

Parish of St. Mark & St. Paul, Sewanee, Tennessee  
Vestry Agenda for October 19, 2023  
5:30 pm, Hethcock Room

I. Opening Devotions	
II. Minutes from the August and September regular meetings	5:40
III. Treasurer's Report	5:50
IV. Rector's Report	6:05
V. Break	6:25
VI. Reports of Wardens and Committees	6:35
VII. Other Business-- funds for painting of Brooks Hall	7:10
VIII. Closing Prayers	7:20

*The Vestry meets at 5:30pm normally on the third Thursday of each month: November 16, December 21 (or 14). According to diocesan canons, we must meet at least quarterly. The Diocese of Tennessee requires that actions via Zoom or teleconference be ratified at an in-person meeting afterward.*

**Parish of St. Mark & St. Paul, Sewanee Tennessee  
Vestry Monthly Meeting – August 17, 2023, 5:30 P.M**

**Present:** Robin Bates, Kathryn Bruce, The Rev. Betty Carpenter, Beth Chamberlain, Dorothy Gates, Tom Phelps, Lynn Stubblefield, Lynn Taylor, Beth Wiley, the Rev. Rob Lamborn

**Absent:** Jay Fisher, Diane Jones

**Opening Devotions** – The Rev. Rob Lamborn led the Vestry in *Daily Devotions: Early Evening* (BCP p. 139).

**June 2023 Minutes** –: Corrections to the June minutes: page 1: Under Treasurer’s Report: change *Designated* to *Designations* and remove the word “Requests”; change the wording of the sentence about the “\$3000 allocated for the roof repair” to “she clarified that the \$3000 allocated in November 2002 for the roof repair is represented...”. Under Interim Rector’s report “strike Amy Lamborn” from the description; on page 2 Dorothy was asked about the summer service Altar Guild needs at the 10:00 service; Under Junior Warden’s report, it was clarified that the Finance Committee does not ever “authorize”, rather “*recommended* another \$3000 for this repair” is appropriate; Under Junior Warden’s Report Cleaning Service, edit this to reflect that Bahley began offering cleaning service in July not August; page 3: Under Finance Committee, change the word allotted to *recommended*” and Tom Phelps move to approve this [this additional 3,000 for] a total of \$6,000 to repair the roof.

Lynn Taylor moved to approve minutes with corrections. Beth Chamberlain seconded this motion. The Vestry unanimously accepted the corrected minutes.

**Treasurer’s Report –**

Beth reported that several issues listed in the written report provided for the meeting had been addressed since the publishing of the report, including the mislabeling of a payroll tax payment as a computer expense. Sarah Edmonds and Frieda Hawkins are currently managing the tasks normally handled by the Financial Administrator. Beth reported that the position of Financial Administrator is still open. Dorothy Gates requested more details about the expenditure report

for the Altar Guild. It was suggested that Sarah Edmonds be contacted for such details.

Beth Wiley stated that the audit was conducted by Delanna Rhoton and she shared some aspects of that report. There was an overall net loss due mostly to loss of Payroll Protection Plan funds, CAC's lower income from organizations, a loss in investment value, as well as increased maintenance costs. Beth Wiley also stated that it is important that all invoices are signed off on and that other measures are taken to ensure financial fidelity.

Beth Wiley shared that two \$10,000 gifts had been received recently: one as an unrestricted gift for CAC and one as an unrestricted gift for the parish.

### **Rector's Report --**

Fr. Rob shared a summary of his activities during the weeks of April prior to the beginning of his sabbatical. He also shared a summary of his activities during early July and early August prior to his final week of sabbatical at Interlochen Adult Music Camp. Rob reported that during his exit interview with Jan Stevens, the former Financial Administrator, she stated she enjoyed working with Beth Wiley and Alec Moseley and appreciated working with St. Mark and St. Paul.

St. Mark and St. Paul will host the Sewanee-Monteagle Rotary Club on occasion this year as the organization needs.

Michael Thompson has begun the process of discernment for ordination.

Fr. Rob encouraged the Vestry members to be present for the celebration of Kathy Sturgis on August 20 and the parish welcome luncheon on August 27. Jeannie Babb and Fr. Rob are creating information about ministry opportunities to share at the parish luncheon.

Kenneth Miller will serve as the new organist and adult choir director beginning August 27.

Fr. Rob reported that he enjoyed the Evangelism Class at Virginia Theological seminary and especially enjoyed taking it with the Rev. Giulianna Gray. Rob met with Betty, Giulianna, and Jeannie Babb to discuss evangelism efforts in the parish. There are four aspects of evangelism that the group wants to focus on: 1) music, 2) newcomers and helping them be fully integrated and connected to the

parish, 3) Adult Bible Study with intentional invitation to faculty and staff at the University, and 4) intentionally reaching out to those whose attendance may have waned during COVID.

Fr. Rob directed the Vestry members' attention to his written report for further details.

### **Committee Reports—**

#### **Junior Warden's Report – Buildings and Grounds Committee:**

Diane Jones was absent, but the Vestry Members were directed to her written report. Beth Wiley suggested it would be helpful to have a spreadsheet of the projects that need to be done, the estimated cost for the repairs, and the priority status of the repair needs. This would enable better planning for the financial expenses to come and would provide a summary of the work needing to be done. Such a spreadsheet would also serve as a place to record any repairs done and the dates of such service.

Lynn Taylor inquired about the age of the AC units. Fr. Rob shared that the ages vary across the campus.

An additional psychotherapist will be using Brooks Hall three days a week.

Beth Wiley commented the Children's Center playground renovation is beautiful and she suggested that the parish liaison to the Children's Center should share the parish's pleasure with the work completed.

#### **Community Action Committee (CAC) –**

Beth Chamberlain directed the attention of the Vestry Members to the written report submitted for the Vestry meeting, particularly to the grants the CAC recently received. Beth Chamberlain praised the work of Sarah Edmonds and her leadership of CAC.

Betty Carpenter suggested that the parish participate in unloading a supply of food and restocking the shelves so that parishioners can experience first-hand the CAC operations.

Robin Bates asked for clarification about the written report that mentioned medical assistance. Beth Chamberlain stated that this issue would be addressed at the next CAC meeting.

### **Christian Formation –**

Robin Bates expanded upon the written report he provided to the Vestry, expressing excitement about the theme “Creating in God’s Image” for the 2023-24 church school calendar. Robin brought attention to the information about the children’s choir and to the “Connections for Parents” gathering option for parishioners.

### **Stewardship - Parish Life -**

Rob reported in the absence of Jay Fisher. Michael Thompson is the Stewardship Chair. The Stewardship program will culminate in a parish-wide luncheon in lieu of small group gatherings.

