

– MINUTES –

ST. ANNE'S VESTRY MEETING NOVEMBER 28, 2023

Present: Mtr. Leeann Culbreath, Erin Campbell, Joe Falcone, Jeff Gibbs, Sherry McCullough, Rich McDonald, Jenna Claire Riddle, Shelly Schmeisser (Jr. Warden) (by Zoom), Pat Walker, Brian Yost, Lorie Felton (Treasurer), and Pam Leonard (Clerk).

Absent: Jill Coogle, Kimberly Jacobs, and Karen Smith. Also in attendance were incoming 2024 Vestry members Kristofer Bell and Alan Smith.

1. OPENING PRAYER – Brian Yost opened the meeting with prayer.
 2. FORMATION – Mtr. Leeann shared the concept of *Appreciative Inquiry*, which is commonly called an “asset-based” or “strengths-based” approach to change because it emphasizes positive idea generation. The model utilizes questions and dialogue to help participants uncover existing assets, strengths, advantages, or opportunities in their communities, organizations, or teams, and then collectively work toward developing and implementing strategies for improvement. Using this method, Mtr. Leeann then led a discussion of successful efforts in our Liaison areas, beginning with Adult Formation, Newcomers, and Parish Life. The conversation will continue, focusing on other areas at the December meeting.
 3. DISCUSSION
 - a. Diocesan Convention 2024 in Tifton – St. Anne's has been approached about hosting the 2024 Diocesan Convention in Tifton. As Tifton is centrally located in the diocese, it is an excellent site for the convention. St. Anne's has experience in hosting the event, as it was held in Tifton several years ago. The Diocese covers all costs, so there would be no financial responsibility for St. Anne's. Mtr. Leeann said the parish commitment would include:
 - i. Providing volunteers to assist with convention set up and registration.
 - ii. Possibly providing space for Evening Prayer.
 - iii. Providing space for Eucharist.
 - iv. Providing space or assisting with a post-convention reception.
- Discussion followed. (See *Decision*)

- b. Liaison Areas – Sr. Warden Rich McDonald asked Vestry members to consider choices for 2024 Liaison service. Assignments will be finalized at the Vestry Retreat.
- c. Forming Committees – Oversight committees should be formed for areas of Liaison service that do not already have one in place. Compiling and reviewing a list of names for possible members is needed before populating the committees so that no one is asked to serve on multiple teams.
- d. Parish Retreat – Consideration of hosting a parish retreat was discussed. The group consensus was to schedule in the spring of 2025 to give ample time for planning.
- e. Vestry Retreat – We are waiting for confirmation from Honey Creek.

4. INFORMATION

- a. Annual Meeting Minutes, November 12, 2023 – see attached.
- b. Priest in Charge's Report
 - i. St. Anne's will host a Blue Christmas service on December 10. The service is intended for people who are hurting or grieving during the holiday season.
- c. Senior Warden's Report – No report.
- d. Junior Warden's Report
 - i. Two laptops for use in the Ministry Center and two televisions for use in the Nursery have been purchased.
 - ii. Certificates for completion of Safe Church training should be sent to Parish Administrator Emily Guerry immediately.
- e. Liaison Reports
 - i. Adult Formation (*E. Campbell/B. Yost*) – Planning is underway for next quarter's schedule.
 - ii. Finance (*L. Felton*) – No report.
 - iii. Kitchen (*J.C. Riddle*) – Preparation has begun for the Christmas Eve Midnight Mass reception. Jenna's Vestry term ends December 31, but she has agreed to continue service on the oversight committee.
 - iv. Mission (*J. Coogle*) – No report.
 - v. Outreach (*J. Falcone*) – The group is working on a rapid response system for those in immediate need. The parish hall Christmas tree will be set this Saturday, and Angel Tree gifts are being organized. Loves of Love will host a bake sale on December 10.
 - vi. Parish Life and Newcomers (*S. McCullough*) – Supplies for making Advent wreaths will be available in the parish hall this Sunday. A Newcomers packet is in process.

