

– MINUTES –

ST. ANNE'S VESTRY MEETING SEPTEMBER 28, 2021

Present: Fr. Lonnie Lacy, Mary Alice Applegate, Erin Campbell (by Zoom), Sarah Cook, Carl Duncan, Donna Falcone, Allen Lamb, Brandon Medley, Linda Moore, Kathy Moreno, Jenna Claire Riddle, Pat Walker, Lorie Felton (Treasurer), and Pam Leonard (Clerk)

Absent: Jill Coogle

1. OPENING PRAYER – Fr. Lonnie opened the meeting with prayer.
2. FORMATION – Fr. Lonnie led a discussion on the quote by Bishop Rob Wright of the Diocese of Atlanta, “What does faithfulness to Jesus look like in this moment?”
3. DISCUSSION
 - a. Adjusting Covid guidelines with local hospital levels – Fr. Lonnie shared a draft chart based on advice from Dr. Steve Rigdon which lists guidelines for worship for each of Southwell Medical Center’s color-coded levels. After discussion and some minor modifications, a set worship plan is in place for each hospital level. Southwell’s level is currently “red.” As that level changes, worship procedures will automatically change as well, eliminating the need for the Vestry to revisit the guidelines.
 - b. Fall programs
 - i. Wednesday evening children’s and youth programs will restart on October 13.
 - ii. Sunday School for children and youth will not begin until adult classes resume.
 - iii. All Hallows’ Eve – St. Anne’s will host its annual Trunk-or-Treat for the community on October 31. Games will be a part of the event, but food will not be served.
 - c. Stewardship – Plans to come.
4. INFORMATION
 - a. Rector’s Report

- i. Fr. Lonnie stressed the importance of Vestry participation in worship and other parish activities.
 - ii. Members of the Vestry Nominating Committee are Allen Lamb, Linda Moore, Patrick Davies, and Bettie Sue McDonald.
- b. Senior Warden's Report – no report
- c. Junior Warden's Report
 - i. The Landscape Committee chaired by Jimmy Felton is going forward with fall landscape seminars and campus grounds workdays.
 - ii. An electrician has been secured to [PL1] investigate lighting updates on the campus.
 - iii. HVAC repairs have begun.
 - iv. Improvement to the sanctuary internet is needed.
 - v. Volunteers are needed to move the bookshelves in the former Church Mouse Bookstore.
- d. Liaison Reports – Written reports submitted prior to the meeting are attached.
 - i. Adult Formation (*E. Campbell*) – no report
 - ii. Communications (*D. Falcone*) – no report
 - iii. Finance (*C. Duncan*) – no report
 - iv. Mission (*Jill Coogle*) – no report
 - v. Newcomers (*L. Moore*) – no report
 - vi. Outreach (*M.A. Applegate*) – see attachment
 - vii. Parish Life (*J.C. Riddle*) – no report
 - viii. Pastoral Care (*B. Medley*) – no report
 - ix. Stewardship (*J. Coogle*) – no report
 - x. Youth and Children (*A. Lamb*) – no report
 - xi. Worship (*P. Walker*) – no report
- e. Upcoming Dates

October 6	Blessing of the Animals
October 13	Wednesday Youth and Children's Programs
October 26	Vestry Meeting
October 31	All Hallows' Eve Trunk-or-Treat
November 4-6	Diocesan Convention
November 7	All Saints Sunday
November 21	Annual Meeting
November 23	Vestry Meeting

5. FINANCIAL REPORTS – Treasurer Lorie Felton shared financial reports for the month ending August 31, 2021, as well as a draft of the 2022 proposed budget (see attachments).
6. DECISION – None
7. MINUTES – The minutes for the August 31, 2021, Vestry Meeting were approved as circulated.
8. CLOSING PRAYER – Mary Alice Applegate closed the meeting with prayer.

Respectfully submitted,
Pam Leonard

— LIAISON REPORTS —

September, 2021

Adult Formation *(Erin Campbell)*

No report.

Communications *(Donna Falcone)*

No report.

Finance *(Carl Duncan)*

No report.

Mission *(Jill Coogle)*

No report.

Newcomers *(Linda Moore)*

No report.

Outreach *(Mary Alice Applegate)*

- **Food Box:** We expect a new household to request monthly food box delivery. Sheila O'Neal reports there are a more prospective volunteers who are willing to deliver. Ann Clayton has volunteered to take Bam Pirkle's place in delivering to a recipient.
 - **Emergency Food Bags:** Jimmy Felton reports that he has packed four bags in the past month.
 - **Knots of Love:** Sheila O'Neal reports that she has sent three pieces in the past month.
 - **Cancer Care:** Clayton Reihle continues "yard sale" pickups to deliver to the charity of choice, in exchange for a donation to the American Cancer Society. He recently picked up the remaining items left from the Church Mouse Book Store.
 - **South Ga. Immigrant Support Network:** ICE has transferred all remaining detainees from the Irwin County Detention Center. They were transported to other centers in Folkston and Stewart County. The SGISN hopes to identify contacts in those locations who could continue to supply deportation bags to those detainees as they are needed. When new support group members are identified, the clothes, toiletries, and travel bags stored in Tifton will be donated to them.
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Parish Life *(Jenna Claire Riddle)*

No report.

