

– MINUTES –

ST. ANNE'S VESTRY MEETING DECEMBER 20, 2022

Present: Mtr. Leeann Culbreath, Erin Campbell, Sarah Cook (Sr. Warden), Kim Jacobs, Sherrie McCullough, Brandon Medley, Kathy Moreno (Jr. Warden), Jenna Claire Riddle, Shelly Schmeisser, Pat Walker, Lorie Felton (Treasurer), and Pam Leonard (Clerk). Also present were incoming 2023 Vestry members Jeff Gibbs, Rich McDonald, and Karen Smith.

Absent: Mary Alice Applegate, Jill Coogle, Donna Falcone, and Brian Yost

1. OPENING PRAYER – Pam Leonard opened the meeting with prayer.
2. FORMATION – Sarah Cook shared *O Gracious Light*. Mtr. Leeann also led a discussion on Isaiah 9:2-7, specifically where you can see light in the life of our church.

² The people who walked in darkness have seen a great light; those who lived in a land of deep darkness – on them light has shined. ³ You have multiplied the nation, you have increased its joy; they rejoice before you as with joy at the harvest, as people exult when dividing plunder. ⁴ For the yoke of their burden, and the bar across their shoulders, the rod of their oppressor, you have broken as on the day of Midian. ⁵ For all the boots of the tramping warriors and all the garments rolled in blood shall be burned as fuel for the fire. ⁶ For a child has been born for us, a son given to us; authority rests upon his shoulders; and he is named Wonderful Counsellor, Mighty God, Everlasting Father, Prince of Peace. ⁷ His authority shall grow continually, and there shall be endless peace for the throne of David and his kingdom. He will establish and uphold it with justice and with righteousness from this time T

3. DISCUSSION

- a. Lorie Felton presented the following information from the Finance Committee:
 - i. The Finance Committee proposed end-of-year bonuses for the church staff. Vestry discussion ensued. (See *Decision*)
 - ii. An anonymous donor has given \$5,000 to support a postulant. (See *Decision*)
 - iii. St Anne's has received an unrestricted memorial gift of \$17,500. The Finance Committee recommends these funds be placed in the Maintenance Reserve account.

- b. Lorie presented the 2023 budget (attached) for approval. (See *Decision*)

4. INFORMATION

- a. Interim Priest's Report – no report
- b. Senior Warden's Report – All is going well at St. Anne's, and Sarah expects further guidance from Canon Loren Lasch on forming the Rector's Search Committee after the first of the year.
- c. Junior Warden's Report – Kathy shared the following updates:
 - i. Due to a gas leak, a new HVAC system has been installed in Little St. Anne's.
 - ii. The problem with the floor vents in the Parish Hall still needs addressing.
 - iii. Two of the other campus HVAC systems will likely need replacing in the next two years.
 - iv. She has talked with Roy Rankin about the possible construction of a portico between the main church building and the Parish Hall. If this construction is not possible, awnings over the doors should be replaced soon.
- d. Liaison Reports – Written reports submitted prior to the meeting are attached.
 - i. Adult Formation (*E. Campbell/B. Yost*) – Episcopal 101 begins January 9.
 - ii. Communications (*D. Falcone*) – No report.
 - iii. Finance (*L. Felton*) – See *Discussion*.
 - iv. Kitchen (*J.C. Riddle*) – Plans for the reception following Christmas Eve Midnight Mass are well underway.
 - v. Mission (*J. Coogle*) – No report.
 - vi. Newcomers (*S. McCullough*) – We continue to see new faces in our services, and a newcomers' event will be planned for the spring.
 - vii. Parish Life (*S. Schmeisser*) – No report.
 - viii. Pastoral Care (*B. Medley*) – See attached.
 - ix. Stewardship (*J. Coogle*) – No report.
 - x. Youth and Children (*K. Jacobs*) – The PreYC is rehearsing for the Christmas pageant.
 - xi. Worship (*P. Walker*) – No report.

