

– MINUTES –

ST. ANNE'S VESTRY MEETING MAY 23, 2023

Present: Mtr. Leeann Culbreath, Erin Campbell, Joe Falcone, Kimberly Jacobs, Rich McDonald (Sr. Warden), Jenna Claire Riddle, Shelly Schmeisser, Karen Smith, Lorie Felton (Treasurer), and Pam Leonard (Clerk). Also present were Jeannie Rigdon, Rector Search Committee Chair, and Stan Smith, Minister of Music.

Absent: Jill Coogle, Jeff Gibbs, Sherrie McCullough, Pat Walker, and Brian Yost

1. OPENING PRAYER – Mtr. Leeann opened the meeting with prayer.
2. FORMATION – Mtr. Leeann led a discussion on Ephesians 2:8-22: if we no longer had a church building, how would ministry look at St. Anne's? What might emerge, what might change?
3. DISCUSSION
 - a. OTM Parish Profile – The Diocesan Office of Transition Management profile for St. Anne's was circulated by email for review prior to the Vestry meeting. Rector Search Committee Chair Jeannie Rigdon was present at the meeting to answer questions about the document. She reported that the Search Committee has been working diligently. They also met with Canon Loren Lasch on May 16. After Vestry approval, the finalized version of the Parish Profile will be forwarded to Canon Lasch with the hope that the job will be posted by the middle of June. (*See Decision*)
 - b. CAT Executive Summary – The Congregational Assessment Tool Executive Summary was also shared by email for review prior to the Vestry meeting. Jeannie reported that 135% of the average Sunday attendance participated in the survey, therefore the Search Committee is confident in the results. A Ministry Planning Guide will be also posted to the St. Anne's website after the Vestry approves the final copy.
 - c. Organist – Mtr. Leeann updated the group on Organist Sally Adamson's health condition, which will not allow her to continue her duties. Minister of Music Stan Smith was in attendance to offer recommendations regarding the organist position:
 - i. Honoring Sally in the near future for her years of service, also considering an honorary title such as Organist Emeritus.

- ii. Dr. Jennifer Huang, pianist, has been vital to the music ministry for the past 10 weeks in Sally's absence. In her willingness to switch between piano and organ during worship, there has been no significant change in the service. To compensate Jennifer for extra rehearsal and performance time, Stan proposed a bonus (taxed) of an amount between \$750-\$1000.
 - iii. Approaching Jennifer about continuing to serve on both piano and organ. If she is agreeable, compensation which reflects the increase in her weekly duties and responsibilities will be negotiated.
 - iv. If Jennifer is not interested in the combined position, a search process for an organist will be needed. In this case, Jennifer would be asked if she will continue to play both piano and organ until an organist is hired.
 - v. The Senior and Junior wardens will begin work on these recommendations.
- d. Letter of Agreement – Based on St. Anne's average Sunday attendance and recommendations from the Diocese, further updates to Mtr. Leeann's Letter of Agreement were presented for Vestry approval. (See *Decision*)

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 has been completed.
 - ii. Electrical work has been completed in the Parish Hall, including automatic lights in the bathrooms.
 - iii. Shelly is looking into having the palm tree removed from the playground and shade cloths installed.
- d. Liaison Reports (*Written reports shared before the meeting are attached.*)
 - i. Adult Formation (*E. Campbell/B. Yost*) – Programs are on break for the summer, and planning for fall offerings is underway.
 - ii. Finance (*L. Felton*) – No report.
 - iii. Kitchen (*J.C. Riddle*) – No report.
 - iv. Mission (*J. Coogle*) – No report.
 - v. Outreach (*J. Falcone*) – No report.
 - vi. Parish Life (*S. McCullough*) – No report
 - vii. Pastoral Care (*K. Smith*) – Ideas for new ministries are being vetted. The group is also exploring the possibility of hosting support groups.
 - viii. Stewardship (*J. Coogle*) – No report.
 - ix. Transition (*J. Gibbs*) – See attached.
 - x. Youth and Children (*K. Jacobs*) – Preparation for Vacation Bible School is well underway. This year's theme is "Operation

Restoration.” The Youth Mission Team of 10 youths and six adults will participate in the Appalachia Service Project June 18-25.

xi. Worship (*P. Walker*) – No report.

e. Upcoming Dates

May 28	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 April 30, 2023 (see attachment). She also encouraged Vestry Liaisons to begin planning budget requests for next year.

6. DECISION

- a. Motion to accept the Parish Profile as presented by the Search Committee, allowing for minor modifications as needed (motion by Shelly Schmeisser, second by Karen Smith). The motion passed unanimously.
- b. Motion to accept the Community Profile as presented by the Search Committee, allowing for minor modifications as needed (motion by Shelly Schmeisser, second by Karen Smith). The motion passed unanimously.
- c. Motion to award Jennifer Huang a bonus in the amount of \$1000 for her extra duties during Organist Sally Adamson’s absence, as well as compensating her \$100 extra per week beginning on June 4 and continuing until a decision is made regarding an organist (motion by Shelly Schmeisser, second by Jenna Claire Riddle). The motion passed unanimously.
- d. Motion to approve final changes as presented (see attached) to Mtr. Leeann Culbreath’s Letter of Agreement (motion by Kim Jacobs, second by Erin Campbell). The motion passed unanimously.