### **Senior Warden’s Report –**

Lynn Taylor expressed her appreciation for everyone’s support during Fr. Rob’s sabbatical. She also expressed her joy that Fr. Rob was back full-time.

### **Reminders of upcoming events-**

*Next Meeting:* The next meeting will be September 21, at 5:30 pm.

**Concluding Prayer:** The Rev. Rob Lamborn offered a concluding prayer for the parish.

The meeting was adjourned at 7:15 p.m.

Respectfully submitted by Kathryn Bruce, Clerk of the Vestry

**Parish of St. Mark & St. Paul, Sewanee Tennessee**  
**Vestry Monthly Meeting – September 21, 2023, 5:30 P.M**

**Present:** Robin Bates, Kathryn Bruce, The Rev. Betty Carpenter, Beth Chamberlain, Jay Fisher, Dorothy Gates, Diane Jones, Tom Phelps, Lynn Stubblefield, Lynn Taylor, Beth Wiley, the Rev. Rob Lamborn

**Absent:** The Rev. Betty Carpenter

**Opening Devotions** – The Rev. Rob Lamborn led the Vestry in *Daily Devotions: Early Evening* (BCP p. 139).

**August 2023 Minutes** –: Corrections to the August minutes:

The copy of the minutes presented to the vestry was not correct. The correct copy will be provided to the vestry at the October meeting.

**Treasurer’s Report** –

Beth Wiley shared a written report including the *Actual vs Budget Report*, the *Statement of Activities--Operating*, the *Statement of Financial Position*, and the *Summary of Restricted and Vestry Designated Account*. Beth shared that she received the 2022 Audit Report just prior to the Vestry meeting. She will provide that report at the October Vestry meeting.

Beth Wiley also reported that Wendy Howard is the new Financial Assistant. Beth offered a correction to her written report: Wendy has not had any contact with previous Financial Assistant Jan Stevens.

Beth shared that currently spending is in keeping with expectations. The audit expense (approximately \$6000) has not been paid yet. So far, we have not had to use any *Transfer from Vestry Designated* funds.

Under *Summary of Restricted & Vestry Designated Funds*, Beth stated that expenses will be paid from these line items for some expenditures during the rest of the year, such as monies to cover the additional salary for the Organist/Choir Director. There are sufficient funds to pay the difference not covered by the current salary line item for one calendar year through August 2024; however, this

additional amount will be needed through the end of 2024 and for all of 2025. Beth addressed that there is a strange indication on the *Statement of Financial Position* that we are out of balance by 2 million dollars, but she will work to investigate this and knows it is incorrect.

The Finance committee has begun the budget process.

### **Rector's Report –**

Fr. Rob shared his written report and highlighted the following:

A Vocational Discernment Committee has been created for Michael Thompson. Members of this committee include Linda Sherrill of Christ Church, Tracy City; Harriet Runkle from St. James, Midway; and Robin Bates, John Gatta, Jennifer Michael, and Wyatt Prunty of St. Mark and St. Paul. Should the committee make a recommendation for Michael to pursue ordination, that recommendation will be shared with the Vestry in February 2024.

The celebration for Kathy Sturgis was successful. The retirement purse collection totaled \$4000. The church office staff will be taking Kathy to lunch the week of September 25 and will present to her Mary Priestley's print of the church.

Fr. Rob met with University Chaplain Peter Gray regarding the use of the Chapel for Christmas Eve services. All Saints' Chapel has extended an invitation for the St. Mark and St. Paul parish to hold their early evening service at All Saints'. The later evening service will be held at St. Mark and St. Paul.

The Journey to Adulthood program reports seven youth participating. Hilary Bogart-Winkler is the leader of this program. Aaron Elrod and Brian Mazur are assisting.

Fr. Rob is auditing Paul Holloway's seminar class on Paul's Letter to the Romans for two hours one day a week.

Fr. Rob expressed excitement about the musical additions to the Sunday service including a student from SAS offering trombone, and the children's choir and the adult choir singing at services.

Fr. Rob shared that Evening Prayer has resumed on Mondays with an intention to add weekday services gradually.

Fr. Rob reported that there was some minor vandalism in the church the Sunday after the last Vestry Meeting in August. A report was made with the Sewanee Police Department and no further concerns have arisen.

Fr. Rob will be away October 13-17 and the Rev. Meghan Mazur will be celebrant and preacher on October 15.

### **Committee Reports–**

**Stewardship Committee** – Jay Fisher, liaison, reported the committee is working with the Consecration Sunday program, a unique way of promoting stewardship that has proven to be successful. The Consecration Sunday service and lunch will be on Sunday, October 29. Casey Perkins, a deacon, will be working with the Stewardship Committee to help provide guidance for implementing the event. On Sunday, Oct. 22 at 6:00 pm, Vestry members and their spouses along with other leaders and staff and their spouses will learn more about the “Consecration Sunday” process. Jay Fisher, Annette Smith, Rob Lamborn, Michael Thompson, Beth Wiley, and Michael Sturdy serve on the stewardship committee. Jay provided a list of dates and activities leading up to Consecration Sunday which includes announcements, letters and social media messages. Jay stated that the meals offered for the two events will be catered and will be sensitive to dietary needs.

### **Christian Formation –**

Robin Bates shared Jeanie Babb’s report about the current status of Christian Formation. In this report, she stated that attendance for both Adult Forum and for Godly Play have increased and all Christian Formation programs are off to a good start.

### **Community Action Committee (CAC) –**

Beth Chamberlain directed the attention of the Vestry Members to the written report submitted by Sarah Edmonds, Director of the CAC. Beth shared that the Monteagle-Sewanee Rotary Hunger Walk will be Saturday, Oct. 1 and provided the link to donate and or to join the CAC walking team. Beth clarified that one must select Sarah Edmonds’s name at the link in order for the donation to go to CAC. Beth also shared that the number of requests for financial assistance is greater than the CAC budget allows. These needs include paying for electric bills,



propane bills, and water bills. Lynn Stubblefield suggested that the neighbors contact the companies directly to ask for assistance from their designated assistance programs. Beth relayed that the neighbors are referred to these entities and the need is significant.

#### **Junior Warden's Report – Buildings and Grounds Committee:**

Diane Jones shared a written report of repair needs. She stated that painting repairs have begun on the westside of the church thanks to George Dick and Cheryl Lankhaar. Diane also shared that there are four expenditures the Buildings and Grounds Committee will work to prioritize: 1) painting of Brooks Hall, 2) HVAC replacements, 3) parish hall roof replacement and 4) removal of trees on the campus. The list of priorities will be shared with the Finance Committee by the end of September.

