

## – MINUTES –

### ST. ANNE'S VESTRY MEETING MARCH 19, 2024

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Present: Mtr. Leeann Culbreath, Kristifer Bell, Justin Cook, David Fant, Jeff Gibbs, Kimberly Jacobs, Sherry McCullough, Rich McDonald (Sr. Warden), Heather Newberry, Alan Smith, Karen Smith, Brian Yost, and Pam Leonard (Clerk)

Absent: Shelly Schmeisser (Jr. Warden) and Kathy Moreno (Treasurer)

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1. OPENING PRAYER – Kim Jacobs opened the meeting with prayer.
2. FORMATION – Mtr. Leeann presented a video on Simon Sinek's concept of the "Golden Circle" and his book, *Start With Why*. She also shared a handout and led a discussion on how churches can benefit from rediscovering the "WHY."
3. MINUTES – The minutes for the February 27, 2024, meeting were approved as circulated with two minor corrections, which will be made before formal posting. (motion by Jeff Gibbs/second by Heather Newberry).
4. FINANCIAL REPORTS – In Treasurer Kathy Moreno's absence, Finance Liaison Jeff Gibbs shared the financial reports for the month ending February 29, 2024 (attached).
5. DISCUSSION
  - a. Pastoral Care Assistance – Mtr. Leeann shared a Pastoral Care flowchart with descriptions of services offered in each area. She also provided a list of her needs for assistance, as well as potential new ministries. Discussion followed regarding the need for a paid employee to assist in this area. This topic will be revisited during the April Vestry Meeting.
  - b. Vestry Person of the Day Duties – All duties of the Vestry Person of the Day were reviewed. A procedural change was noted: the VPOD should stand when introduced during the Sunday announcements.
  - c. Sunday Announcements – The Vestry discussed and evaluated the making of announcements by a host before the Sunday service begins. Mtr. Leeann reported that Minister of Music Stan Smith has offered to be the permanent host. The Vestry Person of the Day would serve as the backup host in Stan's absence. Also, the VPOD would make the announcements during the service when not appropriate beforehand (example: Palm Sunday when the service begins outside). (See *Decision*)

- d. Parish Calendar Changes – Due to the Tift County Schools fall class start date, the following changes were proposed to the Parish Calendar, (See *Decision*)
  - Sunday, August 4 – Rally Sunday
  - Sunday, August 11 – Sunday School begins
  - Wednesday, August 14 – Wednesday evening programs begin
- e. Pentecost/Holy Ghost Weenie Roast – Pentecost 2024 is May 19. The annual Holy Ghost Weenie Roast traditionally held on this Sunday was cancelled last year due to the event occurring during the Memorial Day weekend. Further discussion and a vote will be held at the April Vestry Meeting.

## 6. INFORMATION

- a. Priest in Charge’s Report – No report.
- b. Senior Warden’s Report – No report.
- c. Junior Warden’s Report – No report.
- d. Liaison Reports – Reports submitted in advance of the meeting are attached. Additional information presented during the meeting is below:
  - i. Adult Formation (*B. Yost*) – Episcopal 101 ended last Sunday. New offerings for the spring are being planned.
  - 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*) – see attached ... Also, a Cinco de Mayo themed Newcomers’ Social is planned for May 5.
  - vii. Pastoral Care (*K. Smith*) – no report
  - viii. Stewardship (*K. Bell*) – no report
  - ix. Transition/Rector Search (*J. Gibbs*) – The Search Committee has contracted Stacey Green to produce a video to be used as a recruitment tool for rector candidates.
  - x. Worship – (*H. Newberry*) – A solution to choir loft accessibility is needed. Minister of Music Stan Smith is looking into a replacement for the lectern microphone. Running the sound board is a challenge for our current volunteers. Perhaps a simpler board is needed or, more likely, additional training on the current system would correct the problem.
  - xi. Youth & Children (*K. Jacobs*) – see attached
- e. Upcoming Dates
 

March 24	Palm Sunday
March 25	Holy Week Begins
March 29	Good Friday
March 30	Holy Saturday
March 31	Easter/Bishop’s Visit

April 23	Vestry Meeting
May 5	Newcomers' Social
May 12	Youth Sunday
May 19	Pentecost

7. DECISION

- a. Motion to approve the permanent schedule of making Sunday announcements before the service (motion by Heather Newberry/second by Karen Smith). The motion was approved.
- b. Motion to approve changes to the Parish Calendar as follows (motion by Sherry McCullough/second by Heather Newberry). The motion was approved.
  - Sunday, August 4 – Rally Sunday
  - Sunday, August 11 – Sunday School begins
  - Wednesday, August 14 – Wednesday evening programs begin

