing                     | \$ 1,000.00         |
| BG106 — Janitorial Service           | \$ 14,500.00        |
| BG107 — Janitorial Supplies          | \$ 1,000.00         |
| BG108 — Grounds Keeping              | \$ 8,500.00         |
| BG109 — Electrical - GA Power        | \$ 24,000.00        |
| BG110 — Gas - Little St Annes        | \$ 1,500.00         |
| BG111 — Waste Disposal               | \$ 900.00           |
| BG112 — Water/Sewer                  | \$ 5,000.00         |
| BG113 — IT Expense                   | \$ 750.00           |
| BG114 — Elevator Maintenance         | \$ 1,445.00         |
| <b>TOTAL BUILDING &amp; GROUNDS</b>  | <b>\$ 72,845.00</b> |

|                          |                      |
|--------------------------|----------------------|
| <b>TOTAL 2020 BUDGET</b> | <b>\$ 476,560.89</b> |
| <b>LESS MORTGAGE</b>     | <b>\$ 476,560.89</b> |