- e. Upcoming Dates

December 24	Christmas Eve Services: 5 p.m. and Midnight Mass
January 6	Epiphany Mass & Spaghetti Supper
January 27-28	Vestry Retreat
February 3	St. Anne's Got Talent

5. FINANCIAL REPORTS – Treasurer Lorie Felton will circulate November financial reports when completed.
6. DECISION
 - a. Kathy Moreno made a motion (seconded by Shelly Schmeisser) to approve the Finance Committee’s staff bonus recommendations with the addition of Mtr. Leeann. The motion passed.
 - b. Sherry McCullough made a motion (seconded by Kim Jacobs) to use funds from the anonymous gift for a postulant to assist Brandon Medley with his postulancy expenses. The motion passed unanimously.
 - c. Shelly Schmeisser made a motion (seconded by Erin Campbell) to approve the 2023 budget as submitted. The motion passed unanimously.
7. MINUTES – The minutes for the October 25, 2022, meeting were approved as circulated. (Kathy Moreno/Erin Campbell)
8. CLOSING PRAYER – Kim Jacobs closed the meeting with prayer.

Respectfully submitted,
Pam Leonard

2023 BUDGET

<u>ADMINISTRATION</u>	2023 FINAL	
AD100 - Accounting	\$	6,000.00
AD101 - Bank Service Charges		
AD1011 - Online Deposit	\$	3,750.00
TOTAL AD101	\$	3,750.00
AD102 - Copier Lease	\$	4,000.00
AD103 - Copier Maintenance	\$	4,000.00
AD104 - Diocesan Pledge	\$	45,902.00
AD105 - Diocesan Convention	\$	1,000.00
AD106 - Miscellaneous		
AD1062 - Database Monthly Charge	\$	1,700.00
AD1063 - Vestry Expense	\$	500.00
AD1064 - Miscellaneous Expense	\$	1,500.00
AD1065 - Theological Education	\$	5,000.00
TOTAL AD106	\$	8,700.00
AD107 - Office Supplies	\$	600.00
AD108 - Postage Expense		
AD1081 - Meter Rental	\$	2,000.00
AD1082 - Postage	\$	2,800.00
TOTAL AD 108	\$	4,800.00
AD109 - Printing & Stationary		
AD1091 - Bulletins & Inserts	\$	1,250.00
AD1092 - Online Communications	\$	3,300.00
TOTAL AD 109	\$	4,550.00
AD110 - Telephone	\$	4,500.00
AD111 - Advertising	\$	1,500.00
AD113 - Folding Machine - Office	\$	2,200.00
AD115 - Insurance		
AD1151 - Auto Insurance	\$	-
AD1152 - Property & General Liability	\$	12,000.00
AD1153 - Workers' Comp	\$	2,500.00
TOTAL AD115	\$	14,500.00
AD118 - Auto Maintenance	\$	-
TOTAL ADMINISTRATION	\$	106,002.00