#### **Senior Warden's Report –**

Fr. Rob appointed Lynn Taylor as the Chair of the committee for Vestry nominations. She is joined on the committee by the other Vestry members completing their terms: Beth Chamberlain and Tom Phelps.

#### **Parish Life –**

Lynn Stubblefield reported that Oktoberfest is scheduled for October 7. Lynn also stated that the Parish Life committee needs assistance with setting up, serving, and cleaning up. She also welcomes suggestions for new members of the Parish Life Committee. Lynn stated that the Blue Chair is offering the use of their kitchen to prepare brats for the Oktoberfest since the current configuration of the kitchen does not meet the needs of the parish activities.

#### **Reminders of upcoming events-**

*Next Meeting:* The next meeting will be October 19, at 5:30 pm.

**Concluding Prayer:** The Rev. Rob Lamborn offered a concluding prayer for the parish.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted by Kathryn Bruce, Clerk of the Vestry

## Treasurer's Report for October 2023

Please find attached September 2023 editions of the:

1. Actual vs. Budget Report (Excel format)
2. Statement of Activities – Operating
3. Summary of Restricted and Vestry Designated Accounts

You will notice that September is the first month this year that our revenues to-date do not meet the budgeted figure (Actual vs. Budget report.) This could be partly due to missed 2<sup>nd</sup> quarter pledge reminders as we searched for a Financial Administrator. Third quarter statements are expected to be sent later this week or next week.

The Statement of Financial Position will be sent at a later date.

The Finance Committee is actively working on next year's budget with the expectation of having a draft ready for the Vestry's November meeting.

Checking account balances are all at or near target. Balances in the Vanguard investment account as of Thursday, October 12 were \$51,155 in the money market fund and \$235,155 in mutual funds (down slightly from last month.) I transferred \$15,000 from our money market to checking just before payroll in September and will likely need to do the same this month.

# Statement of Activities-Operating

Date Range: Sep 1st 2023 - Sep 30th 2023 | Includes Open Transactions | Includes 13th Month | Filtered by: Fund

Accounts	Budget Sep 01, 2023 - Sep 30, 2023	Actual Sep 01, 2023 - Sep 30, 2023	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	583.33	893.00	5,249.97	6,493.21
4115 1/4th Plate to Rector's Discr Fd	( 145.83)	0.00	( 1,312.47)	( 877.59)
4131 Pledge Payments -Current Year	31,250.00	12,288.00	281,250.00	254,563.11
4132 Pledge Prepaid Payments	0.00	0.00	0.00	( 18,908.11)
4133 Pledge payment for previous year	0.00	0.00	0.00	600.00
4141 Non-Pledge Gifts	750.00	746.83	6,750.00	7,591.30
4170 Insurance Reimbursement - Rector's Spouse	1,575.00	1,575.00	14,175.00	14,175.00
4191 CAC Support of Employee Compensation	2,166.58	2,166.00	19,499.22	19,497.15
4512 Investment Income	375.00	0.00	3,375.00	2,912.25
4531 Realized Gains (Losses)	0.00	0.00	0.00	1,888.61
4551 Property Rental Income	1,041.67	685.00	9,375.03	8,882.00
4565 SCC Reimbursement	250.00	0.00	2,250.00	818.40
<b>Total Revenues</b>	<b>\$ 37,845.75</b>	<b>\$ 18,353.83</b>	<b>\$ 340,611.75</b>	<b>\$ 297,635.33</b>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5111 Diocesan Assessment	3,640.58	3,640.58	32,765.22	32,765.22
Total Work Outside Congregation	3,640.58	3,640.58	32,765.22	32,765.22
<b>Work Within Congregation</b>				
<b>Programs</b>				
<b>Christian Education</b>				
5311 Christian Education	250.00	359.69	2,250.00	2,011.73
Total Christian Education	250.00	359.69	2,250.00	2,011.73
<b>Parish Life</b>				
5331 Parish Life	233.33	36.71	2,099.97	1,917.89
Total Parish Life	233.33	36.71	2,099.97	1,917.89
<b>Worship</b>				
5351 Altar Supplies	83.33	0.00	749.97	486.40
5353 Confirmation Prep.	8.33	0.00	74.97	0.00
5355 Music	16.67	0.00	150.03	0.00
5357 Prayer Books and Liturgy Materials	16.67	0.00	150.03	0.00
5359 Organ and Piano Maintenance	233.33	0.00	2,099.97	798.00
Total Worship	358.33	0.00	3,224.97	1,284.40
<b>Youth</b>				
5371 Youth Ministry	166.67	0.00	1,500.03	293.04
Total Youth	166.67	0.00	1,500.03	293.04
Total Programs	1,008.33	396.40	9,074.97	5,507.06
<b>Leading Congregational Care</b>				
5398 Pastoral Care	12.50	0.00	112.50	0.00
Total Leading Congregational Care	12.50	0.00	112.50	0.00
<b>Operating Expense/Income</b>				
<b>Salaries &amp; Wages</b>				
5411 Rector	4,944.75	4,944.75	44,502.75	44,502.75
5415 Supply Clergy	116.67	0.00	1,050.03	1,280.00
5421 Youth Minister	489.25	489.25	4,403.25	4,403.22
5431 Organist & Choir Director	947.00	947.00	8,523.00	8,491.17