Pastoral Care *(Brandon Medley)*

No report.

Stewardship *(Jill Coogle)*

No report.

Youth & Children *(Allen Lamb)*

No report.

Worship *(Pat Walker)*

No report.

St. Annes Operating Budget Summary

Aug-21	Aug-21	Aug-20
Monthly Income All-Sources	\$ 26,053.56	\$ 30,249.00
Expenses	\$ 46,474.58	\$ 37,331.91
Net Operating Income	\$ (20,421.02)	\$ (7,082.91)

YTD July 2021	Aug-21	Aug-20
Total Income	\$ 286,521.76	\$ 288,092.26
Total Expenses	\$ 285,306.69	\$ 277,706.30
Net Operating Income	\$ 1,215.07	\$ 10,385.96

Note: Pledge Income	August	Year To Date	Budget YTD
Aug-21	\$ 25,880.56	\$ 283,904.06	\$ 308,952.00
Aug-20	\$ 30,146.00	\$ 285,425.86	
Difference	\$ (4,265.44)	\$ (1,521.80)	

Note: Budget	Expense YTD	Budget YTD	Difference
Aug-21	\$ 285,306.69	\$ 308,952.00	\$ 23,645.31
Aug-20	\$ 277,706.30	\$ 317,456.00	\$ 39,749.70

AMERIS BANK-Dedicated Accounts

Current Month	Past Month	Accounts
\$6,555.29	\$ 6,555.29	Diocesan Bond Interest
152,798.33	170,858.35	Money Market Holding
2,069.02	\$1,047.76	Money Market Checking
\$ 161,422.64	\$ 178,461.40	TOTAL CASH In AMERIS - Dedicated Accounts

OTHER Savings/Investments

Current Month	Past Month	Accounts
\$ 50,000.00	\$ 50,000.00	Diocesan Bonds
139,859.69	\$ 136,869.77	Episcopal Church Foundation-Endowment
\$ -	\$ -	Edward Jones Money market
\$ 189,859.69	\$ 186,869.77	TOTAL Other Savings/Investments

\$ 351,282.33	\$ 365,331.17	TOTAL Dedicated Cash/Savings/Investments
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SOUTH GEORGIA BANK - Operating Accounts

Account Balances	Current Month	Past Month
Checking: Church Operating	97,888.27	118,522.19
Operating Reserve	\$100,000.00	\$ 100,000.00
Total Cash in South Georgia Bank	\$ 197,888.27	\$ 211,155.42

Total Cash in SGBC & Ameris Banks	\$ 549,170.60	\$ 576,486.59
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Ministry Center Financing

Building Fund	Income	Expenses	Balance
Aug-21	\$0.00	\$ 4,656.22	\$54,688.64

Mortgage Balance	\$ 307,171.15
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NOTABLE Dedicated Accounts

Account	Current Month	Past Month
Maintenance Reserve	\$ 22,780.65	\$ 22,780.65
Unrestricted Memorials	\$ 3,572.09	\$ 3,572.09
Restricted Memorials	\$ 7,100.75	\$ 7,100.75
Adult Formation	\$ 10,030.49	\$ 10,030.49
Mission Fund	\$ 950.00	\$ 750.00
Needlepoint	\$ 9,043.28	\$ 9,043.28
Outreach	\$ 10,267.02	\$ 10,247.02
Parish Life	\$ 9,777.61	\$ 9,777.61
Pastoral Care	\$ 1,000.32	\$ 1,000.32
Worship	\$ 5,672.09	\$ 5,672.09
Youth Formation	\$ 5,946.43	\$ 5,896.43

Rector's Discretionary Fund	\$ 3,377.81	\$ 4,298.89
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2022 PROPOSED BUDGET