MINISTRY AREAS**2023 FINAL**

ADULT FORMATION

AF101 — EFM \$ -

AF102 — Teaching Materials \$ -

AF103 — Community Event \$ -

TOTAL ADULT FORMATION \$ -

MISSIONS

MS100 — Adult Fund Raiser \$ 500.00

TOTAL MISSIONS \$ **500.00**

OUTREACH

OR100 — Outreach \$ 6,250.00

TOTAL OUTREACH \$ **6,250.00**

PARISH LIFE

PL100 - Kitchen Ministry \$ 3,000.00

PL103 - Christmas/Advent Wreaths \$ 550.00

PL105 - Parish Retreat \$ 1,000.00

PL106 - Newcomers \$ 100.00

TOTAL PARISH LIFE \$ **4,650.00**

PASTORAL CARE

PC100 — Card Ministry \$ -

PC101 — Flower Ministry \$ -

PC102 — Funeral Receptions \$ 1,000.00

PC103 — Stephen Ministry \$ -

TOTAL PASTORAL CARE \$ **1,000.00**

STEWARDSHIP

SP100 — Stewardship \$ 1,200.00

TOTAL STEWARDSHIP \$ **1,200.00**

WORSHIP

WP100 — Altar Supplies/Guild \$ 4,000.00

WP101 — Music Program \$ 3,000.00

WP102 — Supply Clergy \$ 2,000.00

WP103 — Substitute Musician \$ 1,000.00

WP104 — Vestments \$ -

WP105 — Media Ministry \$ 1,000.00

WP106 — Sunday Flowers \$ 300.00

WP107 — Special Flowers \$ 2,000.00

TOTAL WORSHIP \$ **13,300.00**

YOUTH FORMATION

YF - EYC	\$	1,500.00
YF101 - Diocesan Youth Events	\$	250.00
YF102 - Parish Youth Events	\$	1,000.00
YF103 - VBS	\$	5,000.00
YF104 - PreYC	\$	1,000.00
YF105 - Godly Play	\$	250.00
YF106 - Sunday School	\$	100.00
YF107 - Wednesday Night Supper	\$	1,000.00
YF108 - Nursery Supplies	\$	250.00
YF109 - Youth Fundraisers	\$	500.00
YF110 - Miscellaneous	\$	1,000.00
YF112-Youth Formation (Mission Trip)	\$	5,000.00
TOTAL YOUTH FORMATION	\$	16,850.00
TOTAL MINISTRY AREAS	\$	43,750.00

PAYROLL & RELATED EXPENSES**2023 FINAL**

PR100 — Rector		
PR101 — Salary	\$	49,051.00
PR102 — Payroll Taxes	\$	7,504.80
PR103 — Benefits		
PR1031 — Continuing Education	\$	2,000.00
PR1032 — Health Insurance Rector	\$	35,635.79
PR1033 — Church Pension Fund	\$	16,392.00
PR1034 — Housing Allowance	\$	30,000.00
PR1035 — Travel	\$	2,000.00
PR1036 — Cell Phone	\$	600.00
PR104 — Sabbatical	\$	4,260.00
TOTAL PR100	\$	147,443.59
PR200 — Assistant Rector		
PR201 — Salary	\$	-
PR202 — Payroll Taxes	\$	-
PR203 — Benefits		
PR2031 — Continuing Education	\$	-
PR2032 — Health Insurance	\$	-
PR2033 — Church Pension Fund	\$	-
PR2034 — Housing Allowance	\$	-
PR2035 — Cell Phone	\$	-
PR2036 — Travel	\$	-
PR204 — Sabbatical	\$	-
TOTAL PR200	\$	-

PR300 — Church Administrator		
PR301 — Salary	\$	45,398.00
PR302 — Payroll Taxes	\$	3,472.95
PR303 — Benefits		
PR3031 — Health Insurance	\$	11,878.25
PR3032 — Lay Pension	\$	3,960.00
TOTAL PR300	\$	64,709.20
PR400 — Assistant Nursery Worker		
PR401 — Salary	\$	-
PR402 — Payroll Taxes	\$	-
TOTAL PR400	\$	-
PR500 - Pianist		
PR501 - Salary	\$	13,390.00
PR502 - Payroll Taxes	\$	1,024.34
TOTAL PR500	\$	14,414.34
PR600 — Music Director		
PR601 — Salary	\$	19,034.00
PR602 — Payroll Taxes	\$	1,456.10
TOTAL PR600	\$	20,490.10
PR700 — Nursery		
PR701 — Salary	\$	6,037.00
PR702 — Payroll Taxes	\$	461.83
TOTAL PR700	\$	6,498.83
PR800 — Organist		
PR801 — Salary	\$	11,248.00
PR802 — Payroll Taxes	\$	860.47
TOTAL PR800	\$	12,108.47
PR900 — Kitchen Assistant		
PR901 — Salary	\$	1,509.00
PR902 — Payroll Taxes	\$	115.44
TOTAL PR900	\$	1,624.44
TOTAL PAYROLL & RELATED	\$	267,288.97