Accounts	Budget	Actual	Budget	Actual
	Sep 01, 2023 - Sep 30, 2023	Sep 01, 2023 - Sep 30, 2023	This Year Year to Date	This Year Year to Date
5432 Supply Organist	100.00	0.00	900.00	600.00
5451 Child Care	550.25	427.00	4,952.25	3,539.00
5461 Dir. Christian Formation	1,907.42	1,907.39	17,166.78	17,166.60
5471 CAC Director	2,000.00	2,000.00	18,000.00	18,000.00
5481 Parish Administrator	2,739.42	2,739.42	24,654.78	24,654.78
5486 Financial Staff	1,333.33	1,427.25	11,999.97	11,006.68
<b>Total Salaries &amp; Wages</b>	<b>15,128.09</b>	<b>14,882.06</b>	<b>136,152.81</b>	<b>133,644.20</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	1,658.00	1,657.98	14,922.00	16,513.72
5521 Clergy Insurance	3,169.17	3,169.20	28,522.53	28,337.24
5526 Clergy Housing & Utility Allow.	3,611.67	3,611.65	32,505.03	32,504.85
5531 Clergy - SECA Payments	654.58	752.15	5,891.22	6,086.36
5551 Staff Payroll Taxes	762.42	890.16	6,861.78	6,927.50
5561 Staff Pension	642.25	932.04	5,780.25	5,814.92
5571 Staff Insurance	975.00	583.23	8,775.00	7,944.12
5581 Background Checks	25.00	0.00	225.00	63.00
5631 Workers Compensation Insurance	91.67	0.00	825.03	0.00
<b>Total Employee Benefits</b>	<b>11,589.76</b>	<b>11,596.41</b>	<b>104,307.84</b>	<b>104,191.71</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	916.67	0.00	8,250.03	8,337.83
5711 Repairs & Maintenance	833.33	1,778.00	7,499.97	6,954.33
5721 Elevator Maintenance	250.00	60.00	2,250.00	1,393.77
5751 Garbage service	100.00	0.00	900.00	570.00
5771 Supplies	133.33	410.52	1,199.97	1,275.86
5781 Electricity	1,375.00	1,557.14	12,375.00	11,895.70
5783 Gas	262.50	46.90	2,362.50	2,641.76
5785 Water & Sewer	262.50	206.55	2,362.50	2,244.04
5790 Grounds Maintenance	416.67	450.00	3,750.03	3,421.88
5795 Cleaning Service	1,600.00	1,000.00	14,400.00	10,650.00
<b>Total Facilities Expenses</b>	<b>6,150.00</b>	<b>5,509.11</b>	<b>55,350.00</b>	<b>49,385.17</b>
<b>Office Services</b>				
5811 Audit	550.00	0.00	4,950.00	0.00
5821 Computer Expenses	391.67	0.00	3,525.03	4,161.06
5831 Copying	350.00	317.91	3,150.00	2,600.10
5841 Office Supplies	133.33	102.37	1,199.97	536.76
5851 Office Equipment Purchases	91.67	0.00	825.03	0.00
5861 Postage	58.33	0.00	524.97	235.31
5871 Telephone	560.00	613.86	5,040.00	5,156.40
5891 Miscellaneous Expense	25.00	0.00	225.00	601.67
5894 Payroll Service Fees	0.00	128.36	0.00	707.59
5895 Service Fee (Vanco)	75.00	74.83	675.00	748.06
<b>Total Office Services</b>	<b>2,235.00</b>	<b>1,237.33</b>	<b>20,115.00</b>	<b>14,746.95</b>
<b>Organizational Expenses</b>				
5911 Clergy Car Expense	104.17	0.00	937.53	105.28
5912 Clergy Expense Allowance	41.67	0.00	375.03	39.28
5913 Continuing Education- Clergy	166.67	0.00	1,500.03	1,530.00
5914 Continuing Education - Staff	41.67	0.00	375.03	0.00
5915 Convention & Travel	74.08	0.00	666.72	543.63
5916 Ministering to New Members	41.67	0.00	375.03	0.00
5918 Publications	83.33	0.00	749.97	651.55
5919 Communications	37.50	0.00	337.50	0.00
5920 Stewardship	145.83	0.00	1,312.47	92.81
<b>Total Organizational Expenses</b>	<b>736.59</b>	<b>0.00</b>	<b>6,629.31</b>	<b>2,962.55</b>

<b>Accounts</b>	<b>Budget Sep 01, 2023 - Sep 30, 2023</b>	<b>Actual Sep 01, 2023 - Sep 30, 2023</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
Total Operating Expense/Income	35,839.44	33,224.91	322,554.96	304,930.58
Total Work Within Congregation	36,860.27	33,621.31	331,742.43	310,437.64
<b>Other Expenses/Income</b>				
7311 Sabbatical Reserve Provision	( 125.00)	0.00	( 1,125.00)	0.00
Total Other Expenses/Income	( 125.00)	0.00	( 1,125.00)	0.00
<b>Total Expenses</b>	<b>\$ 40,375.85</b>	<b>\$ 37,261.89</b>	<b>\$ 363,382.65</b>	<b>\$ 343,202.86</b>
<b>Net Total</b>	<b>( \$ 2,530.10 )</b>	<b>( \$ 18,908.06 )</b>	<b>( \$ 22,770.90 )</b>	<b>( \$ 45,567.53 )</b>

Actual to Budget Report, September 2023

Accounts	Budget Sep 01, 2023 - Sep 30, 2023	Actual Sep 01, 2023 - Sep 30, 2023	Budget This Year Year to Date	Actual This Year Year to Date
<b>Revenues</b>				
4111 Plate Offerings	\$ 583.33	\$ 893.00	\$ 5,249.97	\$ 5,593.21
4115 1/4th Plate to Rector's Discr Fd	\$ (145.83)	\$ -	\$ (1,312.47)	\$ (877.59)
4131 Pledge Payments -Current Year	\$ 31,250.00	\$ 12,288.00	\$ 281,250.00	\$ 254,563.11
4133 Pledge payment for previous year	\$ -	\$ -	\$ -	\$ 600.00
Prepaid Gifts of Stock (pledge payment)				\$ 10,299.50
4141 Non-Pledge Gifts	\$ 750.00	\$ 746.83	\$ 6,750.00	\$ 7,591.30
Gifts of Stock				\$ 1,025.67
4170 Insurance Reimbursement - Rector's Spouse	\$ 1,575.00	\$ 1,575.00	\$ 14,175.00	\$ 14,175.00
4191 CAC Support of Employee Compensation	\$ 2,166.58	\$ 2,166.00	\$ 19,499.22	\$ 19,497.15
4512 Investment Income	\$ 375.00	\$ -	\$ 3,375.00	\$ 2,912.25
4531 Realized Gains (Losses)	\$ -	\$ -	\$ -	\$ 1,888.61
4551 Property Rental Income	\$ 1,041.67	\$ 685.00	\$ 9,375.03	\$ 8,882.00
4565 SCC Reimbursement	\$ 250.00	\$ -	\$ 2,250.00	\$ 818.40
4575 Transfer from Vestry Designated Funds	\$ 2,333.33	\$ 2,333.33	\$ 20,999.97	\$ 20,999.97
<b>Total Revenues</b>	\$ 40,179.08	\$ 20,687.16	\$ 361,611.72	\$ 347,968.58
<b>Expenses</b>				
Work Outside Congregation				
5111 Diocesan Assessment	\$ 3,640.58	\$ 3,640.58	\$ 32,765.22	\$ 32,765.22
Work Within Congregation				
Programs				
Christian Education				
5311 Christian Education	\$ 250.00	\$ 359.69	\$ 2,250.00	\$ 2,011.73
Parish Life				
5331 Parish Life	\$ 233.33	\$ 36.71	\$ 2,099.97	\$ 1,917.89
Worship				
5351 Altar Supplies	\$ 83.33	\$ -	\$ 749.97	\$ 486.40
5353 Confirmation Prep.	\$ 8.33	\$ -	\$ 74.97	\$ -
5355 Music	\$ 16.67	\$ -	\$ 150.03	\$ -
5357 Prayer Books and Liturgy Materials	\$ 16.67	\$ -	\$ 150.03	\$ -
5359 Organ and Piano Maintenance	\$ 233.33	\$ -	\$ 2,099.97	\$ 798.00
Total Worship	\$ 358.33	\$ -	\$ 3,224.97	\$ 1,284.40
Youth				
5371 Youth Ministry	\$ 166.67	\$ -	\$ 1,500.03	\$ 293.04
Total Programs	\$ 1,008.33	\$ 396.40	\$ 9,074.97	\$ 5,507.06
Leading Congregational Care				
5398 Pastoral Care	\$ 12.50	\$ -	\$ 112.50	\$ -
Operating Expense/Income				
Salaries & Wages				
5411 Rector	\$ 4,944.75	\$ 4,944.75	\$ 44,502.75	\$ 44,502.75
5415 Supply Clergy	\$ 116.67	\$ -	\$ 1,050.03	\$ 1,280.00
5421 Youth Minister	\$ 489.25	\$ 489.25	\$ 4,403.25	\$ 4,403.22
5431 Organist & Choir Director	\$ 947.00	\$ 947.00	\$ 8,523.00	\$ 8,491.17
5432 Supply Organist	\$ 100.00	\$ -	\$ 900.00	\$ 600.00

