

– MINUTES –

ST. ANNE'S VESTRY MEETING

JANUARY 28, 2024

** held during annual vestry retreat **

Present: Mtr. Leeann Culbreath, Kristifer Bell, Justin Cook, David Fant, Jeff Gibbs, Kimberly Jacobs, Sherrie McCullough, Rich McDonald (Sr. Warden), Heather Newberry, Shelly Schmeisser (Jr. Warden), Alan Smith, Karen Smith, Kathy Moreno (Treasurer), and Pam Leonard (Clerk).

Absent: Brian Yost

1. OPENING PRAYER – Kim Jacobs opened the meeting with prayer.
2. FORMATION – Mtr. Leeann shared concept of *Triangulation*: Person A tells something to Person B, and Person B takes it to Person C. She offered suggestions for avoiding this behavior, as well as productive methods of conflict resolution. Discussion of Liaison Areas continued from the last two monthly meetings using the asset-based concept of *Appreciative Inquiry*. Liaison Areas discussed were Youth, Pastoral Care, Stewardship, and Technology and Communications.
3. MINUTES – The minutes for the December 19, 2023, meeting were approved as circulated (motion by Heather Newberry/second by Karen Smith).
4. FINANCIAL REPORTS – Treasurer Kathy Moreno shared the following:
 - a. Financial reports for the month ending December 31, 2023.
 - b. 2024 budget for Vestry approval (see Decision).
 - c. Recommendations from the Finance Committee for Vestry approval:
 - i. Take \$100,000 from the Operating Account and purchase a CD at the best current interest rate for a 13-month term (see *Decision*).
 - ii. Take \$14,000 from the Building Fund and apply to the building mortgage (see *Decision*).
 - d. The Finance Committee also recommends that Youth Formation consider the need to hire a Nursery Worker.
 - e. Persons are needed to serve on the St. Anne's Foundation, which meets quarterly. Foundation Chair David Hilliard has asked for suggestions. Contact him directly with recommendations.

5. DISCUSSION

a. Vestry Items

i. 2024 Ministry Liaison assignments

- Adult Formation – Brian Yost
- Communications/Technology – David Fant
- Finance – Jeff Gibbs (will also serve as Rector Search Liaison)
- Mission – Justin Cook
- Outreach – Heather Newberry
- Parish Life – Sherry McCullough and Alan Smith
- Pastoral Care – Karen Smith
- Stewardship – Kristifer Bell
- Worship – Heather Newberry
- Youth & Children – Kimberly Jacobs

- #### ii. The method of submitting Vestry reports, written in advance or verbally during the meeting, was discussed. Group consensus was to submit reports in writing in advance of the meeting.

- ### b. Sunday Announcements – As a test run during Lent, Mtr. Leeann suggested having a host make Sunday announcements prior to the service instead of the Vestry Person of the Day during the service. Other duties of the VPoD would remain the same. (See *Decision*)

6. INFORMATION

- ### a. Priest in Charge's Report – Forming a LBGTQIA+ committee to provide proposals to the Vestry is in process.

- ### b. Senior Warden's Report – St. Anne's will host the 2024 Diocesan Convention on November 8-9.

c. Junior Warden's Report

- i. Two new televisions have been installed in the Nursery.
- ii. Two Chromebooks have been purchased for Ministry Center, one for use upstairs and one for use as needed in the office.
- iii. Estimates are needed for reflooring the Parish Hall. Suggestions for flooring contractors are welcome.

d. Liaison Reports

- i. Adult Formation (*B. Yost*) – Confirmation classes will be the upcoming Sunday School offering.
- ii. Communications/Technology (*D. Fant*) – No report
- iii. Finance (*J. Gibbs*) – No report.
- iv. Mission (*J. Cook*) – No report.
- v. Outreach (*H. Newberry*) – No report.

- vi. Parish Life (*S. McCullough & A. Smith*) – Lenten Prayer Partners will again be offered during Lent.
 - vii. Pastoral Care (*K. Smith*) – No report.
 - viii. Stewardship (*K. Bell*) – No report.
 - ix. Transition (*J. Gibbs*) – No report.
 - x. Worship (*H. Newberry*) – Instructed Eucharist the first Sunday in Lent.
 - xi. Youth Formation (*K. Jacobs*) – St. Anne's Got Talent is scheduled for February 2, and the Shrove Tuesday Pancake Supper will be held on February 13.
- e. Upcoming Dates
- | | |
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| February 2 | St. Anne's Got Talent |
| February 13 | Shrove Tuesday Pancake Supper |
| February 14 | Ash Wednesday Service |
| February 27 | Monthly Vestry Meeting |

7. DECISION

- a. Motion to approve the 2024 budget as presented (motion by Shelly Schmeisser/second by Heather Newberry). The motion was approved.
- b. Motion to do a test run during Lent of making Sunday announcements prior to the service by a host instead of by the Vestry Person of the Day during the service (motion by Shelly Schmeisser/second by Sherry McCullough). The motion was approved.
- c. Motion to accept the Finance Committee's recommendation to take \$100,000 from the Operating Account and purchase a CD at the best current interest rate for a 13-month term (motion by Shelly Schmeisser/no second needed as this is a Finance Committee recommendation). The motion was approved.
- d. Motion to take \$14,000 from the Building Fund and apply to the building mortgage (motion by David Fant/no second needed as this is a Finance Committee recommendation). The motion was approved.