BUILDING & GROUNDS**2023 FINAL**

BG100 — Building/Grounds Maintenance	\$	2,450.00
BG101 — Building/Grounds Repairs	\$	2,000.00
BG102 — Heat & A/C	\$	1,550.00
BG103 — Pest Control	\$	1,800.00
BG104 — Fire Protection	\$	990.00
BG105 — Plumbing	\$	1,000.00
BG106 — Janitorial Service	\$	14,500.00
BG107 — Janitorial Supplies	\$	750.00
BG108 — Grounds Keeping	\$	7,850.00
BG109 — Electrical - GA Power	\$	26,000.00
BG110 — Gas - Little St Annes	\$	1,500.00
BG111 — Waste Disposal	\$	880.00
BG112 — Water/Sewer	\$	3,500.00
BG113 — IT Expense	\$	370.00
BG114 — Elevator Maintenance	\$	1,600.00
BG01 - Maintenance Reserve	\$	4,100.00
TOTAL BUILDING & GROUNDS	\$	70,840.00

TOTAL 2023 BUDGET	\$	487,880.97
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— LIAISON REPORTS —

December, 2022

Adult Formation *(Erin Campbell/Brian Yost)*

No report.

Communications *(Donna Falcone)*

No report.

Finance *(Lorie Felton)*

Brandon Medley's financial support for his postulancy was unanimously approved for \$5000 per year for 2023 and 2024. The committee also approved the quote for D&M Services to replace the HVAC system in Little St. Anne's for \$6382.

Kitchen *(Jenna Claire Riddle)*

No report.

Mission *(Jill Coogle)*

No report.

Newcomers *(Sherry McCullough)*

No report.

Outreach *(Mary Alice Applegate)*

- Angel Tree: Outreach Support will deliver gifts for 35 residents of the South Georgia Rehabilitation Center. Gifts will be delivered by Clayton Reihle. As of Wednesday, December 14, 19 of the 35 gifts have been turned in. There will be a SGRC resident party on Friday, December 23, at 2 p.m. Loaves of Love is baking 250 cookies for the event. The public is invited to the party.
 - The Loaves of Love Bake Sale, held on December 4, brought in \$670. Half of the proceeds have been deposited to the Rector's Discretionary Fund for those in need in our community.
 - Mary Alice Applegate's Vestry term ends December 31, but she will continue to volunteer for the Food Box Ministry.
 - Clayton Reihle has agreed to conduct meetings and take minutes for the Outreach Group, starting in 2023. The next Vestry liaison will not have to take on that duty, but will be expected to report Outreach needs and news to the Vestry.
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Parish Life *(Shelly Schmeisser)*

No report.

Pastoral Care *(Brandon Medley)*

Brandon is tracking pastoral care needs. Emily is communicating needs to Brandon as she learns about them, as are parishioners. Brandon contacts people as needed and communicates needed action items to the pastoral care team on a regular basis.

Stewardship *(Jill Coogle)*

No report.

Youth & Children *(Kim Jacobs)*

No report.

Worship *(Pat Walker)*

No report.

St. Annes Operating Budget Summary

Nov-22	Nov-22	Nov-21
Monthly Income All-Sources	\$ 48,465.50	\$ 31,026.08
Expenses	\$ 29,753.81	\$ 70,895.36
Net Operating Income	\$ 18,711.69	\$ (39,869.28)

YTD November 2022	Nov-22	Nov-21
Total Income	\$ 472,461.08	\$ 340,520.82
Total Expenses	\$ 364,440.71	\$ 355,240.19
Net Operating Income	\$ 108,020.37	\$ (14,719.37)

Note: Pledge Income	November	Year To Date	Budget YTD
Nov-22	\$ 47,815.60	\$ 430,734.98	\$ 400,707.12
Nov-21	\$ 29,941.81	\$ 367,111.93	
Difference	\$ 17,873.79	\$ 63,623.05	

Note: Budget	Expense YTD	Budget YTD	Difference
Nov-22	\$ 364,440.71	\$ 425,273.75	\$ 60,833.04
Nov-21	\$ 389,009.55	\$ 424,809.00	\$ 35,799.45