- vii. Pastoral Care (*K. Smith*) – No report.
- viii. Stewardship (*J. Coogle*) –No report.
- ix. Transition (*J. Gibbs*) – No report.
- x. Youth Formation and Mission (*K. Jacobs*) – No report.
- xi. Worship (*P. Walker*) – Plans have been finalized for the Blue Christmas service and Christmas Eve Midnight Mass. Pat's Vestry term ends on December 31, but she will continue to schedule ushers and greeters.

f. Upcoming Dates

December 3	Advent Wreaths
December 10	Blue Christmas, 4 p.m.
December 19	Vestry Meeting
December 24	Mass, 10 a.m. Family Mass, 5 p.m. Midnight Mass, 11 p.m.
January 6	Epiphany Mass/Children's Pageant Spaghetti Dinner to follow
February 2	St. Anne's Got Talent

5. FINANCIAL REPORTS – Treasurer Lorie Felton shared financial reports for the month ending October 31, 2023 (see attachment). She also said the Finance Committee will present the finalized 2024 budget for Vestry approval at the December meeting.

6. DECISION

- a. Motion to host the 2024 Diocesan Convention in Tifton (motion by Sherry McCullough/second by Jenna Clair Riddle). The motion was approved.
- b. Motion to approve the following policy for Zoom meeting attendance (motion by Brian Yost/second by Erin Campbell). The motion was approved.

In the case where a Vestry member is unable to attend a meeting in person, a virtual attendance option shall be provided when available. When a member attends virtually, the following guidelines apply:

- *Virtual attendance will equate to in-person attendance.*
- *If a vote is taken, members attending virtually will have a voice but no vote.*
- *The virtual meeting option will only be available if members request and have an explanation of why virtual attendance is required.*

7. MINUTES – The minutes for the October 24, 2023, meeting were approved as circulated (motion by Erin Campbell/second by Sherry McCullough).
8. CLOSING PRAYER – Shelly Schmeisser closed the meeting with prayer.

Respectfully submitted,
Pam Leonard

St. Annes Operating Budget Summary

Oct-23	Oct-23	Oct-22
Monthly Income All-Sources	\$ 32,885.25	\$ 24,184.63
Expenses	\$ 29,092.99	\$ 28,066.46
Net Operating Income	\$ 3,792.26	\$ (3,881.83)

YTD October 2023	Oct-23	Oct-22
Total Income	\$ 365,926.92	\$ 398,995.58
Total Expenses	\$ 315,764.37	\$ 334,686.90
Net Operating Income	\$ 50,162.55	\$ 64,308.68

Note: Pledge Income	October	Year To Date	Budget YTD
Oct-23	\$ 31,940.91	\$ 360,969.45	\$ 403,150.00
Oct-22	\$ 23,818.63	\$ 357,919.38	
Difference	\$ 8,122.28	\$ 3,050.07	

Note: Budget	Expense YTD	Budget YTD	Difference
Oct-23	\$ 315,764.37	\$ 403,150.00	\$ 87,385.63
Oct-22	\$ 334,686.90	\$ 386,612.50	\$ 51,925.60

AMERIS BANK-Dedicated Accounts

Current Month	Past Month	Accounts
\$ 1,514.94	\$ 1,503.41	Diocesan Bond Interest
\$ 138,861.45	\$ 222,371.12	Money Market Holding
\$ 1,101.70	\$ 1,821.01	Money Market Checking
\$ 141,478.09	\$ 225,695.54	TOTAL CASH In AMERIS - Dedicated Accounts

OTHER Savings/Investments

Current Month	Past Month	Accounts
\$ 123,496.22	\$ 128,076.09	Episcopal Church Foundation-Endowment
\$ 123,496.22	\$ 128,076.09	TOTAL Other Savings/Investments
\$ 264,974.31	\$ 353,771.63	TOTAL Dedicated Cash/Savings/Investments

SOUTH GEORGIA BANK - Operating Accounts

Account Balances	Current Month	Past Month
Checking: Church Operating	\$ 241,139.21	\$ 237,081.68
Operating Reserve	\$ 100,000.00	\$ 100,000.00
Total Cash in South Georgia Bank	\$ 341,139.21	\$ 337,081.68

Total Cash in SGBC & Ameris Banks	\$ 606,113.52	\$ 690,853.31
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Ministry Center Financing Building Fund			
	Income	Expenses	Balance
Oct-23	\$ 239.70	\$ 1,857.51	\$30,164.90

