

## – MINUTES –

### ST. ANNE'S VESTRY MEETING

JULY 23, 2024

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

Others present: David Hilliard representing the St. Anne's Foundation

Absent: Shelly Schmeisser (Jr. Warden) and Brian Yost

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1. OPENING PRAYER – Kim Jacobs opened the meeting with prayer.
2. DISCUSSION – David Hilliard gave an update on the St. Anne's Foundation. Other members of the Foundation Board are Ray Moreno, Sarah Cook, Ron Elizondo, and Jill Coogle. Lorie Felton serves as the Finance Committee liaison to the Board. Other information shared included:
  - a. The Foundation Board has updated its by-laws, which will be sent to Kathy Moreno to distribute to the Vestry for approval.
  - b. The Foundation brochure has been updated.
  - c. To raise awareness and encourage participation, quarterly announcements will be included in the parish newsletter and Sunday bulletins.
  - d. St. Anne's Foundation Sunday will be held on February 9, 2025.
3. FORMATION – Mtr. Leeann led the group in a prayer experience for specific areas of the church.
4. MINUTES – Minutes for the June 25, 2024, meeting were approved as circulated (motion by Jeff Gibbs/second by Justin Cook).
5. FINANCIAL REPORTS – Treasurer Kathy Moreno shared the financial reports for the month ending June 30, 2024 (attached). She also said budget requests for liaison areas will be due by September 30.
6. DISCUSSION – Continued
  - a. Transition Needs

- i. Rich McDonald reported that Fr. Nathan Wilson has secured housing in Tifton and will not need moving assistance. Fr. Nathan is also happy with the Priest's Office as it is and will begin his duties at St. Anne's on August 1.
  - ii. Mtr. Leeann suggested naming a committee to further assist in the transition process. Kim Jacobs volunteered to seat this group and assign duties.
  - iii. A Vestry meet and greet with Fr. Nathan will be held on August 2 at 6 p.m. at the home of Ray and Kathy Moreno.
  - iv. Shelly Schmeisser has agreed to temporarily compile submissions for the weekly e-newsletter which will be forwarded to Stacey Greene for publication.
- b. Diocesan Convention
- i. St. Anne's delegates are needed. A request will be made for interested parishioners.
  - ii. As this year's convention will be held in Tifton, a St. Anne's liaison is needed to assist in coordinating volunteers. Jenna Claire Riddle was suggested. Mtr. Leeann will contact her with this request.
- c. Administrative Staff Responsibilities (regarding Ministry areas) – Tabled for lack of a written policy.

## 7. INFORMATION

### a. Priest in Charge's Report

- i. Mtr. Leeann explained the boundaries of her exit, sharing a memorandum from Canon Loren Lasch. An excerpt from this correspondence is below:

*Mtr. Leeann will need to step away from St. Anne's for a period of time, in order to let the parish and Fr. Nathan form a relationship. Bishop Logue will work with her on how long this needs to be, given her previous relationship with the parish. It will be important for the Vestry to make sure the parish understands that she will not be handling any pastoral duties (including funerals and weddings) once she ends her position there.*

- ii. Mtr. Leeann gave updates on projects she has been working on:
  - Transition binder has been updated (passwords, etc.).
  - Comprehensive list of Pastoral Care needs has been compiled.
  - LBGTQ Task Force has been filled and is meeting.
  - Acolyte program is fully staffed.
  - Eucharistic Visitors have been fully trained and are making regular visits.

- Plans are to meet with Kristifer Bell later this week on Stewardship.
  - Preparations are made to transfer the supervisory role for our Seminarian Brandon Medley to Fr. Nathan.
- iii. Mtr. Leeann expressed her thanks to the Wardens and Vestry for service during her time as Interim Priest in Charge.
- b. Senior Warden's Report – Rich McDonald asked Mtr. Leeann to briefly leave the meeting. He then shared the Finance Committee's recommendation to present \$1000 as a parting gift to Mtr. Leeann. Alan Smith seconded, and the motion passed. In Rich's absence, Jr Warden Shelly Schmeisser will present the check at the reception following Mtr. Leeann's last Sunday service. Mtr. Leeann then rejoined the meeting.
- c. Junior Warden's Report – Cleanout and organization of the Parish has been completed. Many thanks to Shelly for her tremendous efforts.
- 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*) – No report.
  - ii. Communications/Technology (*D. Fant*) – Access to the St. Anne's server has been secured.
  - iii. Finance (*J. Gibbs*) – See attached.
  - iv. Mission (*J. Cook*) – A possible Honey Creek work weekend for our Youth is being considered.
  - v. Outreach (*H. Newberry*) – See attached.
  - vi. Parish Life (*S. McCullough/A. Smith*) – See attached.
  - vii. Pastoral Care (*A. Smith/K. Smith*) – No report.
  - viii. Stewardship (*K. Bell*) – Kristifer will meet with Mtr. Leeann this week to discuss steps forward.
  - ix. Transition/Rector Search (*J. Gibbs*) – See attached.
  - x. Worship – (*H. Newberry*) – No report.
  - xi. Youth & Children (*K. Jacobs*) – Youth Committee will meet on August 4.
- e. Upcoming Dates
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|--------------|---|
| July 28      | St. Anne's Feast Day and Mtr. Leeann's last Sunday, reception to follow service |
| August 4     | Fr. Nathan's first Sunday, reception to follow service                          |
| August 11    | Rally Sunday/Blessing of the Backpacks  |
| August 14    | Wednesday night programs begin  |
| August 18    | Sunday School begins  |
| August 27    | Vestry Meeting  |
| September 22 | Loaves of Love bake sale  |
| September 24 | Vestry Meeting  |

