

## – MINUTES –

### ST. ANNE'S VESTRY MEETING APRIL 23, 2024

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

Absent: Mtr. Leeann Culbreath and Karen Smith

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1. OPENING PRAYER – Rich McDonald opened the meeting with prayer.
2. FORMATION – Kimberly Jacobs led the group in an Object Lesson exercise with the aim of developing a more varied approach to prayer.
3. MINUTES – The minutes for the March 19, 2024, meeting were approved as circulated (motion by Jeff Gibbs/second by Brian Yost).
4. FINANCIAL REPORTS – Treasurer Kathy Moreno shared the financial reports for the month ending March 31, 2024 (attached).
5. DISCUSSION
  - a. Interim Priest in Charge Letter of Agreement – The group discussed Mtr. Leeann's letter of agreement and prioritized duties for worship, pastoral care, and formation. Sr. Warden Rich McDonald and Jr. Warden Shelly Schmeisser will meet with Mtr. Leeann to finalize the agreement.
  - b. Pastoral Care Assistance – The group revisited possibilities for Pastoral Care assistance for Mtr. Leeann. After further discussion, Alan Smith volunteered to help with administrative duties in this area.
  - c. Pentecost/Holy Ghost Weenie Roast – Pentecost 2024 is May 19. Kitchen Coordinator Jenna Clair Riddle has plans in place for the event pending Vestry approval (see *Decision*).
  - d. Due to the Memorial Day holiday, the suggestion was made to move the regularly scheduled May 28 Vestry meeting to May 21 (see *Decision*).
6. INFORMATION
  - a. Priest in Charge's Report – No report.
  - b. Senior Warden's Report – No report.

c. Junior Warden's Report

i. The formation of a Campus Safety Committee is underway.

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*) – Spring adult formation classes end the first week in May. New offerings are being planned. The Sunday School offering of the day will be added to the Sunday Morning announcements prior to worship.
- ii. Communications/Technology (*D. Fant*) – no report
- iii. Finance (*J. Gibbs*) – The Finance Committee is considering the need to inform the congregation of giving and financial shortcomings. The success of St. Anne's Got Talent will allow the backup allocation of \$4,000 in Youth Formation to be moved. A capital campaign to pay off the Ministry Center is under consideration.
- iv. Mission (*J. Cook*) – The Youth Mission Team will serve in Kingsport, Tennessee as a part of the Appalachian Service Project.
- v. Outreach (*H. Newberry*) – no report
- vi. Parish Life (*S. McCullough/A. Smith*) – see attached
- vii. Pastoral Care (*K. Smith*) – no report
- viii. Stewardship (*K. Bell*) – no report
- ix. Transition/Rector Search (*J. Gibbs*) – no report
- x. Worship – (*H. Newberry*) – no report
- xi. Youth & Children (*K. Jacobs*) – Plans are underway for Vacation Bible School, which will be held June 3-7.

e. Upcoming Dates

May 5	Newcomers' Social
May 12	Youth Sunday
May 19	Pentecost
May 21	Vestry Meeting

7. DECISION

- a. Motion to approve hosting the Holy Ghost Weenie Roast on Pentecost, May 19 (motion by Shelly Schmeisser/second by Kimberly Jacobs). The motion was approved.
- b. Motion to reschedule the May 28 Vestry Meeting to May 21 due to the Memorial Day holiday (motion by Kimberly Jacobs/second by Brian Yost). The motion was approved.