AMERIS BANK-Dedicated Accounts

Current Month	Past Month	Accounts
\$ 602.83	\$ 554.64	Diocesan Bond Interest
\$ 130,397.54	\$ 117,991.67	Money Market Holding
\$ 1,343.49	\$ 1,353.78	Money Market Checking
\$ 132,343.86	\$ 119,900.09	TOTAL CASH In AMERIS - Dedicated Accounts

OTHER Savings/Investments

Current Month	Past Month	Accounts
\$ 117,076.02	117,076.02	Episcopal Church Foundation-Endowment
\$ 117,076.02	\$ 117,076.02	TOTAL Other Savings/Investments

\$ 249,419.88	\$ 236,976.11	TOTAL Dedicated Cash/Savings/Investments
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SOUTH GEORGIA BANK - Operating Accounts

Account Balances	Current Month	Past Month
Checking: Church Operating	\$ 188,446.03	\$ 166,466.96
Operating Reserve	\$ 105,798.99	\$ 108,883.13
Total Cash in South Georgia Bank	\$ 294,245.02	\$ 279,360.73

Total Cash in SGBC & Ameris Banks	\$ 543,664.90	\$ 516,336.84
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Ministry Center Financing

Building Fund	Income	Expenses	Balance
Nov-22	\$ 11,359.00	\$ 1,857.51	\$ 55,729.04

Mortgage Balance	\$ 243,566.59
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NOTABLE Dedicated Accounts

Account	Current Month	Past Month
Maintenance Reserve	\$ 8,588.10	\$ 8,588.10
Unrestricted Memorials	\$ 1,800.09	\$ 1,240.09
Restricted Memorials	\$ 1,884.29	\$ 1,884.29
Adult Formation	\$ 10,030.49	\$ 10,030.49
Mission Fund	\$ 500.00	\$ 500.00
Needlepoint	\$ 9,043.28	\$ 9,043.28
Outreach	\$ 5,190.02	\$ 5,420.02
Parish Life	\$ 6,602.61	\$ 6,602.61
Pastoral Care	\$ -	\$ -
Worship	\$ 4,421.16	\$ 4,421.16
Youth Formation	\$ 5,149.57	\$ 4,462.57
Rector's Discretionary Fund	\$ 2,274.81	\$ 397.72

Ministry Operating Reserves

Account	Current Month	Past Month
Worship Reserve	\$ -	\$ -
Pastoral Care	\$ 346.25	\$ 466.25
Parish Life	\$ 1,599.56	\$ 2,205.39
Youth Reserve	\$ 1,849.71	\$ 3,627.14
Outreach Reserve	\$ 2,003.47	\$ 2,584.35
Total Ministry Reserve	\$ 5,798.99	\$ 8,883.13

November '22 Building Fund			
Ministry Center Financing			
Building Fund			
	Income	Expenses	Balance
Jan-22	\$ 850.99	\$ 1,857.51	\$ 49,506.08
Feb-22	\$ 776.00	\$ 1,857.51	\$ 48,424.57
Mar-22	\$ 3,654.00	\$ 1,857.51	\$ 50,221.06
Apr-22	\$ 392.00	\$ 1,857.51	\$ 48,755.55
May-22	\$ 457.01	\$ 1,857.51	\$ 47,355.05
Jun-22	\$ 779.00	\$ 1,857.51	\$ 46,276.54
Jul-22	\$ 397.00	\$ 1,857.51	\$ 44,816.03
Aug-22	\$ 478.70	\$ 1,857.51	\$ 43,437.22
Sep-22	\$ 5,893.75	\$ 1,857.51	\$ 47,473.46
Oct-22	\$ 611.60	\$ 1,857.51	\$ 46,227.55
Nov-22	\$ 11,359.00	\$ 1,857.51	\$ 55,729.04
Dec-22		\$ 1,857.51	\$ 53,871.53
Note:			
Excess of \$44,580 will be applied to principle at end of yea			
This equates to 24 payments of \$1897.51.			