8. DECISION – None.

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

Respectfully submitted,  
Pam Leonard

**St. Anne's Episcopal Church**

Profit/Loss: June 2024 vs June 2023 & YTD Actual '24 vs YTD '23 & Budget

	Month of June 2024	Month of June 2023	Actual YTD 2024	Last Year YTD 2023	Budget YTD 2024	Budget 2024
<b>INCOME</b>						
Operating Income	\$30,818.38	\$29,219.64	\$166,628.88	\$203,953.64	\$241,608.00	\$483,227.80
Interest Income	11.84	0.00	81.54	78.76		
<b>TOTAL INCOME</b>	<b>30,830.22</b>	<b>29,219.64</b>	<b>166,710.42</b>	<b>204,032.40</b>	<b>241,608.00</b>	<b>483,227.80</b>
<b>EXPENSE</b>						
Administration Expenses	11,711.89	7,284.32	53,042.23	45,089.55	51,852.00	103,760.00
<b>Ministry Areas</b>						
Adult Formation	25.00	0.00	334.96	961.72	294.00	600.00
Outreach	580.60	310.34	3,398.21	3,550.70	3,120.00	6,250.00
Parish Life	0.00	93.76	1,745.94	1,619.70	1,668.00	3,600.00
Pastoral Care	0.00	0.00	0.00	126.00	744.00	1,500.00
Stewardship	0.00	0.00	0.00	0.00	600.00	1,200.00
Worship	421.42	76.00	4,895.64	7,087.44	6,888.00	13,800.00
Youth Formation	1,329.07	2,249.47	5,861.93	7,607.70	5,742.00	11,550.00
<b>Total Ministry Areas</b>	<b>2,356.09</b>	<b>2,729.57</b>	<b>16,236.68</b>	<b>20,953.26</b>	<b>19,056.00</b>	<b>38,500.00</b>
<b>Payroll &amp; Related Exp</b>						
<b>Rector</b>						
Salary & Payroll Tax	4,583.34	4,583.34	28,584.16	28,143.34	29,124.00	58,252.48
Benefits	1,230.00	767.01	7,313.01	6,892.75	46,908.00	93,847.76
<b>Total Rector</b>	<b>5,813.34</b>	<b>5,350.35</b>	<b>35,897.17</b>	<b>35,036.09</b>	<b>76,032.00</b>	<b>152,100.24</b>
<b>Church Administrator</b>						
Salary & Payroll Tax	4,194.76	4,072.40	25,168.53	24,434.40	25,164.00	50,337.08
Benefits	1,772.03	990.00	7,948.92	7,352.55	8,244.00	16,491.55
<b>Total Church Admin</b>	<b>5,966.79</b>	<b>5,062.40</b>	<b>33,117.45</b>	<b>31,786.95</b>	<b>33,408.00</b>	<b>66,828.63</b>
Music Dir & Musicians	3,549.43	2,907.63	22,462.46	23,969.37	21,276.00	42,593.25
Nursery & Kitchen	0.00	0.00	0.00	0.00	4,170.00	8,366.97
<b>Total Payroll Exp</b>	<b>15,329.56</b>	<b>13,320.38</b>	<b>91,477.08</b>	<b>90,792.41</b>	<b>134,886.00</b>	<b>269,889.09</b>
<b>Buildings &amp; Grounds</b>						
Building Maint	195.00	190.00	4,141.12	4,474.15	4,146.00	9,300.00
Cleaning	1,170.00	1,396.94	9,434.97	7,524.35	7,746.00	15,500.00
Grounds Maint	1,200.00	600.00	5,458.66	3,600.00	3,924.00	7,850.00
IT Expense	0.00	0.00	170.00	0.00	174.00	350.00
Repairs	0.00	1,090.00	2,880.93	2,880.98	1,848.00	3,700.00
Utilities	246.56	2,490.04	13,656.57	11,061.74	14,766.00	28,550.00
<b>Total B &amp; G</b>	<b>2,811.56</b>	<b>5,766.98</b>	<b>35,742.25</b>	<b>29,541.22</b>	<b>32,604.00</b>	<b>65,250.00</b>
<b>TOTAL EXPENSES</b>	<b>32,209.10</b>	<b>29,101.25</b>	<b>196,498.24</b>	<b>186,376.44</b>	<b>238,398.00</b>	<b>477,399.09</b>
<b>PROFIT/LOSS</b>	<b>(1,378.88)</b>	<b>118.39</b>	<b>(29,787.82)</b>	<b>17,655.96</b>	<b>3,210.00</b>	<b>5,828.71</b>

