

Highlights of Vestry Meeting – May 8, 2018

Opening & Formation

The meeting opened at 7:02 p.m. with prayer led by Charlie Towater. A quorum was present. A brief time of formation and discussion followed.

DISCUSSION AND DECISION

Fr. Bob's First Sunday, June 3rd

Fr. Bob and Elaine are moving to Tampa on May 15th. There should be a special brunch during coffee hour for his first Sunday. Charlie can contact a couple of parishioners to get this organized. It was also agreed that there should be a small welcoming committee to help organize the meet and greet events. Diann can contact a small group of people to help organize the meetings Fr. Douglas has in mind.

Volunteers with Children & Youth – Safeguarding and Background Checks

Jim Young addressed our practices not matching the diocesan policies. Our diocese adopted the model policies for the protection of children that were developed by the national church. They address Safeguarding training and background checks for church personnel, and define whether personnel "regularly" or "occasionally" work with children and youth. Jim also explained the screening and selection process required for both categories. There were questions whether these rules also apply to vestry members, and whether the rule about having two adults present would negate the background check requirements. At a congregational level, we can decide how much to implement this, but we should clarify our policy and make sure everyone understands it. This will also benefit the church in retaining visitors with children.

Cliff Opp moved to table this discussion until more work can be done drawing up a policy. The motion was seconded and carried unanimously.

Budget for July-December: draft at end of May for discussion/vote at June meeting

If vestry members have suggestions for the budget, submit them soon. Bill Lynch added that he has received some questions about plans to spruce up the Atrium, and wants that to be considered in the budget.

SENIOR WARDEN'S COMMENTS

Property Sale

Mary Jane Stagi contacted Charlie that she had someone coming to look at the property last week. Charlie Towater sent Mary Jane a letter requesting that we receive more information regarding what is going on with the property. The question was raised whether we have asked her to explain her marketing plan. We are under contract until July 10th, and we may want to start identifying other agents who may be able to handle this type of property. We may also want to get into more direct contact with Mary Jane to see if there is anything we can do to get it sold, including lowering the asking price.

Butterfly House

Fr. Strimer wrote a letter to the leader of the ministry that will be occupying the Butterfly House. This letter was a follow-up to an earlier meeting, in which he reminded her that the church must receive a roster of the board of directors and a certificate of liability insurance. We must have these before they can occupy the house, and she has not responded yet about this matter. Two questions were raised about the agreement: whether the agreement specifically says that their insurance must list us as a named insured, and whether we sent the agreement to Church Insurance for their review. We will have to check the records to answer these questions.

Cliff Opp moved that we contact Church Insurance to advise them that this ministry will be occupying our premises, send them a copy of the lease and request their recommendations. The motion was seconded and carried unanimously.

Cliff Opp moved that we assure that the organization has St. Mark's as a named insured on their liability policy. The motion was seconded and carried unanimously.

JUNIOR WARDEN'S COMMENTS

The junior warden did not attend but submitted a report.

COMMISSION REPORTS REVIEW

Anything that needs to be discussed not already covered in reports:

Diocesan Vestry Retreat: Fran Weissing wants to call attention to the value of the information given at this retreat, and hopes that more will commit to going next year. There was good guidance about how a vestry evaluates a congregation both financially and in terms of energy. There was also financial information specific to St. Mark's. There is an extra packet that we can scan and send to everyone.

Adult Education: Cliff Opp was given free rein by Fr. Strimer to choose topics for Sunday classes. Cliff issued a challenge to other vestry members to attend the Sunday classes and share their prayer life. Nothing is planned for the summer.

Pastoral Care: Diana needs to build a team to take over the pastoral care that Deacon Mary Alice Lopez was doing.

Evangelism/Growth: Jim Young had a successful table the St. Mark's Day. He has recruited 3 new greeters for the 10:15 services to help Michael Valdez.

Worship: There are 3 trainees to be Eucharistic Ministers, and 1 to be a verger. More help is still needed at 8:00 services.

Endowment: Bill Lynch will send the approved financial report; Diann Crawford and Marva Duncan agreed to serve new 3-year terms, starting in July. This will be helpful to preserve continuity.

Youth & Families: Anna Ashworth was asked by someone to give accolades to Sherre Henley for all of her service to the parish. It was agreed that it would not be appropriate to recognize one parishioner in a general way, but not others. Specific thanks are usually made to those who teach children and youth. We will wait to do that this year until the beginning of the next school year, as part of a commissioning service.

TREASURER'S REPORT

The treasurer did not attend but submitted a written report.

Approval of Financial Reports:

Fran Weissing moved to accept the April financial reports. The motion was seconded and carried unanimously.