Actual to Budget Report, September 2023

Accounts	Budget Sep 01, 2023 - Sep 30, 2023	Actual Sep 01, 2023 - Sep 30, 2023	Budget This Year Year to Date	Actual This Year Year to Date
5451 Child Care	\$ 550.25	\$ 427.00	\$ 4,952.25	\$ 3,539.00
5461 Dir. Christian Formation	\$ 1,907.42	\$ 1,907.39	\$ 17,166.78	\$ 17,166.60
5471 CAC Director	\$ 2,000.00	\$ 2,000.00	\$ 18,000.00	\$ 18,000.00
5481 Parish Administrator	\$ 2,739.42	\$ 2,739.42	\$ 24,654.78	\$ 24,654.78
5486 Financial Staff	\$ 1,333.33	\$ 1,427.25	\$ 11,999.97	\$ 11,006.68
<b>Total Salaries &amp; Wages</b>	<b>\$ 15,128.09</b>	<b>\$ 14,882.06</b>	<b>\$ 136,152.81</b>	<b>\$ 133,644.20</b>
<b>Employee Benefits</b>				
5511 Clergy Pension	\$ 1,658.00	\$ 1,657.98	\$ 14,922.00	\$ 16,513.72
5521 Clergy Insurance	\$ 3,169.17	\$ 3,169.20	\$ 28,522.53	\$ 28,337.24
5526 Clergy Housing & Utility Allow.	\$ 3,611.67	\$ 3,611.65	\$ 32,505.03	\$ 32,504.85
5531 Clergy - SECA Payments	\$ 654.58	\$ 752.15	\$ 5,891.22	\$ 6,086.36
5551 Staff Payroll Taxes	\$ 762.42	\$ 890.16	\$ 6,861.78	\$ 6,927.50
5561 Staff Pension	\$ 642.25	\$ 932.04	\$ 5,780.25	\$ 5,814.92
5571 Staff Insurance	\$ 975.00	\$ 583.23	\$ 8,775.00	\$ 7,944.12
5581 Background Checks	\$ 25.00	\$ -	\$ 225.00	\$ 63.00
5631 Workers Compensation Insurance	\$ 91.67	\$ -	\$ 825.03	\$ -
<b>Total Employee Benefits</b>	<b>\$ 11,589.76</b>	<b>\$ 11,596.41</b>	<b>\$ 104,307.84</b>	<b>\$ 104,191.71</b>
<b>Facilities Expenses</b>				
5611 Property & Liability Insurance	\$ 916.67	\$ -	\$ 8,250.03	\$ 8,337.83
5711 Repairs & Maintenance	\$ 833.33	\$ 1,778.00	\$ 7,499.97	\$ 6,954.33
5721 Elevator Maintenance	\$ 250.00	\$ 60.00	\$ 2,250.00	\$ 1,393.77
5751 Garbage service	\$ 100.00	\$ -	\$ 900.00	\$ 570.00
5771 Supplies	\$ 133.33	\$ 410.52	\$ 1,199.97	\$ 1,275.86
5781 Electricity	\$ 1,375.00	\$ 1,557.14	\$ 12,375.00	\$ 11,895.70
5783 Gas	\$ 262.50	\$ 46.90	\$ 2,362.50	\$ 2,641.76
5785 Water & Sewer	\$ 262.50	\$ 206.55	\$ 2,362.50	\$ 2,244.04
5790 Grounds Maintenance	\$ 416.67	\$ 450.00	\$ 3,750.03	\$ 3,421.88
5795 Cleaning Service	\$ 1,600.00	\$ 1,000.00	\$ 14,400.00	\$ 10,650.00
<b>Total Facilities Expenses</b>	<b>\$ 6,150.00</b>	<b>\$ 5,509.11</b>	<b>\$ 55,350.00</b>	<b>\$ 49,385.17</b>
<b>Office Services</b>				
5811 Audit	\$ 550.00	\$ -	\$ 4,950.00	\$ -
5821 Computer Expenses	\$ 391.67	\$ -	\$ 3,525.03	\$ 4,161.06
5831 Copying	\$ 350.00	\$ 317.91	\$ 3,150.00	\$ 2,600.10
5841 Office Supplies	\$ 133.33	\$ 102.37	\$ 1,199.97	\$ 536.76
5851 Office Equipment Purchases	\$ 91.67	\$ -	\$ 825.03	\$ -
5861 Postage	\$ 58.33	\$ -	\$ 524.97	\$ 235.31
5871 Telephone	\$ 560.00	\$ 613.86	\$ 5,040.00	\$ 5,156.40
5891 Miscellaneous Expense	\$ 25.00	\$ -	\$ 225.00	\$ 601.67
5894 Payroll Service Fees	\$ -	\$ 128.36	\$ -	\$ 707.59
5895 Service Fee (Vanco)	\$ 75.00	\$ 74.83	\$ 675.00	\$ 748.06
<b>Total Office Services</b>	<b>\$ 2,235.00</b>	<b>\$ 1,237.33</b>	<b>\$ 20,115.00</b>	<b>\$ 14,746.95</b>
<b>Organizational Expenses</b>				
5911 Clergy Car Expense	\$ 104.17	\$ -	\$ 937.53	\$ 105.28
5912 Clergy Expense Allowance	\$ 41.67	\$ -	\$ 375.03	\$ 39.28



