

AGENDA

May 23, 2019

1. Opening Prayer
2. Treasurer's Report
3. Finance Report: approved by e-mail
4. Committee Reports
 - a. Ministry
 - b. Administration
 - c. Grounds
5. Senior Warden Report
6. Rector's Report
7. Old Business:
 - a. Commissioning of Search Committee
 - b. Lunch for Archdeacon
8. New Business
 - a. Head of School
 - b. Stewardship Chairperson
 - c. Rector Profile
 - d. Back to School Fiesta
 - e. Bosendorfer Piano
9. Executive Session
10. Closing Prayer

Note: School not ready with financial report. They would like to meet with us and present their findings next Thursday, May 30.

St. Stephen's Episcopal Church Vestry Meeting

Minutes of Meeting—Thursday May 23, 2019

Nancy Jenkins	senior warden	present
Rev. Sandy Casey-Martus	rector	present
	junior warden	present
Dave Reynolds		
Ann Robertson	property	present
Greg Estes	property	absent
James May	ministry	present
Ken Ellis	administration	present
Carla Daws	administration	present
David Boles	ministry	present
Veronica Erwin	clerk	present

Opening prayer --led by Nancy

Sandy indicated that the finance report from the school was not ready. The board wants to meet with the vestry. It was decided that we will have them make that report at our regular June meeting.

Treasurer's Report: presented by Ken. See attached.

Finance Report: Approved by email and attached

Committee Reports

Ministry—emailed by James and attached

- David reported that all involved in the selection of the new head of school are pleased with their choice of Amanda Ebner.
- Veronica reported on conversation with Haley Bankey, Congregational Development person with the diocese. Haley recommended the book Invite, Welcome, Connect to assist with welcoming and keeping folks coming to our church. We will order copies for Robyn, Carla, Sue, Nancy

and myself. Plan is for us to possibly have Haley come talk with vestry after the interim priest is onboard.

Grounds—report presented by Ann

- During the summer, church office needs to be painted and new carpet installed. Up to \$6,000 for this venture approved by vestry
- The statue of St. Stephen needs to be attached to the ground. He will be anchored in concrete.
- Suggestion made for a ramp to replace a cracked and unstable step. Funds from First Fruits will be used for this at a cost of \$3300. Vestry approved.

Senior Warden Report--see attached

Rector Report

- Sandy reported that the Christ-Centered Prayer Retreat was a success. There is still some money left in that fund.
- Sandy is looking forward to our speaker for this coming Sunday service and says that we are ready for what is to come for St. Stephens.

Old Business

- We received a thank you from Karen Morris for our support of her new ministry and for the party we gave her at last vestry meeting.
- Search committee will be commissioned on June 2 followed by a lunch at Nancy's with our arch-deacon.
- Doug and Pat Gillory will present a concert to the church some time during the summer.
- Big Scoop has already raised \$15,000. Signs and marketing are being worked on. Two professional bands will be performing at the event. Volunteers are needed. Free samples of ice cream to be given several times after 10:30 services.

New Business

- Head of School—David again reported how pleased the hiring committee is with their choice.
- First Fruits—Carolyn Galle is our chairperson and working hard. The logo suggestion was passed around and approved.

- Stewardship Chairperson—Sharon Neukam has agreed to chair this ministry.
- Parish Profile—Nancy says we need to keep the momentum going. Darelle Jordan, co-chair of search committee, is willing to work part of the summer on this. Sharon East is co-chair. Vestry approved.
- Back to School Fiesta—This year monetary donations will be given instead of supplies. Discretionary fund has been used in the past to support this, so we will probably use some of those funds for this year also.
- Bosendorfer piano—Vestry decided not to accept the offer of the piano as the cost of the insurance and “watching over it” will outweigh the merits.

Meeting was adjourned at 5:58 with a closing prayer by Sandy.

Executive Session

The vestry went into executive session at 6:00.

Executive session ended at 6:12 with a prayer led by Dave Reynolds.