Conclusion

Laura Jeanne Johnson moved to adjourn the meeting. The motion was seconded and the meeting was unanimously adjourned at 8:30 p.m. A closing prayer was led by Charlie Towater.

Commission Reports, May 2018

SENIOR WARDEN'S REPORT – Charlie Towater

JUNIOR WARDEN'S REPORT – Sam Trotman

Emphasis is still on getting the Butterfly house and remaining closets of the church cleaned out. The wood fence at the West side of the church still needs repairing, a work day will be organized to get this done. Must mention that St Mark's Day was very enjoyable. Many helped with the setting up the outdoor and indoor areas for the event, also with the cleaning up and replacing of furniture afterwards.

ADULT EDUCATION – Cliff Opp

Sunday School will be held starting at 9:30 a.m. in Parish Hall. The topic will be “WOMEN AND PRAYER.” In the Bible look at “Hannah’s Prayer”. Share your prayers as a Mother and For Your Mother; and as a Woman. Note men are invited to join in.

BUILDINGS & GROUNDS – Cliff Opp

COMMUNICATIONS – Diann Crawford

ENDOWMENT – Bill Lynch

FELLOWSHIP & PARISH LIFE – Rick Dean

MEMBERSHIP & GROWTH – Jim Young

OUTREACH & EVANGELISM – Fran Weissing

The HOPE Nehemiah Action was held on April 16th. St. Mark’s was well represented with 55 attendees from our members and their friends and families. We exceeded our first year goal by 5 attendees! Pat Kemp and Victor Crist, County Commissioners; Mike Merrell, County Administrator; Chad Chronister, Sheriff; Tampa’s Police Chief; Julianne Holt, Public Defender; and the Chief Judge for Hillsborough were in attendance. In all, 1,266 attended the HOPE Nehemiah Action at Bible Based Fellowship Church in Carrollwood. These officials addressed social justice issues researched and presented by HOPE research committee over the past year. These officials receive these issues several weeks prior to the Nehemiah Action, and are familiar with them prior to the event due to HOPE’s research and advocacy issues. Progress was made on affordable housing and a measure is scheduled to come before the BOCC this month. Child civil citations and elder care issues were not immediately agreed upon, but efforts to continue to work with officials are being made, and the calls for justice from the persons and their churches represented may be the seeds that help us reach our social justice goals in these areas.

HOPE dues for 2018 are \$1350: \$800 base fee plus \$1 per member. Temporary restricted fund in the Outreach category, plus a \$500 member donation, and \$143 from this year’s operating category under outreach were used to take care of this bill. It is not due until December, but we have yet to pay 2017 initial year dues of \$675. The 2017 amount will be addressed at a later date.

PASTORAL CARE – Diana Overton

The April report included Fr. Peter’s request that Mary Alice would compile a detailed report of the Pastoral Care recipients that were being visited, called or emailed. Mary Alice did prepare such a report and Jillian forwarded it to me.

That April report also stated the necessity of getting the Pastoral Care team licensed.

I downloaded the preliminary documents that need to be filled out to begin the background check and the Licensing Agreement for the Diocese. I have distributed those documents to most of the Pastoral Care team. Fran and Lou have also graciously decided to join our team.

As of the present, we are trying to cover all the parishioners receiving Pastoral Care until Fr. Bob arrives and we can map out a strategy going forward.

STEWARDSHIP – Bill Lynch

WORSHIP – Laura Jeanne Johnson

There will be no Taize Service this Wednesday or next week. Taize services will resume on Wednesday, May 23rd.

The call for Eucharistic Ministers has attracted three new applicants for training for the 10:15 service. There is one Verger in training for the 8:00 service. There is still a need for additional Vergers, Eucharistic Ministers and Acolytes for the 8:00 service.

YOUTH & FAMILIES – Anna Ashworth

Planning continues for Vacation Bible School, which will take place July 9-13, 2018. The theme is called "Shipwrecked VBS: Rescued by Jesus." All children ages 4-13 are welcome to participate. Ages 14 and up can be helpers, as long as they have taken the Safeguarding Class.

Here are some dates relating to VBS preparation if you would like to help:

Volunteer check-ins will begin Sunday, May 26. Sherre still needs more volunteers.

VBS band practice: Saturdays, May 26, Jun 2, Jun 23, Jun 30, July 7 from 10-12 in the Parish Hall – all are welcome to join this band! VBS set building will be on Jun 23, Jun 30 and July 7, also 10-12. Final set up is tentatively scheduled to be Sun, Jul 8.