Actual to Budget Report, September 2023

<b>Accounts</b>	<b>Budget Sep 01, 2023 - Sep 30, 2023</b>	<b>Actual Sep 01, 2023 - Sep 30, 2023</b>	<b>Budget This Year Year to Date</b>	<b>Actual This Year Year to Date</b>
5913 Continuing Education- Clergy	\$ 166.67	\$ -	\$ 1,500.03	\$ 1,530.00
5914 Continuing Education - Staff	\$ 41.67	\$ -	\$ 375.03	\$ -
5915 Convention & Travel	\$ 74.08	\$ -	\$ 666.72	\$ 543.63
5916 Ministering to New Members	\$ 41.67	\$ -	\$ 375.03	\$ -
5918 Publications	\$ 83.33	\$ -	\$ 749.97	\$ 651.55
5919 Communications	\$ 37.50	\$ -	\$ 337.50	\$ -
5920 Stewardship	\$ 145.83	\$ -	\$ 1,312.47	\$ 92.81
<b>Total Organizational Expenses</b>	\$ 736.59	\$ -	\$ 6,629.31	\$ 2,962.55
<b>Total Operating Expense/Income</b>	\$ 35,839.44	\$ 33,224.91	\$ 322,554.96	\$ 304,930.58
<b>Total Work Within Congregation</b>	\$ 36,860.27	\$ 33,621.31	\$ 331,742.43	\$ 310,437.64
<b>Other Expenses/Income</b>				
7311 Sabbatical Reserve Provision	\$ (125.00)	\$ -	\$ (1,125.00)	\$ -
<b>Total Expenses</b>	\$ 40,375.85	\$ 37,261.89	\$ 363,382.65	\$ 343,202.86
<b>Net Total</b>	\$ (196.77)	\$ (16,574.73)	\$ (1,770.93)	\$ 4,765.72

## Use - Summary of Restricted & Vestry Designated 23

Date Range: Sep 1st 2023 - Sep 30th 2023 | Filtered by: Account Type

Accounts	Beginning Balance	Debits	Credits	Ending Balance
8155 Funds Raised by Youth	3,640.77	1,076.50	0.00	2,564.27
8331 Facilities Improvement Fund	15,286.26	0.00	0.00	15,286.26
8911 Altar Guild Flower Fund	719.41	0.00	120.00	839.41
8920 Parish Life Restricted	2,965.60	0.00	0.00	2,965.60
8930 Stewardship Restricted	872.67	0.00	0.00	872.67
8932 Music Fund	7,844.10	586.33	0.00	7,257.77
8940 Name Change - Church	979.91	0.00	0.00	979.91
8951 Memorials	19,970.39	0.00	0.00	19,970.39
8953 Bequests and Exceptional Gifts	70,628.25	0.00	0.00	70,628.25
8971 Rector's Discretionary Fund	13,896.11	0.00	0.00	13,896.11
8975 Rector's Sabbatical Reserve	1,716.90	0.00	0.00	1,716.90
8976 Christian Formation	97.67	0.00	0.00	97.67
8978 Continuing Education	250.00	0.00	0.00	250.00
8979 Landscaping	1,800.00	0.00	0.00	1,800.00
8980 Vestry Designations to Current Operations	20,809.88	1,275.38	0.00	19,534.50
8991 Miscellaneous Restricted Gifts	2,450.64	0.00	0.00	2,450.64
	<b>\$ 163,928.56</b>	<b>\$ 2,938.21</b>	<b>\$ 120.00</b>	<b>\$ 161,110.35</b>

# Statement of Activities CAC

Date Range: Jan 1st 2023 - Sep 30th 2023 | Includes 13th Month | Filtered by: Fund

Accounts	Quarter 3 Budget This Year	Quarter 3 Actual This Year	Budget Jan 01, 2023 - Sep 30, 2023	Actual Jan 01, 2023 - Sep 30, 2023
<b>Revenues</b>				
4156 Donations from Individuals- CAC	5,500	13,573	16,500	20,757
4157 Donations from Organizations- CAC	5,000	4,306	15,000	17,608
4160 Grants/Fundraising- CAC	1,250	0	3,750	6,000
<b>Total Revenues</b>	<b>\$ 11,750</b>	<b>\$ 17,879</b>	<b>\$ 35,250</b>	<b>\$ 44,366</b>
<b>Expenses</b>				
<b>Work Outside Congregation</b>				
5141 CAC Grants for Housing	750	1,742	2,250	3,405
5143 CAC Grants for Medical and Dental	0	180	0	180
5145 CAC Food Bank	1,250	2,158	3,750	3,671
5146 CAC Grants for Gas/ Propane	200	110	600	344
5147 CAC Grants for Electricity	1,750	1,892	5,250	6,011
5148 CAC Grants for Water	125	320	375	1,011
5159 CAC Grants for Other Purposes	0	125	0	215
5175 CAC-Kitchen2Table	625	863	1,875	2,161
Total Work Outside Congregation	4,700	7,390	14,100	16,999
<b>Work Within Congregation</b>				
<b>Operating Expense/Income</b>				
<b>Salaries &amp; Wages</b>				
5474 CAC Share of Financial Staff	500	498	1,500	1,497
5476 CAC Salary Share	6,000	6,000	18,000	18,000
Total Salaries & Wages	6,500	6,498	19,500	19,497
<b>Office Services</b>				
5882 Investment Expense	25	0	75	0
5883 CAC- Printing	25	0	75	100
5884 CAC- Internet & phone	180	0	540	368
5886 CAC- Program Supplies	75	0	225	148
5887 CAC- Volunteer Recognition	50	0	150	125
Total Office Services	355	0	1,065	741
Total Operating Expense/Income	6,855	6,498	20,565	20,239
Total Work Within Congregation	6,855	6,498	20,565	20,239
<b>Total Expenses</b>	<b>\$ 11,555</b>	<b>\$ 13,888</b>	<b>\$ 34,665</b>	<b>\$ 37,238</b>
<b>Net Total</b>	<b>\$ 195</b>	<b>\$ 3,991</b>	<b>\$ 585</b>	<b>\$ 7,128</b>

## Rector's Report: 19 October September 2023

*Some of my activities in addition to services from Tues, Sept 19-Monday, Oct 16, 2023.*

9 pastoral visits or phone calls of significant length

### Meetings

Parish staff (semi-monthly)	Buildings and Grounds Committee
Parish Administrator (often)	Stewardship Chair Michael Thompson
Dir. of Christian Formation (most wks)	Stewardship Committee (twice)
Assisting Priest Meghan Mazur (twice)	Vestry
Organist/Choir Director (monthly)	Wardens
Christian Formation Committee	Treasurer Beth Wiley (twice) a clergy colleague

Attended SoT Annual Lectures Sept 27-28, including reception banquet, and workshop.