8. CLOSING PRAYER – Kim Jacobs closed the meeting with prayer.

Respectfully submitted,  
Pam Leonard

### St. Anne's Episcopal Church

Profit/Loss: Feb 2024 vs Feb 2023 & YTD Actual vs 2/12 Budgeted Amounts

	Month of Feb '24	Month of Feb '23	Actual YTD	Budget YTD	Budget: 2/12 Annual Amount
<b>INCOME</b>					
Operating Income	23,935.37	27,171.41	61,642.26	80,536.00	
Interest Income	14.58	12.62	28.42	0.00	
<b>TOTAL INCOME</b>	<b>23,949.95</b>	<b>27,184.03</b>	<b>61,670.68</b>	<b>80,536.00</b>	
<b>EXPENSE</b>					
Administration Expenses	7,509.05	3,366.87	15,000.50	17,284.00	
<b>Ministry Areas</b>					
Adult Formation	284.96	0.00	284.96	98.00	
Missions	0.00	(100.00)	100.00	0.00	
Outreach	881.82	842.71	1,881.82	1,040.00	
Parish Life	176.15	606.58	405.46	556.00	
Pastoral Care	0.00	0.00	0.00	248.00	
Stewardship	0.00	0.00	0.00	200.00	
Worship	437.98	822.50	1,828.01	2,296.00	
Youth Formation	1,369.14	978.50	1,419.14	2,580.00	
<b>Total Ministry Areas</b>	<b>3,150.05</b>	<b>3,150.29</b>	<b>5,919.39</b>	<b>7,018.00</b>	
<b>Payroll &amp; Related Exp</b>					
<b>Rector</b>					
Salary & Payroll Tax	4,854.37	4,712.00	9,708.74	9,708.00	
Benefits	1,644.00	767.01	2,748.01	15,636.00	
<b>Total Rector</b>	<b>6,498.37</b>	<b>5,479.01</b>	<b>12,456.75</b>	<b>25,344.00</b>	
<b>Church Administrator</b>					
Salary & Payroll Tax	4,194.76	4,072.40	8,389.51	8,388.00	
Benefits	1,797.00	801.00	2,659.00	2,748.00	
<b>Total Church Admin</b>	<b>5,991.76</b>	<b>4,873.40</b>	<b>11,048.51</b>	<b>11,136.00</b>	
Music Dir & Musicians	3,549.45	3,916.31	8,264.73	7,092.00	
Nursery & Kitchen	0.00	0.00	0.00	1,390.00	
<b>Total Payroll Exp</b>	<b>16,039.58</b>	<b>14,268.72</b>	<b>31,769.99</b>	<b>44,962.00</b>	
<b>Buildings &amp; Grounds</b>					
Building Maint	195.00	185.00	390.00	1,548.00	
Cleaning	1,738.50	1,196.68	4,078.50	2,582.00	
Grounds Maint	600.00	600.00	1,210.18	1,308.00	
IT Expense	170.00	0.00	170.00	58.00	
Repairs	1,526.98	263.93	1,526.98	616.00	
Utilities	2,910.42	535.07	5,686.60	4,756.00	
<b>Total B &amp; G</b>	<b>7,140.90</b>	<b>2,780.68</b>	<b>13,062.26</b>	<b>10,868.00</b>	
<b>TOTAL EXPENSES</b>	<b>33,839.58</b>	<b>23,566.56</b>	<b>65,752.14</b>	<b>80,132.00</b>	
<b>PROFIT/LOSS</b>	<b>(9,889.63)</b>	<b>3,617.47</b>	<b>(4,081.46)</b>	<b>404.00</b>	

**St. Anne's Episcopal Church**

Selected Account Balance Summary

Beginning of 2024 vs Current Month vs Same Month in 2023

<b>SELECTED ACCOUNTS</b>	<b>Jan-24 1/1/24</b>	<b>Feb-24 2/29/24</b>	<b>1 Yr Ago 2/28/23</b>
<b>CASH/CASH EQUIVALENTS</b>			
Operating (South GA Bank)	288,012.87	281,308.52	331,038.74
Dedicated Accounts (Ameris Bank)			
Building Fund	35,405.88	18,182.86	41,352.98
Adult Formation	10,030.49	9,376.59	10,030.49
Kitchen Fund	4,775.18	4,775.18	4,425.18
Maintenance Reserve	28,954.23	32,059.30	17,888.10
Mission Fund	500.00	500.00	500.00
Needlepoint	9,043.28	9,043.28	9,043.28
Outreach	5,521.84	5,521.84	6,626.03
Parish Life	4,171.18	4,171.18	4,171.18
Pastoral Care	346.25	346.25	346.25
Rector's Discretionary Fund	2,143.05	2,695.05	660.81
Rector's Search Fund	20,348.96	20,191.46	21,458.96
Restricted Memorials	1,884.29	1,884.29	1,884.29
Unrestricted Memorials	3,440.09	3,490.09	2,645.09
Worship	9,418.02	7,398.02	6,477.81
Youth Formation	10,484.91	22,415.44	12,359.63
Other Dedicated Funds	3,230.39	6,220.05	1,184.79
<b>Total Dedicated Accounts</b>	<b>149,698.04</b>	<b>148,270.88</b>	<b>141,054.87</b>
Investment: CD (Edward Jones)	0.00	103,274.64	3,152.12
<b>TOTAL CASH/CASH EQUIVALENTS</b>	<b>149,698.04</b>	<b>251,545.52</b>	<b>144,206.99</b>
Endowment-St. Anne's Foundation	128,546.79	132,699.70	118,895.39
<b>LOAN</b>			
Mortgage on Ministry Center	<b>216,118.72</b>	<b>199,839.72</b>	<b>227,454.87</b>

# LIAISON REPORTS

## MARCH, 2024

### Adult Formation (*B. Yost*)

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### Communications/Technology (*D. Fant*)

- No report.

### Finance (*J. Gibbs*)

- No report.

### Mission (*J. Cook*)

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### Outreach (*H. Newberry*)

- Committee meets on March 19.

### Parish Life (*S. McCullough & A. Smith*)

- Reminders for sign-ups for food for the Easter breakfast are needed, as well as volunteers to help with preparation and serving. Jenna Riddle will not be here for Easter, so Naomi Fudge is taking the lead with Shelley Schmeisser assisting.

### Pastoral Care (*K. Smith*)

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### Stewardship (*K. Bell*)

- No report.

### Transition (*J. Gibbs*)

- No report.

### Worship (*H. Newberry*)

- Committee will meet on March 19.

### Youth Formation (*K. Jacobs*)

- Easter Egg Hunt will take place at 9:30 a.m., BETWEEN the Parish Breakfast and the 10 a.m. service. Donations of candy and other fun Easter egg fillers are needed. Donations of plastic eggs are not needed.
- VBS Dates: June 3-7
- Mission Trip: June 17-21