

– MINUTES –

ST. ANNE'S VESTRY MEETING APRIL 25, 2023

Present: Erin Campbell, Joe Falcone, Jill Coogle, Jeff Gibbs, Kimberly Jacobs, Sherrie McCullough, Rich McDonald (Sr. Warden), Jenna Claire Riddle, Shelly Schmeisser, Karen Smith, Pat Walker, Brian Yost, Lorie Felton (Treasurer), and Pam Leonard (Clerk).

Absent: Mtr. Leeann Culbreath

1. OPENING PRAYER – Kim Jacobs opened the meeting with prayer.
2. FORMATION – None
3. DISCUSSION
 - a. LOA – Shelly Schmeisser presented proposed changes/updates to Mtr. Leeann's Letter of Agreement (see attached).
 - b. Resetting the Table – Shelly also shared material on a workshop titled "Resetting the Table" which offers a forum for dialog across political disagreements and communication skill building for charged conversations. The material was presented as information to be discussed later for possible use in the future.
 - c. Five-year Strategic Plan – Jeff Gibbs said the Diocesan Office has requested a five-year strategic plan as a component of our Rector Search material. He asked that Vestry liaisons talk with their ministry partners and construct a ministry statement, as well as broad goals for the next five years. These goals are subject to revision on an as needed basis.
 - d. New Rector Compensation – Jeff also discussed salary and benefits for the new Rector. Advertisements/announcements for the position will state "compensation will be based upon suggested standards and guidelines of the Diocese of Georgia."
 - e. Holy Ghost Weenie Roast – This event is traditionally held on Pentecost Sunday, which falls on Memorial Day weekend this year. As church attendance is traditionally lower than usual on Memorial weekend, discussion ensued on whether to go forward with plans or cancel this year.

4. INFORMATION

- a. Interim Priest's Report – No report.
- b. Senior Warden's Report – No report.
- c. Junior Warden's Report
 - i. The Little St. Anne's repair project is underway.
 - ii. Remind parishioners to advise the Junior Warden of repair needs or safety issues on campus.
 - iii. Shelly reported that she has met with Shine Rankin regarding IT issues, key codes, and installing additional cameras on campus.
- d. Liaison Reports (*Written reports shared before the meeting are attached.*)
 - i. Adult Formation (*E. Campbell/B. Yost*) – Wednesday night Bible Study classes will end for the summer on May 17 and Sunday adult formation will end May 21. There will be no adult Sunday School on May 14 as the results of the parish survey will be shared.
 - ii. Finance (*L. Felton*) – No report.
 - iii. Kitchen (*J.C. Riddle*) – Instructions for using the stove will be posted.
 - iv. Mission (*J. Coogle*) – No report.
 - v. Outreach (*J. Falcone*) – Knots of Love has provided seven gifts during the past month. Adopt-a-Mile, Love Notes, and Loaves of Love are active.
 - vi. Parish Life (*S. McCullough*) – Plans for a newcomers' social are being discussed which will possibly be hosted in June.
 - vii. Pastoral Care (*K. Smith*) – An oversight committee has been named which includes Libby Robertson, Bettie Sue McDonald, Karen Hendrix, and Rachel Elizondo.
 - viii. Stewardship (*J. Coogle*) – No report.
 - ix. Transition (*J. Gibbs*) – See attached.
 - x. Youth and Children (*K. Jacobs*) – No report.
 - xi. Worship (*P. Walker*) – No report.
- e. Upcoming Dates

May 7	Youth Sunday
May 23	Pentecost
June 5-9	Vacation Bible School
June 18-25	Youth Mission Trip

5. FINANCIAL REPORTS – Treasurer Lorie Felton shared financial reports for the month ending March 31, 2023 (see attachment).

6. DECISION

- a. Motion to approve changes as presented (see attached) to Mtr. Leeann Culbreath's Letter of Agreement. Shelly Schmeisser, second by Brian Yost. The motion passed unanimously.

- b. Motion to cancel this year's Holy Ghost Weenie Roast due to Pentecost falling on Memorial Day weekend made by Jeff Gibbs, second by Sherry McCullough. The motion passed unanimously.
- 7. MINUTES – The minutes for the March 31, 2023, meeting were unanimously approved as circulated (motion by Shelly Schmeisser/second by Erin Campbell).
- 8. CLOSING PRAYER – Rich McDonald closed the meeting with prayer.

Respectfully submitted,
Pam Leonard

Changes to Mother Leeann's LOA
4/25/23

Under **Introduction**

This agreement shall continue through May 15, 2024.

Under **Times of Work & Leave**

Add #3. National Holidays, with the understanding that the Priest-in-Charge would celebrate major feast days at St. Anne's and the holiday be transferred to a date which will not interfere with worship for major feast days/occasions.

Add #4. Three weeks Annual Vacation, which shall include three Sundays. Vacations will be taken annually, and no portion of accumulated vacation time may be carried forward to succeeding years.

Add #5. Professional development leave or Continuing Education at the rate of 1 week per year, which shall not be cumulative, with a budget not to exceed \$2000 per year.

Under **Other Agreements**

1. This Letter of Agreement with Priest in Charge of Worship, Formation, and Pastoral Care shall begin on May 15, 2023 (with all pay and benefits becoming effective as of that time) and shall continue through May 15, 2024.

