

– MINUTES –

ST. ANNE'S VESTRY MEETING APRIL 29, 2025

Present: David Fant, Jeff Gibbs, Rich McDonald, Heather Newberry, Clayton Riehle (Jr. Warden), Libby Robertson (Sr. Warden), Josh Rogers, Hans Schmeisser, and Karen Smith

Absent: Kristifer Bell, Pam Leonard (Clerk), Kathy Moreno (Treasurer), Alan Smith, Patrick Warren, and Fr. Nathan Wilson

1. OPENING PRAYER – Josh Rogers opened the meeting with prayer.
2. FORMATION – Libby Robertson offered observations on Holy Week and Easter and our opportunities to grow during and after that time of such spiritual depth as we rest in all we learned and experienced throughout the season of Lent and culminating in Holy Week and Easter.
3. MINUTES – Minutes for the March 25, 2025, meeting were approved as circulated.
4. FINANCIAL REPORTS – Jeff Gibbs shared financial reports for the month ending March 31, 2025. The reports were received as submitted (*attached*).
5. DISCUSSION
 - a. Ministry Highlights – A draft document highlighting the ministries of St. Anne's was circulated for review and edit. Ministry Liaisons should submit changes and/or additions to Kathy Moreno or Libby Robertson as soon as possible.
 - b. Donation for Expansion of Ministry Areas – St. Anne's was blessed to receive a \$45,000 donation specifically to be used by the ministries of St. Anne's before April 5, 2026. Guidelines for the funds' usage as well as a chart of the way those funds were distributed amongst the ministries were circulated (*attached*).
 - i. Later in the meeting the suggestion was made to approach ministry areas to see if there is interest in pooling money from this special gift to put towards the purchase of or downpayment on a church van. Libby tabled the discussion, saying we would add it to the May meeting agenda. She will seek clarification

from Treasurer Kathy Moreno on whether the funds might be used in this way given the guidelines outlined by the giver. If so, the Vestry can discuss the merits of the idea.

6. INFORMATION

- a. Rector's Report – No report
- b. Senior Warden's Report
 - i. St. Anne's Endowment & Investment Committee Guidelines are being reworked and will be submitted to Vestry when complete.
 - ii. Pianist Jennifer Huang Summer Leave – Jennifer will be out of the country for 10 weeks this summer. She and Music Director Stan Smith have made arrangements for her duties to be covered during her time away.
- c. Junior Warden's Report
 - i. Parish Hall Renovation Update – Flooring materials have been ordered and received by The Floor Shoppe. Clayton is working with them on the timing of the flooring replacement project, but hopes it will begin either June 23 or June 30. The project is expected to take several weeks.
 - ii. Emergency Operations Update – The formerly convened Emergency Operations Committee will gather with the addition of several new members on May 6 to review an existing emergency ops document, make changes as needed, and discuss future training for implementing the plans laid out in the document.
- d. Liaison Reports (*attached*)
 - i. In addition to her submitted report, Heather Newberry sought clarification on whether we will have the Holy Ghost Weenie Roast on Pentecost given that it is the Sunday immediately following Vacation Bible School. Libby recalled that the Executive Committee has decided to proceed with that event but will seek clarification. The Kitchen Committee will proceed with planning as if that is the case unless told otherwise.
- e. Upcoming Dates

May 4	Youth Sunday
May 11	Recognition of Graduates (tentative)
May 27	Vestry Meeting
June 2-6	Vacation Bible School
June 8	Pentecost & Holy Ghost Weenie Roast
June 24	Vestry Meeting

7. DECISION – None

8. CLOSING PRAYER – Josh Rogers closed the meeting with prayer.

Respectfully submitted,

Pam Leonard/Heather Newberry*

**Took meeting notes in Pam's absence*

St. Anne's Episcopal Church

Profit/Loss: Mar 2025; 2025 Budget; & Year to Date

	Budget	Month Ended		Year to Date	
	2025	3/31/25	3/31/24	3/31/25	3/31/24
INCOME					
Contributions	\$458,152	\$29,809	\$29,760	\$67,764	\$91,402
Interest Income	5,000	0	18	4,900	46
TOTAL INCOME	463,152	29,809	29,778	72,664	91,449
EXPENSES					
<i>Administration Expenses</i>	110,608	7,311	8,226	28,321	23,226
<i>Ministry Areas</i>					
Adult Formation	500	25	25	25	310
Missions	1,000	0	0	0	100
Outreach	6,250	797	0	2,361	1,882
Parish Life	4,800	238	615	698	1,020
Pastoral Care	3,250	66	0	66	0
Stewardship	1,200	0	0	0	0
Worship	14,037	936	1,302	1,711	3,130
Youth Formation	13,650	282	115	1,439	1,535
Total Ministry Areas	44,687	2,344	2,057	6,300	7,976
<i>Buildings & Grounds</i>					
Building Maint	9,625	839	556	2,461	946
Cleaning	15,700	1,213	1,485	2,392	5,564
Grounds Keeping	7,900	600	600	1,800	1,810
IT Expense	350	0	0	0	170
Repairs	5,300	300	152	3,827	1,679
Utilities	36,700	2,719	713	8,667	6,400
Total B & G	75,575	5,672	3,506	19,147	16,568
<i>Payroll & Related Exp</i>					
Rector					
Housing & Benefits	77,250.00	6,438	4,854	19,298	14,563
	31,764.00	2,070	1,230	8,634	3,978
Total Rector	109,014	8,508	6,084	27,932	18,541
Church Administrator					
Salary & Payroll Tax	51,847	4,360	4,195	13,001	12,584
Benefits	17,377	911	1,409	2,733	3,793
Total Church Admin	69,224	5,271	5,604	15,734	16,377
Music Dir & Musicians	43,871	3,616	3,549	10,890	11,814
Nursery & Kitchen	8,619.00	559	0	1,248	0
Total Payroll Exp	230,728	17,954	15,237	55,804	46,732
TOTAL EXPENSES	461,598	33,279	29,027	109,572	94,504
PROFIT/LOSS	\$1,554	(\$3,470)	\$751	(\$36,908)	(\$3,055)