<u>ADMINISTRATION</u>		<u>2021 BUDGET</u>	<u>2022 PROPOSED</u>
AD100 — Accounting	\$	5,950.00	\$ 6,000.00
AD101 — Bank Service Charges			
AD1011 — Online Deposit Fees	\$	3,000.00	\$ 3,000.00
TOTAL AD101	\$	3,000.00	\$ 3,000.00
AD102 — Copier Lease	\$	3,750.00	\$ 3,900.00
AD103 — Copier Maintenance	\$	4,000.00	\$ 4,000.00
AD104 — Diocesan Pledge	\$	57,227.00	\$ 57,450.00
AD105 — Diocesan Convention	\$	250.00	\$ 2,000.00
AD106 — Miscellaneous			
AD1062 — Database Monthly Charge	\$	1,120.00	\$ 1,800.00
AD1063 — Vestry Expense	\$	250.00	\$ 2,000.00
AD1064 — Miscellaneous Expense	\$	1,500.00	\$ 1,500.00
AD1066 — Mortgage Payment	\$	-	\$ -
TOTAL AD106	\$	2,870.00	\$ 5,300.00
AD107 — Office Supplies	\$	1,500.00	\$ 1,500.00
AD108 — Postage Expense			
AD1081 — Meter Rental	\$	3,000.00	\$ 3,000.00
AD1082 — Postage	\$	2,500.00	\$ 2,500.00
TOTAL AD108	\$	5,500.00	\$ 5,500.00
AD109 — Printing & Stationary			
AD1091 — Bulletins & Inserts	\$	1,250.00	\$ 2,000.00
AD1092 — Online Communications	\$	2,000.00	\$ 2,300.00
TOTAL AD109	\$	3,250.00	\$ 4,300.00
AD110 — Telephone	\$	4,150.00	\$ 4,300.00
AD111 — Advertising	\$	1,200.00	\$ 1,200.00
AD113 — Folding Machine - Office	\$	1,750.00	\$ 2,000.00
AD115 — Insurance			
AD1151 — Auto Insurance	\$	-	\$ -
AD1152 — Property & General Liability	\$	12,000.00	\$ 12,000.00
AD1153 — Workers' Comp	\$	1,500.00	\$ 1,500.00
TOTAL AD115	\$	13,500.00	\$ 13,500.00
AD118 - Automobile Maintenance	\$	-	\$ -
TOTAL ADMINISTRATION	\$	107,897.00	\$ 113,950.00

<u>MINISTRY AREAS</u>		<u>2021 FINAL</u>	<u>2022 PROPOSED</u>
ADULT FORMATION			
AF101 — EFM	\$	-	\$ -
AF102 — Teaching Materials	\$	-	\$ -
AF103 — Community Event	\$	-	\$ -
TOTAL ADULT FORMATION	\$	-	\$ -
MISSIONS			
MS100 — Adult Fund Raiser	\$	1,000.00	\$ 1,000.00
TOTAL MISSIONS	\$	1,000.00	\$ 1,000.00
OUTREACH			
OR100 — Outreach	\$	6,250.00	\$ 7,250.00
TOTAL OUTREACH	\$	6,250.00	\$ 7,250.00
PARISH LIFE			
PL100 — Kitchen Ministry	\$	2,000.00	\$ 2,000.00
PLXXX — Christmas/Advent Wreaths	\$	150.00	\$ 150.00
PL105 — Parish Retreat	\$	-	\$ -
PL106 — Newcomers	\$	50.00	\$ 50.00
TOTAL PARISH LIFE	\$	2,200.00	\$ 2,200.00
PASTORAL CARE			
PC100 — Card Ministry	\$	25.00	\$ 1,200.00
PC101 — Flower Ministry	\$	25.00	\$ 25.00
PC102 — Funeral Receptions	\$	1,200.00	\$ 1,200.00
PC103 — Stephen Ministry	\$	-	\$ -
TOTAL PASTORAL CARE	\$	1,250.00	\$ 2,425.00
STEWARDSHIP			
SP100 — Stewardship	\$	2,500.00	\$ 2,500.00
TOTAL STEWARDSHIP	\$	2,500.00	\$ 2,500.00
WORSHIP			
WP100 — Altar Supplies/Guild	\$	3,250.00	\$ 3,250.00
WP101 — Music Program	\$	3,000.00	\$ 3,000.00
WP102 — Supply Clergy	\$	3,000.00	\$ 3,000.00
WP103 — Musicians	\$	1,000.00	\$ 1,000.00
WP104 — Vestments	\$	-	\$ -
WP105 — Media Ministry	\$	500.00	\$ 500.00
WP106 — Sunday Flowers	\$	660.00	\$ 660.00
WP107 — Special Flowers	\$	2,000.00	\$ 2,000.00
TOTAL WORSHIP	\$	13,410.00	\$ 13,410.00
YOUTH FORMATION			
YF100 — EYC	\$	250.00	\$ 250.00
YF101 — Diocesan Youth Events	\$	-	\$ -
YF102 — Parish Youth Events	\$	1,000.00	\$ 1,000.00
YF103 — VBS	\$	4,000.00	\$ 4,000.00