8. CLOSING PRAYER – Karen Smith closed the meeting with prayer.

Respectfully submitted,
Pam Leonard

St Anne's Episcopal Church

Profit/Loss

	Dec '23	Dec '22	Jan-Dec '23
INCOME			
Operating Income	81,565.43	63,744.37	456,201.33
Interest Income	14.69	1.10	166.90
TOTAL INCOME	81,580.12	63,745.47	456,368.23
EXPENSES			
Administration Expenses	14,013.55	12,828.49	101,708.51
Ministry Areas			
Adult Formation & Missions	61.62	312.00	1,491.34
Outreach	154.54	1,251.46	6,250.00
Parish Life	660.72	205.81	3,513.72
Pastoral Care	0.00	0.00	279.59
Stewardship	131.02	0.00	299.00
Worship	1,684.32	762.79	12,654.22
Youth Formation	714.70	(45.00)	10,645.46
Total Ministry Areas	3,406.92	2,487.06	35,133.33
Payroll & Related Expenses			
Rector			
Salary & Payroll Taxes	5,636.34	5,616.96	56,696.38
Benefits	1,855.26	767.01	15,933.11
Total Rector	7,491.60	6,383.97	72,629.49
Church Administrator			
Salary & Payroll Taxes	6,404.10	6,285.60	51,200.50
Benefits	2,588.55	1,461.00	16,399.20
Total Church Administrator	8,992.65	7,746.60	67,599.70
Music Director & Musicians	4,611.73	6,088.15	46,699.69
Nursery & Kitchen Assistant	0.00	358.19	0.00
Total Payroll & Related Expenses	21,095.98	20,576.91	186,928.88
Building & Grounds			
Building Maintenance	195.00	185.00	6,404.81
Cleaning	0.00	2,360.52	13,860.47
Grounds Maintenance	686.40	600.00	7,286.40
IT Expense	0.00	0.00	0.00
Maintenance Reserve	0.00	0.00	0.00
Repairs	740.00	0.00	4,798.09
Utilities	4,466.96	1,776.29	32,520.56
Total Buildings & Grounds	6,088.36	4,921.81	64,870.33
TOTAL EXPENSES	44,604.81	40,814.27	388,641.05
PROFIT/LOSS	36,960.62	22,930.10	67,560.28

St Anne's Episcopal Church

Selected Account Balance Summary

	12/31/23	12/31/22	Notes on Dec 2023 Balances
Cash in Banks			
Operating (South GA Bank)			
Operating Account	288,012.87	222,592.66	Cash used to pay bills, salaries, etc
Operating Reserve	100,000.00	100,000.00	For use in EMERGENCIES only
Total Operating (South GA Bank)	388,012.87	322,592.66	Increase of \$65,420.21
Dedicated Accounts (Ameris Bank)			
Building Fund	35,405.88	56,302.53	Can fund monthly mortgage for 19 months
Adult Formation	10,030.49	10,030.49	
Kitchen Fund	4,775.18	4,325.18	
Maintenance Reserve	28,954.23	25,402.56	
Mission Fund	500.00	500.00	
Needlepoint	9,043.28	9,043.28	
Outreach	5,521.84	6,569.03	
Parish Life	4,171.18	4,171.18	
Pastoral Care	346.25	346.25	
Rector's Discrtionary Fund	2,143.05	2,107.81	
Rector's Search Fund	20,348.96	21,458.96	Recommended by Diocese
Restricted Memorials	1,884.29	1,884.29	
Unrestricted Memorials	3,440.09	1,925.09	
Worship	9,418.02	6,222.16	
Youth Formation	10,484.91	6,844.28	
Other Dedicated Funds	3,230.39	520.70	
Total Dedicated Accounts	149,698.04	157,653.79	
TOTAL CASH IN BANKS	537,710.91	480,246.45	
Endowment-St. Anne's Foundation	128,546.79	118,895.39	Only St. Anne's Foundation can access this 8% return in 2023
LOAN			
Mortgage on Ministry Center	216,118.72	242,572.44	Mortg pmt: \$1,857.51/month In 2023: total loan pmts = \$35,264.65 Of that, interest payments = \$8,810.93 and principal payments = \$26,453.72