7. MINUTES – The minutes for the April 25, 2023, meeting were unanimously approved as circulated (motion by Erin Campbell/second by Shelly Schmeisser).

8. CLOSING PRAYER – Pam Leonard closed the meeting with prayer.

Respectfully submitted,
Pam Leonard

— LIAISON REPORTS —

May, 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 made significant progress in completing Phase 2 of the Diocesan requirements. The Community Portfolio Information (OTM) is complete and ready for Vestry review. The Parish-wide survey (CAT) has been completed and the results presented to the congregation. An executive summary of the CAT was also made available to the congregation. The Parish Profile is complete and ready for Vestry review. The committee met with Canon Lasch on Tuesday to review the search process and clarify procedures. The goal of the Search Committee is to have Phase 2 completed by the end of May. Phase 3 begins the search process.

Worship (Pat Walker)

No report.

Youth & Children (Kim Jacobs)

No report.

2. This Letter of Agreement, signed by the Priest, Senior Warden, and the Bishop shall be kept on file in the church office, with copies provided to all signees.
3. This letter may be revised only by mutual agreement among all parties.

The Rev. Leeann Culbreath, Priest in Charge of Worship, Formation, and Pastoral Care

Richard McDonald, St. Anne's Senior Warden

The Rt. Rev. Frank S. Logue, Bishop of Georgia

Date

Compensation Plan (amounts shown are for one year)

The Rev. Leeann Culbreath, Priest in Charge of Worship, Formation, and Pastoral Care
St. Anne's Episcopal Church, Tifton, Georgia

Salary and Benefits - The Rev. Leeann Culbreath

Salary and housing	\$	51,091.50
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SECA	\$	3,908.50
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Total Cash Compensation	\$	55,000.00
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Pension	\$	9,900.00
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Continuing Education	\$	1,000.00
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Professional Expenses	\$	1,000.00
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Mileage	\$	1,000.00
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Total Compensation	\$	67,900.00
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St. Annes Operating Budget Summary

Apr-23

	Apr-23	Apr-22
Monthly Income All-Sources	\$ 26,599.87	\$ 37,242.76
Expenses	\$ 40,463.98	\$ 40,109.74
Net Operating Income	\$ (13,864.11)	\$ (2,866.98)

YTD April 2023

	Apr-23	Apr-22
Total Income	\$ 174,185.58	\$ 190,838.62
Total Expenses	\$ 119,821.21	\$ 148,251.84
Net Operating Income	\$ 54,364.37	\$ 42,586.78

Note: Pledge Income

	April	Year To Date	Budget YTD
Apr-23	\$ 25,706.85	\$ 172,169.23	\$ 161,260.00
Apr-22	\$ 35,722.75	\$ 152,777.39	
Difference	\$ (10,015.90)	\$ 19,391.84	

Note: Budget

	Expense YTD	Budget YTD	Difference
Apr-23	\$ 119,821.21	\$ 161,132.00	\$ 41,310.79
Apr-22	\$ 148,251.84	\$ 154,645.00	\$ 6,393.16

AMERIS BANK-Dedicated Accounts

Current Month	Past Month	Accounts
\$ 937.13	\$ 864.53	Diocesan Bond Interest
\$ 135,412.56	\$ 133,042.72	Money Market Holding
\$ 2,107.32	\$ 2,309.07	Money Market Checking
\$ 138,457.01	\$ 136,216.32	TOTAL CASH In AMERIS - Dedicated Accounts

OTHER Savings/Investments

Current Month	Past Month	Accounts
\$ 122,320.39	122,320.39	Episcopal Church Foundation-Endowment
\$ 122,320.39	\$ 122,320.39	TOTAL Other Savings/Investments
\$ 260,777.40	\$ 258,536.71	TOTAL Dedicated Cash/Savings/Investments

SOUTH GEORGIA BANK - Operating Accounts

Account Balances	Current Month	Past Month
Checking: Church Operating	\$ 244,890.96	\$ 259,242.40
Operating Reserve	\$ 100,000.00	\$ 100,000.00
Total Cash in South Georgia Bank	\$ 344,890.96	\$ 359,242.40

Total Cash in SGBC & Ameris Banks	\$ 605,668.36	\$ 617,779.11
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Ministry Center Financing

Building Fund

	Income	Expenses	Balance
Apr-23	\$ 345.70	\$ 1,857.51	\$ 39,137.96

Mortgage Balance	\$ 225,100.55
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NOTABLE Dedicated Accounts

Account	Current Month	Past Month
Maintenance Reserve	\$ 16,738.10	\$ 16,738.10
Unrestricted Memorials	\$ 2,670.09	\$ 2,670.09
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	\$ 6,646.03	\$ 6,646.03
Kitchen Fund	\$ 4,675.18	\$ 4,425.18
Parish Life	\$ 4,171.18	\$ 4,171.18
Pastoral Care	\$ 346.25	\$ 346.25
Worship	\$ 7,245.41	\$ 6,434.61
Youth Formation	\$ 12,298.22	\$ 11,563.22
Rector's Discretionary Fund	\$ 1,480.83	\$ 661.83
Rector Search Fund	\$ 20,558.96	\$ 20,558.96

April '23 Building Fund			
Ministry Center Financing			
Building Fund			
	Income	Expenses	Balance
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
Apr-23	\$ 345.70	\$ 1,857.51	\$ 39,137.66