Treasurer's Report

May 20, 2019

Review of the March Financials

In April, St. Stephen's Episcopal Church was budgeted for a \$5,991 loss but realized a loss of \$15,304, an unfavorable variance of \$9,313. Year to date, however, we continue to show a favorable variance to budget of \$44,219. The unfavorable April variance can be attributed to:

- ❖ Discounted Pledge Income (4100) was \$11,896 under budget, explaining the shortfall in Net Income for the month as Special Gift Income (4206) exceeded budget by \$2,190..
- ❖ Note that Fund Raising Income (4204) associated with projected 2nd Annual First Fruits Fall Festival has been adjusted to move the budgeted income for late in the year , aligning with the Fall Festival.
- ❖ Operating and Staffing Expenses were generally in line across the board

From Your Treasurer Article(s)

Attached is a draft of the next "From Your Treasurer" article summarizing results through the first four months.

Submitted By:
Joseph Blanford

Admin/FC Meeting on 20May2019

Agenda

Treasurer's Report & April Financials

Joe Blanford provided a review of SSEC's budget through April, 2019. Year to date, there was a favorable variance to the budget of approximately \$44,219.

Operating and staffing expenses were generally in line with the budget. However, there continued to be under budget pledge income and weekly contributions.

Audit report

A review of the church's records was completed by the auditors, and no issues were raised. The report provided by the auditors was reviewed by the FC and approved.

CICVT insurance

The treasurer continues to look into this matter. At present, the policies of the church and school are separate. No clear advantage is evident, at this time, for combining the two into a single policy as suggested by the Diocesan offices. An appraisal of the church/school properties may be in order, as the last appraisal was done in 2012.

Miscellaneous Expenses

Oven Repair: An oven in McArthur Hall is in need of repairs, estimated cost of \$900+. The FC approved the repairs. The FC proposed (and approved) that the church administrator, in consultation with the treasurer, could authorize basic repairs up to \$1500 without prior approval by the FC. The FC chairperson would be notified of such repairs.

Church Audio system: An updated sound system for the church (previously approved by the FC and full Vestry) is estimated to cost ~\$4500. The cost for the portable sound system for McArthur Hall was \$849.

Bosendoorfer piano

The FC could not make a recommendation at this time without further information on cost for relocation, special rider on insurance policy, required AC/heat environment, etc.

Vestry Meeting Agenda – Sub Committee Report

Committee: Administration Ministry (Mission) Property

	Discussion	Status
Old Business (follow up)	The entire church 31 week journey through the Bible (using THE STORY) was completed this month. By all accounts it was well attended, well received and most successful in advancing our congregational knowledge of the Bible.	Completed
New Business (report only)	<p>Marjorie George is leading the research into the next adult follow-up study. It will most likely be some version of the book of Acts per the Bishop's suggestion.</p> <p>There was some talk of having a congregational "STORY "party to celebrate the completion of our journey.</p> <p>Veronica reached out to Laura Woodall, executive assistant to the bishop, to ask about what kind of program or training in hospitality is available from the diocese.</p> <p>David reports that after a lengthy and extensive search, Amanda Ebner has been selected to become the Head of School for the 2019-2020 school year. The Selection Committee reviewed over 35 applications, interviewed 8 via phone and eventually had a Q and A with the final four. All were exceptional but Amanda stood out. Amanda was approved by the SSES Board as well as the Vestry</p>	<p>On-going</p> <p>Uncertain</p> <p>On-going</p> <p>Completed</p>

SENIOR WARDEN REPORT

May 23, 2019

1. It's been a busy month! Congratulations to: our graduates, to all who participated in studying "The Story" through to its completion, to Sharon Neukam for taking on the awesome job of Stewardship Chairwoman, and to the selection of a new head of school, Amanda Ebner.
2. Summer is almost here, but we will still be an active Vestry, especially since we'll be "on our own", so to speak. We will not meet in July unless there is an urgency to be resolved.
3. We have supply priests lined up for June. Fr. Phil will preach three Sundays; Archdeacon Mike Besson will be here on June 2, and Rev. Beth Wyndham will visit on June 30.
4. Following the Archdeacon's visit, we will host a luncheon for him at my house, beginning after the late service ends.
5. Finally, tonight's meeting will be bittersweet for all of us. It's Sandy's last time with us as a Vestry. We say farewell, but not goodbye; our hearts go with her.

Blessings,

Nancy

Addendum to May 23, 2019 Vestry Minutes

During a recent Council of Stewardship gathering at the Diocesan level, it was recommended that we remove the financials from our website. The vestry unanimously agreed to take this action and have the financials available in the church office.

In other action, a motion was made, seconded and voted on in favor of purchasing the sound board requested by Carroll Wilson. Cost is \$799.99 plus shipping costs.