	Jan '25	Feb '25	March '25	YTD '25	Jan '24
Income	\$11,571	\$31,284	\$29,809	\$72,664	\$37,721
Expenses	39,457	36,836	33,279	109,572	31,913
Profit/Loss	<u>(\$27,886)</u>	<u>(\$5,552)</u>	<u>(\$3,470)</u>	<u>(\$36,908)</u>	<u>\$5,808</u>

St. Anne's Episcopal Church
 Selected Account Balances Summary
 Beginning of 2025 vs Month Ended 3/31/25

SELECTED ACCOUNTS	<u>1/1/25</u>	<u>3/31/25</u>
CASH/CASH EQUIVALENTS		
Operating (South GA Bank) & Petty Cash	\$337,460	\$295,483
Investment: Edward Jones	100,049	105,000
Total Operating Funds	\$437,509	\$400,483
Restricted Accounts (Ameris Bank & EJ)		
Building Fund *	51,633	37,330
Adult Formation	1,000	4,933
Kitchen Fund	5,200	5,200
Maintenance Reserve	86,970	37,082
Mission Fund	3,744	14,198
Needlepoint	9,043	9,043
Outreach	6,262	22,714
Parish Life	9,171	14,982
Parish's Clerical Reserve Fund **	5,680	5,680
Pastoral Care	346	5,480
Rector's Discretionary Fund	2,252	860
Restricted Memorials	1,884	1,884
Unrestricted Memorials	5,290	6,762
Worship	7,995	18,042
Youth Formation	13,402	25,078
Other Dedicated Funds	4,296	3,487
Total Dedicated Accounts	214,168	212,756
TOTAL CASH/CASH EQUIVALENTS	\$651,677	\$613,239
Endowment-St. Anne's Foundation	140,951	132,631
LOAN		
Mortgage on Ministry Center	<u>1/1/25</u> \$187,611	<u>3/31/25</u> \$169,800

* \$36,296/yr = 12 mos mortgage pmts (\$1,858/mo) + \$14k payment c

** Fund \$4,112/year (we are in YR 2) to cover cost of Rector Sabbatica

*** By making additional \$14k payments each Feb, we can pay loan off
 will be due 8/2030 & most likely at higher interest rate. Current

Guidance on a Ministry Special Project

What are Special Projects?

Special Projects are identifiable activities or events planned and executed by areas of ministry in a way that would not be possible without additional funding. The one-time funding for the Special Projects was provided by a donor family who wishes to strengthen St. Anne's mission of ministry.

How does the funding for Special Projects fit into each ministry's cash balance?

Each month, Vestry Liaisons are provided with the cash balance in funds restricted specifically for use in their particular area. The cash balance for Special Projects will also be accounted for as a separate line item of Restricted Funds.

What are Special Projects intended to achieve?

The purpose of every Special Project is to live out the teachings of Christ by serving others in an identifiable manner that may not otherwise be possible without the additional financial backing provided by the donor family.

What are the responsibilities of each individual ministry committee?

Each area of ministry funded for a Special Project will prayerfully consider specifically what it is that God is calling them to do within the confines of the funds allotted them, develop a plan (including a tentative timeline and cost), and execute that plan by Easter (April 5, 2026).

What are the reporting requirements?

There are two major areas of reporting: updates on the progress of the ministry's Special Project and updates on the cash balance available.

A specific volunteer in each ministry area will provide the Vestry Liaison with the initial plan(s) and timeline(s) no later than August 1st. Brief updates on the Special Project will then be submitted to the Vestry Liaison by the 3rd Tuesday of each month. The Vestry Liaison will include the update in their written report to the Vestry (due by the 3rd Wednesday of each month).

Why do reporting requirements exist?

Initial plans and regular updates help to prevent misunderstandings and ensure that the donor, the Vestry, and the church, as a whole, are reminded of the blessing that result from serving God through the generous giving of time, talents and treasure by members of the body of Christ.

What will happen with unspent Special Project funds?