**St. Anne's Episcopal Church**  
 Selected Account Balance Summary  
 Beginning of 2024 vs Current Month vs Same Month in 2023

SELECTED ACCOUNTS	1/1/24	6/30/24	1 Yr Ago 6/30/23	Notes
<b>CASH/CASH EQUIVALENTS</b>				
Operating (South GA Bank)	\$388,012.87	\$255,602.16	\$339,199.06	+ \$100k CD in Edward Jones acct
Dedicated Accounts (Ameris Bank)				
Building Fund	35,405.88	18,385.82	36,062.94	Enough for 9 monthly payments
Adult Formation	10,030.49	9,376.59	10,030.49	
Kitchen Fund	4,775.18	5,345.18	4,775.18	
Maintenance Reserve	27,559.30	30,878.07	(149.46)	
Mission Fund	500.00	7,606.46	4,425.00	
Needlepoint	9,043.28	9,043.28	9,043.28	
Outreach	5,521.84	5,211.84	6,701.03	
Parish Life	4,171.18	3,825.66	4,171.18	
Parish's Clerical Reserve Fund	3,362.23	4,970.03	1,420.00	
Pastoral Care	346.25	346.25	346.25	
Rector's Discretionary Fund	2,143.05	307.16	725.93	
Rector's Search Fund	20,348.96	19,106.53	20,558.96	
Restricted Memorials	1,884.29	1,884.29	1,884.29	
Unrestricted Memorials	3,440.09	4,715.09	3,065.09	
Worship	9,418.02	7,219.82	7,143.41	
Youth Formation	10,484.91	12,468.98	8,933.22	
Other Dedicated Funds	1,263.09	3,556.04	1,460.07	
<b>Total Dedicated Accounts</b>	149,698.04	144,247.09	120,596.86	
Investment: CD (Edward Jones 2/12/24)	0.00	100,000.00	0.00	
<b>TOTAL CASH/CASH EQUIVALENTS</b>	<u>537,710.91</u>	<u>499,849.25</u>	<u>459,795.92</u>	
Endowment-St. Anne's Foundation	128,546.79	139,797.05	118,941.24	
<b>LOAN</b>				
Mortgage on Ministry Center	216,118.72	194,980.65	222,934.86	

# LIAISON REPORTS

## JULY, 2024

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

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

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### Finance (*J. Gibbs*)

- The Finance Committee met on June 30, 2024. Items discussed included:
  1. There was discussion concerning the confusing title of the "Rectors Sabbatical" account. Gibbs moved that this account be retitled "Clergy Reserve". Carmichael seconded. Motion passed
  2. There were other suggestions related to revising the statements format.
  3. Stewardship was discussed.
  4. The availability of funds for a goodbye gift for Mother Leanne was discussed. A recommendation was given to the Senior Warden.

### Mission (*J. Cook*)

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### Outreach (*H. Newberry*)

- Knots of Love - 3 shawls in June
- Food Boxes - All is status quo. Delivering to 13 families each month
- Emergency Food Bags - Giving out several per week. Already at 11 this month as of July 16.
- Adopt -A-Mile - looking toward scheduling a clean-up in next quarter.
- Love Notes - status quo
- TerraCycle - 40 lbs. of socks have been sent in for recycling and 40 lbs. more are ready to ship. Collection will continue.
- Loaves of Love - Planning to reschedule bake sale for Sept 22 since there is so much going on in August now with the arrival of Fr. Nathan and Rally Sunday back-to-back.

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

- Parrish life has a few things coming up the end of this month and next month with St Anne's feast day on July 28.
- Reception for Fr. Nathan Aug 4.
- Rally Sunday August 11.
- Busy next few weeks for St Anne's. I have reached out to Jenna Claire to see what kind of help she needs and am waiting for her to get back to me.
- Newcomers report - We continue to have new faces at St Anne's almost every Sunday, which is a great thing. Looking forward to our new start with Father Nathan!

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

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### Stewardship (*K. Bell*)

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### Transition (*J. Gibbs*)

- Mission accomplished.

**Worship (*H. Newberry*)**

- No report.

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

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