Planning and funeral for David Bowman

Participated in David Boyd Williams Rotary Hunger Walk.

2 rehearsals of polka band

Participated in Oktoberfest

Meeting of Evangelism Committee

Staff lunch with Kathy Sturgis

Wednesday Holy Eucharist and lunch at the School of Theology (most weeks in term)

Arcadia board meeting

Attended fall convocation

Assisted with youth Sunday School (twice)

Presented in Sunday Forum on creativity in the Bible.

Meeting with Finance Chair and Treasurer

Supervision meetings with seminarian Michael Sturdy (weekly in term)

Weekly lectionary reflection group

Rotary (some weeks)

Sewanee Symphony Orchestra (weekly)

Auditing Paul Holloway's Wednesday afternoon seminar on Paul's Letter to the Romans

Evening Prayer Mondays at 4:45pm, and interested in to adding weekday services gradually.

### Time away:

Visited Caroline: Oct 13-17

(Meghan Mazur celebrant & preacher on Oct 15)

## **Buildings and Grounds October 19, 2023**

### **1. Painting of Brooks Hall**

- a. Original estimate, March 2019, from George Dick was \$11,500. Recent estimate from George is \$15,000.
- b. Sweeton Restoration ballpark estimate is \$30K-\$40K and would take at least 2 months. The lower half of Brooks would need to be covered with tarps. The last painter of Brooks used a sprayer. Sweeton recommends brush painting, not spraying. Estimate includes replacing the siding with Smart Siding to match the existing siding, replacing all 22 window sills and some window trim, using a high quality restoration paint such as Benjamin Moore Aura. Significant caulking. Sweeton offered to loan us the scaffolding which would save hundreds of dollars. In accepting this offer, we would be liable for any accidents. Sweeton says the lower 3rd of the east side upper storey looks pretty good and may just need painting. The cornice around the top looks like it is in good shape.

The purpose of Brooks Hall should determine the level of repair or restoration. Currently, Brooks is used for Youth Group Sunday School, Betty Carpenter's office, monthly apartment rental, office rental 1 day/week for each of 2 therapists, Fire on the Mountain (they used the upstairs screened porch during Covid), the music office, meetings and receptions in the dining room and parlor. Rob pointed out that the building might be used again as a rectory as housing prices in Sewanee continue to soar.

Alec Moseley suggested adding a Capital Improvement Reserve line item to the budget to save for future buildings and grounds expenses. Tom Phelps reminded us that a Facilities Audit was done several years ago when Tim Graham was Senior Warden.

>>The Buildings and Grounds Committee and Rob recommend stabilizing Brooks Hall by hiring George Dick to paint it. Restoration is too costly an undertaking at this time. George will begin work this fall if possible.

### **2. HVAC**

The 2.5 ton unit in the Parish Hall and the 7 ton unit for the church need attention asap. The Buildings & Grounds Committee recommends waiting until next the next a/c season to replace these units. This expense was added to the budget for 2024. We need to plan on spending \$7K per year to replace the remaining 12 units.

### **3. Parish Hall Roof**

- a. Estimate to replace the entire roof: ~\$31K, from Filberto Cruz & Nathan Smith, Tullahoma.
- b. T & T Roofing, Winchester, evaluated the roof and determined that no action is necessary at this time.

>>The Buildings & Grounds Committee recommends tabling this project while keeping an eye on it.

### **4. Tree Removal**

There are several trees on the campus which appear to be dead or dying and have been marked with green fluorescent tape. These include 3 maples along the drive entering the campus and one cherry on the drive leading up to Brooks Hall. University forester John Brewster advises that these trees do, indeed, need to be removed. King's Tree Service has been contacted for an estimate. This expense has been added to the 2024 budget. Hopefully, this work can commence in January 2024.

### **5. Parish Work Day**

Saturday, October 21, 9am-1pm —

Mount a brass plaque in the entrance to Claiborne, replace damaged ceiling tiles, replace bulbs in the sanctuary, finish varnishing one of the exterior doors to Kennerly, add non-slip strips to the CAC ramp, general landscaping

### **6. Snow and Ice Removal**

Tom Phelps and Diane will work to form a St. Nicholas Guild and to run a drill in preparation of a snow event.

***Volunteers are needed!***

**Subject: Christian Formation Committee Report**  
**From: Robin Bates and Jeannie Babb**  
**Date: Oct. 17, 2023**

--Youth Sunday School and Rite 13 are going well. There is an issue with our 4th graders wanting to go to Youth Sunday School because they feel they have outgrown the Godly Play curriculum. We are exploring adding a 4th & 5th grade class; there is strong interest but must also be commitment.

--We have a terrific EfM group, with participation in all 4 years again this year. Wendy Howard is leading.

--For Sunday Forum, we are looking forward to some inter-generational offerings. For instance, we will have Advent learning & wreath making on Dec 3 during the Christian Formation hour, led by the Rev. Giulianna Gray

--Two other planned events: there will be a visit from St. Nicholas, Bishop of Myra on Dec 10 during coffee hour. Pageant preparations are also underway.

--Sunday Forum continues to go well, with average attendance at around 30 (which is up from 18 last year). This last month saw presentations on St. Francis, Dolly Parton, Creativity in the Bible, and Poetry as Healing Ministry. Upcoming talks will feature:

Julia Bates – Murder as Spur to Theological Reflection in the Louise Penny Mysteries  
Robin Bates – Literary Accounts of Life after Death  
Wendy Howard - Malawi Experiences with Imago Dei  
Julia Gatta – The Meaning of Icons  
Ken Miller – Savior of the Nations Come  
Michael Thompson – Sacred Harp: A Community of Voices

## **Community Action Committee (CAC)**

Report to Board of Directors

October 16, 2023

### Food Pantry

In September, CAC served an average of 20 neighbors a week with a total of 77 visits over the month. These visits were made up of 46 unique households. As mentioned at the September meeting, CAC and other food pantries have seen an increase across visits. These numbers are a slight increase from the visits of the previous month.

We will receive an order from Second Harvest this Thursday, October 19th. We are still able to order some items at \$0, but due to the increase of visits and the limited amount we can order due to weight, we may have to receive one more order before the end of the year.

### **Kroger Partnership**

Over September, CAC picked up a total of 632 pounds of donated food from Kroger. These donations were primarily made up of frozen meat items, frozen vegetables, and bakery items. Starting in October, CAC is sharing the Kroger donations with Journey Community Church in Winchester. We will now pick up donations every other week.

### Utility Assistance

Expenses for the utility assistance among neighbors still proved to be a challenge over September. The housing and electricity categories were the most requests for this period. As a follow up from the August board meeting, a motion was passed to halt assistance with water bills as we have exceeded that specific budget line. One neighbor received assistance with water at the beginning of September before that decision was made.