Under **Compensation Plan**

Salary & housing \$48,925

Continuing Education \$2000

SECA to reflect change in salary.

Total cash compensation to reflect change in salary.

Total compensation to reflect change in salary.

— LIAISON REPORTS —

April, 2023

Adult Formation (Erin Campbell/Brian Yost)

No report.

Finance (Lorie Felton)

No report.

Kitchen (Jenna Claire Riddle)

No report.

Mission (Jill Coogle)

No report.

Outreach (Joe Falcone)

No report.

Parish Life (Sherry McCullough)

No report.

Pastoral Care (Karen Smith)

No report.

Stewardship (Jill Coogle)

No report.

Transition (Jeff Gibbs)

The Search Committee has been established and is operating at top speed. Congregational Surveys have been distributed and over 125 have been received so far. Key dates are as follows:

Sunday, May 7 – Committee hears interpretation of survey, 1-4 p.m.

Tuesday, May 9 – Committee will discuss parish profile, 5 p.m.

Sunday, May 14 – Presentation of the interpretation to the congregation during the
Sunday School hour

Tuesday, May 16 – Canon Loren Lasch to meet with committee, 5 p.m.

Work is in process to complete the Community Portfolio and other required documentation, as well as the Five-Year Year Long-Run Strategic Plan.

Worship *(Pat Walker)*

No report.

Youth & Children *(Kim Jacobs)*

No report.

St. Annes Operating Budget Summary

Mar-23	Mar-23	Mar-22
Monthly Income All-Sources	\$ 55,965.45	\$ 58,088.37
Expenses	\$ 26,203.96	\$ 35,089.97
Net Operating Income	\$ 29,761.49	\$ 22,998.40

YTD March 2023	Mar-23	Mar-22
Total Income	\$ 147,585.71	\$ 153,798.77
Total Expenses	\$ 79,357.23	\$ 108,309.87
Net Operating Income	\$ 68,228.48	\$ 45,488.90

Note: Pledge Income	March	Year To Date	Budget YTD
Mar-23	\$ 55,580.45	\$ 146,462.38	\$ 120,945.00
Mar-22	\$ 57,131.56	\$ 117,054.64	
Difference	\$ (1,551.11)	\$ 29,407.74	

Note: Budget	Expense YTD	Budget YTD	Difference
Mar-23	\$ 79,357.23	\$ 120,849.00	\$ 41,491.77
Mar-22	\$ 108,309.00	\$ 115,983.75	\$ 7,673.88

AMERIS BANK-Dedicated Accounts

Current Month	Past Month	Accounts
\$ 864.53	\$ 793.79	Diocesan Bond Interest
\$ 133,042.72	\$ 136,665.96	Money Market Holding
\$ 2,309.07	\$ 2,232.73	Money Market Checking
\$ 136,216.32	\$ 139,692.48	TOTAL CASH In AMERIS - Dedicated Accounts

OTHER Savings/Investments

Current Month	Past Month	Accounts
\$ 122,320.39	123,411.88	Episcopal Church Foundation-Endowment
\$ 122,320.39	\$ 123,411.88	TOTAL Other Savings/Investments
\$ 258,536.71	\$ 263,104.36	TOTAL Dedicated Cash/Savings/Investments

SOUTH GEORGIA BANK - Operating Accounts

Account Balances	Current Month	Past Month
Checking: Church Operating	\$ 259,242.40	\$ 230,645.93
Operating Reserve	\$ 100,000.00	\$ 100,000.00
Total Cash in South Georgia Bank	\$ 359,242.40	\$ 279,360.73

Total Cash in SGBC & Ameris Banks	\$ 617,779.11	\$ 542,465.09
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Ministry Center Financing

Building Fund	Income	Expenses	Balance
Mar-23	\$ 1,154.30	\$ 1,857.51	\$40,649.47

Mortgage Balance	\$ 226,203.47
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NOTABLE Dedicated Accounts

Account	Current Month	Past Month
Maintenance Reserve	\$ 16,738.10	\$ 17,888.10
Unrestricted Memorials	\$ 2,670.09	\$ 2,645.09
Restricted Memorials	\$ 1,884.29	\$ 1,164.29
Adult Formation	\$ 10,030.49	\$ 10,030.49
Mission Fund	\$ 500.00	\$ 500.00
Needlepoint	\$ 9,043.28	\$ 9,043.28
Outreach	\$ 6,646.03	\$ 6,626.03
Kitchen Fund	\$ 4,425.18	\$ 4,425.18
Parish Life	\$ 4,171.18	\$ 4,171.18
Pastoral Care	\$ 346.25	\$ 346.25
Worship	\$ 6,434.61	\$ 6,477.81
Youth Formation	\$ 11,563.22	\$ 12,359.63
Rector's Discretionary Fund	\$ 661.83	\$ 660.81
Rector Search Fund	\$ 20,558.96	\$ 21,458.96

March '23 Building Fund			
Ministry Center Financing			
Building Fund			
	Income	Expenses	Balance
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	\$ 2,431.00	\$ 1,857.51	\$ 56,302.53
Jan-23	\$ 1,440.00	\$ 14,832.04	\$ 42,910.49
Feb-23	\$ 299.70	\$ 1,857.51	\$ 41,352.68
Mar-23	\$ 1,154.30	\$ 1,857.51	\$ 40,649.47