Mortgage Balance	\$ 218,405.55
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NOTABLE Dedicated Accounts			
Account	Current Month	Past Month	
Maintenance Reserve	\$ 28,494.30	\$ 111,622.37	
Unrestricted Memorials	\$ 3,440.09	\$ 3,440.09	
Restricted Memorials	\$ 1,884.29	\$ 1,759.29	
Adult Formation	\$ 10,030.49	\$ 10,030.49	
Mission Fund	\$ 500.00	\$ 500.00	
Needlepoint	\$ 9,043.28	\$ 9,043.28	
Outreach	\$ 5,710.92	\$ 5,660.92	
Kitchen Fund	\$ 4,775.18	\$ 4,775.18	
Parish Life	\$ 4,171.18	\$ 4,171.18	
Pastoral Care	\$ 346.25	\$ 346.25	
Worship	\$ 7,144.21	\$ 7,169.41	
Youth Formation	\$ 10,517.47	\$ 10,342.48	
Rector's Discretionary Fund	\$ 678.20	\$ 595.83	
Rector Search Fund	\$ 20,348.96	\$ 20,348.96	

October '23 Building Fund			
Ministry Center Financing			
Building Fund			
	Income	Expenses	Balance
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
May-23	\$ 440.30	\$ 1,857.51	\$ 37,720.45
Jun-23	\$ 200.00	\$ 1,857.51	\$ 36,062.94
Jul-23	\$ 464.00	\$ 1,857.51	\$ 34,669.43
Aug-23	\$ 370.70	\$ 1,857.51	\$ 33,182.62
Sep-23	\$ 457.30	\$ 1,857.51	\$ 31,782.41
Oct-23	\$ 239.70	\$ 1,857.51	\$ 30,164.60

2024 BUDGET TO VESTRY**ADMINISTRATION****2024 FINAL**

AD100 — Accounting	\$	6,878.00
AD101 — Bank Service Charges		
AD1011 — Online Deposit Fees	\$	3,250.00
TOTAL AD101	\$	3,250.00
AD102 — Copier Lease	\$	4,300.00
AD103 — Copier Maintenance	\$	4,300.00
AD104 — Diocesan Pledge	\$	45,782.00
AD105 — Diocesan Convention	\$	1,000.00
AD106 — Miscellaneous		
AD1062 — Database Monthly Charge	\$	1,850.00
AD1063 — Vestry Expense	\$	500.00
AD1064 — Miscellaneous Expense	\$	1,500.00
AD1065 - Theological Education	\$	-
AD1066 — Mortgage Payment	\$	-
TOTAL AD106	\$	3,850.00
AD107 — Office Supplies	\$	750.00
AD108 — Postage Expense		
AD1081 — Meter Rental	\$	2,400.00
AD1082 — Postage	\$	2,800.00
TOTAL AD108	\$	5,200.00
AD109 — Printing & Stationary		
AD1091 — Bulletins & Inserts	\$	1,500.00
AD1092 — Online Communications	\$	3,000.00
TOTAL AD109	\$	4,500.00
AD110 — Telephone	\$	4,350.00
AD111 — Advertising	\$	900.00
AD113 — Folding Machine - Office	\$	2,400.00
AD115 — Insurance		
AD1151 — Auto Insurance	\$	-
AD1152 — Property & General Liability	\$	13,600.00
AD1153 — Workers' Comp	\$	2,700.00
TOTAL AD115	\$	16,300.00
AD118 - Automobile Maintenance	\$	-
TOTAL ADMINISTRATION	\$	103,760.00

MINISTRY AREAS**2024 FINAL**

ADULT FORMATION

AF101 — EFM	\$	100.00
AF102 — Teaching Materials	\$	200.00
AF103 — Community Event	\$	300.00
TOTAL ADULT FORMATION	\$	600.00

MISSIONS

MS100 — Fund Raiser	\$	-
TOTAL MISSIONS	\$	-

OUTREACH

OR100 — Outreach	\$	6,250.00
TOTAL OUTREACH	\$	6,250.00

PARISH LIFE

PL100 — Kitchen Ministry	\$	3,000.00
PL103 — Christmas/Advent Wreaths	\$	250.00
PL105 — Parish Retreat	\$	-
PL106 — Newcomers	\$	100.00
TOTAL PARISH LIFE	\$	3,350.00

PASTORAL CARE

PC100 — Pastoral Care Team	\$	500.00
PC101 — Flower Ministry	\$	-
PC102 — Funeral Receptions	\$	1,000.00
PC103 — Stephen Ministry	\$	-
TOTAL PASTORAL CARE	\$	1,500.00