The numbers below provide how many neighbors received assistance in September:

**Housing:** 3 neighbors

**Electricity:** 6 neighbors

**Water:** 1 neighbor

**Gas/Propane:** 4 neighbors (fuel for cars)

In the August board meeting, it was also suggested to track how many assistance requests are not granted by CAC. For September, CAC was not able to assist 11 requests that were made. The majority of these requests were for hotel stays or rental assistance.

### Kitchen 2 Table

The Kitchen 2 Table (K2T) Program is in full swing as school is back in session. For September, CAC created **530 meals** and distributed **339 meals**. The meals are distributed to neighbors who visit the pantry and our community partner organizations.

### Farm 2 Table

CAC currently has about \$200 in its account with the South Cumberland Farmers Market. Purchases have been made about every other week using these credit funds, and we have a standing order of fresh eggs with the Chicken Little Farm. Donations from Farmers Market customers are consistent, and we receive about \$30 a week. The main items purchased for the pantry include squashes, apples, peppers, tomatoes, and potatoes.

### Upcoming Events

- Community Meal in Kennerly Hall on Friday, October 27th
- Our next board meeting will be on Thursday, November 9th.

### Contact Information

Sarah Edmonds, Director

Email: [cac@stmarkstpaul.org](mailto:cac@stmarkstpaul.org)

Cell: (757) 619-6548



# **Consecration Sunday Stewardship Campaign Parish of St. Mark & St. Paul, Fall 2023**

as of 10/16/23

Aug	Meeting of Chair & Rector
Sun, Sept 3	2pm Meeting
Tues, Sept 12	4:30 pm Meeting
Tues, Sept 19	4:30 pm meeting with guest leader Casey Perkins
Thurs, Sept 21	Jay reports at Vestry
Mon, Oct 2	Hang "It's coming!" posters around the buildings (Rob to ask Diane Jones) Share "It's coming!" meme via social media (Rob to ask Jeannie Babb)
Tues, Oct 3	committee meeting fold & stuff downloaded letter #1
Fri, Oct 6	Downloaded article goes out in newsletter (Frieda Hawkins)
Sunday, Oct 8	Announcer #1 at both services (Michael Sturdy)
Tues, Oct 10	"What percentage?" meme Frieda mails letter 1 share Celebration Luncheon Invitation meme meeting fold & stuff letter #2 finalize pledge card
Thurs, Oct 11	mail letter #2
Sunday, Oct 15	(Rob away; Meghan to celebrate & preach) Announcer #2 at both services (Jay Fisher) "Grow one step" handout in bulletin distributes & asks people to fill out & return luncheon invitation cards
Oct 14/15/16	Governing board chairperson (Annette) phones vestry, staff & other leaders with follow-up for dinner on Oct 22
Monday, Oct 16	Grow One Step meme on social media
Tues, Oct 17	committee meeting fold & stuff letter #3
Friday, Oct 20	Mail letter #3 Celebration Lunch reminder on social media

Sunday, Oct 22	Announcer #3 at both services (Michael Thompson) Rector sermon on stewardship 4pm mtg of guest leader, rector, stshp comm, treasurer, financial asst(?) 6pm dinner for vestry, chairs, staff, stewardship & spouses at McGriff assign follow-ups for reservation cards
Oct 23/24/25	Reservation card follow-ups
Tues, Oct 24	committee meeting
Thurs, Oct 26	by 6pmCT luncheon reservations from follow-ups emailed to Chair after 6pmCT Chair calls anyone who hasn't sent follow-up info
Fri, Oct 27`	Chair & stshp members call for reservations from members &/or regular attendees not contacted by Vestry, Stshp, chairs, as above
<b>Sun, Oct 29</b>	<b>Consecration Sunday</b> Guest leader preaches at both services and leads completion of cards Luncheon following 11am service Treas & financial asst tabulate results results announced at the end of lunch
Monday, Oct 30	Letter #4 mailed to those not in attendance Oct 29, with pledge card & SASE
Monday, 11/6	Letters of thanks mailed to all pledgers Thank You meme on social media
Tues, Nov 7	committee meeting; more thank-you notes & prep for follow-ups
Thur, Nov 16	Jay reports at Vestry meeting
Afterward	additional thank-yous & follow-ups as necessary

*Jay Fisher (vestry), Rob Lamborn (staff), Annette Smith,  
Michael Sturdy (seminarian) Michael Thompson (chair), Beth Wiley*

[Copy of a message for the 10/17 meeting]  
Dear members of the Finance Committee,

I write to clarify something that occurred while I was on sabbatical, and consult with you at our meeting on Oct 17 regarding moving forward.

At its April 2023 meeting the Vestry authorized \$15k from 8953 Bequests and Exceptional Lifetime Gifts for George Dick to repaint the exterior of Brooks House. The request came from Jr. Warden Diane Jones. It was reported to me that the motion was approved, but there was concern the request had not come before the Finance Committee prior to Vestry. The Treasurer moved the \$15k into 8331 Facilities Improvement Fund.

At its meeting on Sept. 25, the Buildings and Grounds Committee recommended George Dick do the repainting at his current estimate of \$15.5k. (In 2019 his estimate was \$11k, and I think the increase reflects both inflation and the paint having deteriorated further.)

I had not realized until after the B&G meeting that there was ambiguity in the April Vestry minutes, so in order that all T's will be crossed and I's dotted, the matter is coming before you in advance of (re-) consideration at this Thursday's Vestry meeting. The current balance in 8953 Bequests and Exceptional Lifetime Gifts is slightly over \$70k.

For reference, Brooks Hall is currently used for:

- office of the Deacon
- office of the Organist/Choir Director
- Youth Room (mainly for Sunday School)
- Rite-13 Youth Program: uses downstairs 3 Sunday evenings per month
- Lodging for seminarian Bahley Minor
  - monthly: rent of \$450 and up to 20 hours of work
- office space for 2 psychotherapists, one day per week each
  - monthly rent totaling \$295
- weekly meetings of a recovery group and a support group
- occasional receptions, dinners, etc., for which the downstairs kitchen is also used,
  - and which sometimes generate revenue
- storage in attic and basement

The front yard of Brooks hosts the Welcoming Picnic, Vacation Bible School, and children's activities. The outdoor chapel sits primarily in the back yard of Brooks. The driveway shared with the Blythes is the entryway to the church campus from the north, providing access to 3-4 parking spaces behind Brooks in addition to the tenant's space, ~10 parking spaces (including 3 handicapped) near Kennerly and the church, trash pickup, and the rear lot for Sewanee Children's Center.

Thanks, Rob