YF104 — PreYC	\$	250.00	\$	250.00
YF105 — Godly Play	\$	250.00	\$	250.00
YF106 — Sunday School	\$	100.00	\$	100.00
YF107 — Wednesday Night Supper	\$	450.00	\$	1,000.00
YF108 — Nursery Supplies	\$	500.00	\$	1,000.00
YF109 — Youth Fundraisers	\$	250.00	\$	250.00
YF110 — Miscellaneous	\$	500.00	\$	500.00
YF111 — Scouts	\$	-	\$	-
TOTAL YOUTH FORMATION	\$	7,550.00	\$	8,600.00
TOTAL MINISTRY AREAS	\$	34,160.00	\$	37,385.00

PAYROLL & RELATED EXPENSES

2021 FINAL

2022 PROPOSED

PR100 — Rector				
PR101 — Salary	\$	47,666.88	\$	52,666.88
PR102 — Payroll Taxes	\$	6,528.03	\$	8,058.03
PR103 — Benefits				
PR1031 — Continuing Education	\$	2,000.00	\$	2,000.00
PR1032 — Health Insurance Rector	\$	32,017.14	\$	33,778.08
PR1033 — Church Pension Fund	\$	16,392.00	\$	16,392.00
PR1034 — Housing Allowance	\$	24,381.00	\$	24,381.00
PR1035 — Travel	\$	2,000.00	\$	2,000.00
PR1036 — Cell Phone	\$	600.00	\$	600.00
PR104 — Sabbatical	\$	4,260.12	\$	4,260.12
TOTAL PR100	\$	135,845.17	\$	144,136.12
PR300 — Church Administrator				
PR301 — Salary	\$	44,075.00	\$	44,075.00
PR302 — Payroll Taxes	\$	3,289.50	\$	3,371.74
PR303 — Benefits				
PR3031 — Health Insurance	\$	10,672.38	\$	11,259.36
PR3032 — Lay Pension	\$	3,960.00	\$	3,960.00
TOTAL PR300	\$	61,996.88	\$	62,666.10
PR500 — Pianist				
PR501 — Salary	\$	13,000.00	\$	13,000.00
PR502 — Payroll Taxes	\$	994.50	\$	994.50
TOTAL PR500	\$	13,994.50	\$	13,994.50
PR600 — Music Director				
PR601 — Salary	\$	18,480.00	\$	18,480.00
PR602 — Payroll Taxes	\$	1,413.72	\$	1,413.72
TOTAL PR600	\$	19,893.72	\$	19,893.72

PR700 — Nursery				
PR701 — Salary	\$	5,860.80	\$	5,860.80
PR702 — Payroll Taxes	\$	448.35	\$	448.35
TOTAL PR700	\$	6,309.15	\$	6,309.15
PR800 — Organist				
PR801 — Salary	\$	10,920.00	\$	10,920.00
PR802 — Payroll Taxes	\$	835.38	\$	835.38
TOTAL PR800	\$	11,755.38	\$	11,755.38
PR900 — Kitchen Assistant				
PR901 — Salary	\$	1,465.20	\$	1,465.20
PR902 — Payroll Taxes	\$	112.09	\$	112.09
TOTAL PR900	\$	1,577.29	\$	1,577.29
TOTAL PAYROLL & RELATED	\$	251,372.09	\$	260,332.25

<u>BUILDING & GROUNDS</u>	<u>2021 FINAL</u>	<u>2022 PROPOSED</u>
BG100 — Building/Grounds Maintenance	\$ 2,000.00	\$ 4,000.00
BG101 — Building/Grounds Repairs	\$ 2,000.00	\$ 4,000.00
BG102 — Heat & A/C	\$ 1,500.00	\$ 1,550.00
BG103 — Pest Control	\$ 2,000.00	\$ 1,700.00
BG104 — Fire Protection	\$ 1,500.00	\$ 925.00
BG105 — Plumbing	\$ 1,000.00	\$ 1,000.00
BG106 — Janitorial Service	\$ 14,500.00	\$ 14,500.00
BG107 — Janitorial Supplies	\$ 750.00	\$ 750.00
BG108 — Grounds Keeping	\$ 8,500.00	\$ 11,790.00
BG109 — Electrical - GA Power	\$ 26,000.00	\$ 27,000.00
BG110 — Gas - Little St Annes	\$ 2,000.00	\$ 1,600.00
BG111 — Waste Disposal	\$ 1,000.00	\$ 840.00
BG112 — Water/Sewer	\$ 5,000.00	\$ 4,500.00
BG113 — IT Expense	\$ 750.00	\$ 1,400.00
BG114 — Elevator Maintenance	\$ 1,445.00	\$ 1,320.00
TOTAL BUILDING & GROUNDS	\$ 69,945.00	\$ 76,875.00

PROJECTED 2022 BUDGET	\$ 463,374.09	\$ 488,542.25
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