We understand that it is almost impossible to spend *exactly* the amount allotted. Generally speaking, unspent Special Project funds will be moved to the Rector's Discretionary Fund, whose sole purpose is providing for those in need, which is in keeping with the donor's intent.

Can different areas of ministry combine efforts on a single Special Project?

Combining the efforts of various ministry areas is absolutely appropriate.

Is each ministry area restricted to a single Special Project?

Each ministry area may coordinate as many identifiable Special Projects as they wish, as long as the total funds allotted to that area is not exceeded and the projects are completed by April 5, 2026.

Donation Divided into Ministry Area Reserves

Ministry Area	% Total Ministry Budget	2025 Budget	Baseline Addition to each Ministry	% of Budget *1/2 Donation Balance	1/7 of Remaining Donation Balance	3/31 Addition to Ministry Reserve
AF	1%	\$500	\$1,000 +	\$218 +	\$2,714 =	\$3,933
MIS	2%	1,000	1,000 +	437 +	2,714 =	4,151
OR	14%	6,250	1,000 +	2,731 +	2,714 =	6,445
PL	11%	4,800	1,000 +	2,097 +	2,714 =	5,811
PC	7%	3,250	1,000 +	1,420 +	2,714 =	5,134
WOR	32%	14,037	1,000 +	6,133 +	2,714 =	9,847
YF	31%	13,650	1,000 +	5,964 +	2,714 =	9,678
Ministry.	100%	\$43,487	\$7,000 +	\$19,000 +	\$19,000 =	<u>\$45,000</u>

Amount Donated to Ministry Areas	\$45,000
Baseline Addition to Ministry Area Reserves	(7,000)
Donation Balance	\$38,000
% of Budget * 1/2 Donation Balance	(19,000)
Donation Balance	\$19,000
1/7 of Remaining Donation Balance	(19,000)
	<u>\$0</u>

LIAISON REPORTS

APRIL, 2025

Adult Formation (*H. Schmeisser*)

- No report.

Communications/Technology (*D. Fant*)

- No report.

Finance (*J. Gibbs*)

- No report.

Parish Life (*H. Newberry & A. Smith*)

- The Parish Retreat Committee has been organized and had its inaugural meeting on April 6. Sherry McCullough has agreed to chair the committee. Members are Ray Moreno, Joy Yost, Lorie Felton, Peter Pinnow, and Amy Warren. The committee agreed to create and send out a Parish Retreat Interest Survey to gauge interest in a 2026 Retreat. Amy Warren took the lead and that survey is live on Google Forms (it has been sent out via the newsletter, and we hope to have the QR code included in the bulletin announcements each Sunday for the next few weeks). The survey is also available in paper form in the Parish Hall. They will collect surveys through May 16, then gather again Sunday, May 18 to go over the data.
- The Kitchen Committee successfully executed the Parish Easter Breakfast for approximately 100 folks on April 20. Thanks to all who donated money or food, prepped, cooked, served, or in any other way helped make the breakfast happen! The committee hopes to meet again on May 4 to debrief the breakfast, coalesce the committee's organization, and plan for the next event. Question for Vestry is this - are we having a Holy Ghost Weenie Roast the Sunday of Pentecost/Sunday directly after VBS?
- Lenten Prayer Partners wrapped up on Easter Sunday and was, by all accounts, enjoyed by those who participated.

Pastoral Care (*K. Smith*)

- No report.

Outreach/Mission (*P. Warren*)

- The Outreach/Mission reports are as follows:
 - **Knots of Love – Sheila O'Neal:** Sheila reported, "Working on three baby blankets to get out, but nothing since last meeting other than the St. Anne's Got Talent entries, a shawl and five bags of three angels each.
 - **Emergency Bags – Jimmy Felton:** Jimmy reported packing 13 emergency food bags in February.
 - **Adopt-A-Mile – Darrell Walker:** Darrell reported that a cleanup is planned to coincide with Earth Day, April 22

Stewardship (*K. Bell*)

- No report.

Worship (*R. McDonald*)

- We had a successful Holy Week both spiritually and with turnout. Thanks to the Acolytes, EMs, MCs, Ushers, Choir and all who participated. Attendance at all services from Palm Sunday through the Easter 10 a.m. service was 640.

Youth and Children Formation (*J. Rogers*)

- The Youth Committee met on April 6.

- We had several students attend New Beginnings.
- We had a successful Holy Week and Easter Egg Hunt with a large number of Youth and Parent involvement at each.
- We have a youth local mission workday in the works for a parishioner beside Northeast Middle School. If you have requests for these type of work sessions, we welcome them but give us time to be flexible.
- We are planning VBS. Need volunteers. Contact Joy Yost.
- Youth Sunday is May 4. Brandon Medley will give the sermon and students will Read, Usher, Audio, Acolyte, Greet, etc.
- Recognition of graduates is tentatively planned for May 11.
- Acolyte recognition is in the works for a future Sunday as well.
- Josh suggested more thorough calendaring at the Vestry Retreat to include events such as these recognition Sundays so those involved can make plans to attend well in advance.