STEWARDSHIP

SP100 — Stewardship	\$	1,200.00
TOTAL STEWARDSHIP	\$	1,200.00

WORSHIP

WP100 — Altar Supplies/Guild	\$	4,000.00
WP101 — Music Program	\$	2,500.00
WP102 — Supply Clergy	\$	2,500.00
WP103 — Musicians	\$	1,500.00
WP104 — Vestments	\$	-
WP105 — Media Ministry	\$	1,000.00
WP106 — Sunday Flowers	\$	300.00
WP107 — Special Flowers/Musicians	\$	2,000.00
TOTAL WORSHIP	\$	13,800.00

YOUTH FORMATION

YF100 — EYC	\$	850.00
YF101 — Diocesan Youth Events	\$	2,000.00
YF102 — Parish Youth Events	\$	1,000.00
YF103 — VBS	\$	4,000.00

YF104 — PreYC	\$	1,000.00
YF105 — Godly Play	\$	100.00
YF106 — Sunday School	\$	100.00
YF107 — Wednesday Night Supper	\$	500.00
YF108 — Nursery Supplies	\$	250.00
YF109 — Youth Fundraisers	\$	500.00
YF110— Miscellaneous	\$	1,000.00
YF111— SrEYC	\$	250.00
YF112 - Youth Mission Trip	\$	4,000.00
TOTAL YOUTH FORMATION	\$	15,550.00
TOTAL MINISTRY AREAS	\$	42,250.00

PAYROLL & RELATED EXPENSES**2024 FINAL**

PR100 — Rector		
PR101 — Salary	\$	50,522.53
PR102 — Payroll Taxes	\$	7,729.95
PR103 — Benefits		
PR1031 — Continuing Education	\$	2,000.00
PR1032 — Health Insurance Rector	\$	37,595.76
PR1033 — Church Pension Fund	\$	16,392.00
PR1034 — Housing Allowance	\$	30,000.00
PR1035 — Travel	\$	2,000.00
PR1036 — Cell Phone	\$	600.00
PR1037 — Professional Expenses	\$	1,000.00
PR104 — Sabbatical	\$	4,260.00
TOTAL PR100		\$ 152,100.24
PR300 — Church Administrator		
PR301 — Salary	\$	46,759.94
PR302 — Payroll Taxes	\$	3,577.14
PR303 — Benefits		
PR3031 — Health Insurance	\$	12,531.55
PR3032 — Lay Pension	\$	3,960.00
TOTAL PR300		\$ 66,828.63
PR500 — Pianist		
PR501 — Salary	\$	13,781.40
PR502 — Payroll Taxes	\$	1,054.28
TOTAL PR500		\$ 14,835.68
PR600 — Music Director		
PR601 — Salary	\$	19,605.02
PR602 — Payroll Taxes	\$	1,499.78
TOTAL PR600		\$ 21,104.80
PR700 — Nursery		
PR701 — Salary	\$	6,218.11
PR702 — Payroll Taxes	\$	475.69
TOTAL PR700		\$ 6,693.80
PR800 — Organist		
PR801 — Salary	\$	6,180.00
PR802 — Payroll Taxes	\$	472.77
TOTAL PR800		\$ 6,652.77
PR900 — Kitchen Assistant		
PR901 — Salary	\$	1,554.27
PR902 — Payroll Taxes	\$	118.90
TOTAL PR900		\$ 1,673.17
TOTAL PAYROLL & RELATED		\$ 269,889.08

BUILDING & GROUNDS**2024 FINAL**

BG100 — Building/Grounds Maintenance	\$	2,500.00
BG101 — Building/Grounds Repairs	\$	2,500.00
BG102 — Heat & A/C	\$	1,000.00
BG103 — Pest Control	\$	2,800.00
BG104 — Fire Protection	\$	1,500.00
BG105 — Plumbing	\$	1,200.00
BG106 — Janitorial Service	\$	14,500.00
BG107 — Janitorial Supplies	\$	1,000.00
BG108 — Grounds Keeping	\$	7,850.00
BG109 — Electrical - GA Power	\$	24,000.00
BG110 — Gas - Little St Annes	\$	750.00
BG111 — Waste Disposal	\$	800.00
BG112 — Water/Sewer	\$	3,000.00
BG113 — IT Expense	\$	350.00
BG114 — Elevator Maintenance	\$	1,500.00
TOTAL BUILDING & GROUNDS	\$	65,250.00

PROJECTED 2024 BUDGET	\$	481,149.08
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2024 Estimated Income (4.5%)	\$	483,227.80
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Difference	\$	2,078.72
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