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

Respectfully submitted,

Pam Leonard

**St. Anne's Episcopal Church**

Profit/Loss: March 2024 vs March 2023 & YTD Actual vs 3/12 Budgeted Amounts

	Month of March '24	Month of March '23	Actual YTD	Budget YTD	Budgeted: 3/12 of Annual Budget
<b>INCOME</b>					
Operating Income	29,760.19	55,965.45	91,402.45	120,804.00	
Interest Income	0.00	0.00	46.25	0.00	
<b>TOTAL INCOME</b>	<b>29,760.19</b>	<b>55,965.45</b>	<b>91,448.70</b>	<b>120,804.00</b>	
<b>EXPENSE</b>					
Administration Expenses	8,225.99	3,297.96	23,226.49	25,926.00	
<b>Ministry Areas</b>					
Adult Formation	25.00	142.61	309.96	147.00	
Missions	0.00	100.00	100.00	0.00	
Outreach	0.00	600.00	1,881.82	1,560.00	
Parish Life	614.64	120.00	1,020.10	834.00	
Pastoral Care	0.00	126.00	0.00	372.00	
Stewardship	0.00	0.00	0.00	300.00	
Worship	1,301.96	979.06	3,129.97	3,444.00	
Youth Formation	115.43	1,314.69	1,534.57	3,870.00	
<b>Total Ministry Areas</b>	<b>2,057.03</b>	<b>3,382.36</b>	<b>7,976.42</b>	<b>10,527.00</b>	
<b>Payroll &amp; Related Exp</b>					
<b>Rector</b>					
Salary & Payroll Tax	4,854.37	4,712.00	14,563.11	14,562.00	
Benefits	1,230.00	767.01	3,978.01	23,454.00	
<b>Total Rector</b>	<b>6,084.37</b>	<b>5,479.01</b>	<b>18,541.12</b>	<b>38,016.00</b>	
<b>Church Administrator</b>					
Salary & Payroll Tax	4,194.75	4,072.40	12,584.26	12,582.00	
Benefits	1,408.89	801.00	3,792.89	4,122.00	
<b>Total Church Admin</b>	<b>5,603.64</b>	<b>4,873.40</b>	<b>16,377.15</b>	<b>16,704.00</b>	
Music Dir & Musicians	3,549.43	3,916.31	11,814.16	10,638.00	
Nursery & Kitchen	0.00	0.00	0.00	2,085.00	
<b>Total Payroll Exp</b>	<b>15,237.44</b>	<b>14,268.72</b>	<b>46,732.43</b>	<b>67,443.00</b>	
<b>Buildings &amp; Grounds</b>					
Building Maint	556.12	1,540.00	946.12	2,322.00	
Cleaning	1,485.19	1,180.99	5,563.69	3,873.00	
Grounds Maint	600.00	600.00	1,810.18	1,962.00	
IT Expense	0.00	0.00	170.00	87.00	
Repairs	152.00	0.00	1,678.98	924.00	
Utilities	712.91	2,033.93	6,399.51	7,134.00	
<b>Total B &amp; G</b>	<b>3,506.22</b>	<b>5,354.92</b>	<b>16,568.48</b>	<b>16,302.00</b>	
<b>TOTAL EXPENSES</b>	<b>29,026.68</b>	<b>26,303.96</b>	<b>94,503.82</b>	<b>120,198.00</b>	
<b>PROFIT/LOSS</b>	<b>733.51</b>	<b>29,661.49</b>	<b>(3,055.12)</b>	<b>606.00</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>Mar-24 3/31/24</b>	<b>1 Yr Ago 3/31/23</b>
<b>CASH/CASH EQUIVALENTS</b>			
Operating (South GA Bank)	288,012.87	282,334.86	359,947.45
Dedicated Accounts (Ameris Bank)			
Building Fund	35,405.88	17,525.35	40,649.47
Adult Formation	10,030.49	9,376.59	10,030.49
Kitchen Fund	4,775.18	5,000.18	4,425.18
Maintenance Reserve	28,954.23	32,059.30	16,738.10
Mission Fund	500.00	500.00	500.00
Needlepoint	9,043.28	9,043.28	9,043.28
Outreach	5,521.84	5,511.84	6,646.03
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	2,551.05	661.83
Rector's Search Fund	20,348.96	19,441.46	20,558.96
Restricted Memorials	1,884.29	1,884.29	1,884.29
Unrestricted Memorials	3,440.09	3,490.09	2,670.09
Worship	9,418.02	7,745.82	6,434.81
Youth Formation	10,484.91	25,475.44	11,563.22
Other Dedicated Funds	3,230.39	6,575.47	1,255.53
<b>Total Dedicated Accounts</b>	<b>149,698.04</b>	<b>150,697.59</b>	<b>137,578.71</b>
Investment: CD (Edward Jones)	0.00	100,000.00	0.00
<b>TOTAL CASH/CASH EQUIVALENTS</b>	<b>149,698.04</b>	<b>250,697.59</b>	<b>137,578.71</b>
Endowment-St. Anne's Foundation	128,546.79	139,378.79	117,803.90
<b>LOAN</b>			
	<b>1/1/24</b>	<b>3/31/24</b>	<b>3/31/23</b>
Mortgage on Ministry Center	<b>214,980.68</b>	<b>198,601.95</b>	<b>226,281.53</b>

## LIAISON REPORTS

APRIL, 2024

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

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

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### Finance (*J. Gibbs*)

- The Finance Committee Meeting met on April 17.

### Mission (*J. Cook*)

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### Outreach (*H. Newberry*)

- Committee meets on March 19.

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

- A Newcomers' Social is scheduled for May 5, Cinco de Mayo, to be held in the Parish Hall at 5 p.m. We will have tacos and lots of fun fellowship getting to know our newcomers. Food is taken care of. The Vestry is asked to help supply desserts and beverages. Invitations have been sent out and announcements will be in the newsletter.

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

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### Stewardship (*K. Bell*)

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### Transition (*J. Gibbs*)

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### Worship (*H. Newberry*)

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

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