Please contact Sherre if you are interested in helping (sherre404@verizon.net). Both Judy Hamm and Paul Sandusky should have given Pam their estimates for renovating classrooms. If they have not done so, then I will get with Pam on this. The last day for Youth Sunday School will be May 27. Paula will make plans to have occasional get togethers over the summer to re-do the Youth Room. The parish has received a donation to fund youth who are interested in attending camp at DaySpring. The last day for Catechesis of the Good Shepherd will be May 20. Both groups need more adult volunteers.

Treasurer's Report May 2018

Attached are the Balance Sheet, Income Statement, and Restricted Fund Summary for **April 2018**.

Income

Overall Income for the month of April came **in over by \$3,249.08**. Additionally, we were **over in Pledge Income for April by \$2,431.00**. This is good news as we go into the summer months.

Expenses

We are keeping our expenses down from what we budgeted YTD. We are under in expenses YTD by \$6,759.00. See the Bookkeeper notes below as to explanation.** As we go through the year, we need to keep in mind our budget and our cash flow, and keep our spending in line.

Notes from Bookkeeper in reference to April Expenses**

1. #5007 Rector business travel expense reimbursement
2. #5009 M Lopez pastoral care

3. #5063 electrical survey and tracing
4. #5085 Reimb for blood pressure monitor, trash cans and first aid items
5. #5032 Wine
6. #5119 inflatables balance due, food and crafts
7. #5036 Xerox lease
8. #5080 monthly recurring charges plus copier overage \$665
9. #5081 internet drops and door contact replacement
10. #5055 2^o Qtr insurance (paid thru Jun)

Cash Flow For the Month of April

As for cash flow, as of April 31st our Operating Account had a balance of **\$40,880.08**. However, the following are transactions that were outstanding as of 5/3/2018:

Starting Balance	\$ 40,880.08
Outstanding checks from April 2018	\$ 10,435.35
Transfer fr. Operating to Memorial	\$ 2,348.00
Transfer to Operating from Restricted	\$ 5,220.00
Operating Balance	\$ 33,316.73

St. Mark's Episcopal Church
Revenues Expenses
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Revenue		MTD Actual	MTD Budget	YTD Actual	YTD Budget	6 Month Budget	Annual Budget
4000	Plate	2,121.10	1,083.33	4,188.40	4,333.32	6,500.00	13,000.00
4005	Current Year Pledges	29,190.00	24,917.00	102,099.00	99,668.00	149,502.00	339,501.98
4010	Non-Pledge Offerings	4,721.00	4,583.33	18,445.00	18,333.32	27,500.00	55,000.00
4015	Special Offering	444.00	566.67	2,463.00	2,266.68	3,400.00	6,800.00
4055	Facilities Rental Income	1,700.00	1,450.00	6,455.00	5,800.00	8,700.00	17,400.00
	2017 Balance	0.00	0.00	0.00	0.00	18,022.00	36,045.00
	2017 Apportionment Rebate	0.00	0.00	0.00	0.00	1,999.00	01,999.00
	Total Revenue	38,176.10	32,600.33	133,650.40	130,401.32	\$ 215,623.00	431,701.98
Expenses							
Personnel							
Clergy Compensation							
Rector							
5000	Rector - Stipend	0.00	0.00	0.00	0.00	2,819.44	33,833.33
5001	Rector - Housing	4,150.00	4,150.00	16,600.00	16,600.00	1,555.55	18,666.67
5002	Rector - Medical & Life Insurance	0.00	0.00	0.00	0.00	1,297.00	15,569.17
5003	Rector - Pension	0.00	0.00	0.00	0.00	787.50	9,450.00
5004	Rector - Continuing Ed/Professional	0.00	208.33	0.00	833.32	0.00	2,500.00
5005	Rector Sabbatical Yearly Contr.	0.00	0.00	0.00	0.00	125.00	1,500.00
5007	Rector Business Expenses	425.76	166.67	936.25	666.68	1,000.00	2,000.00
5116	Rector Travel/Milegae	186.26	250.00	366.21	1,000.00	1,500.00	3,000.00
5013	Interim Rector Stipend	4,150.00	4,150.00	16,600.00	16600	20,750.00	20,750.00
	Total Rector	8,912.02	8,925.00	34,502.46	35,700.00	29,834.49	107,269.17
Other Clergy							
5006	Supply Clergy	0.00	0.00	218.53	200.00	1,300.00	1,500.00
5009	Pastoral Associate	1,143.12	650.00	1,641.07	1,600.00	2,900.00	2,900.00
5014	Rector Search	0.00	4,100.00	0.00	16,400.00	20,500.00	20,500.00
	Total Other Clergy	1,143.12	4,750.00	1,859.60	18,200.00	24,700.00	24,900.00
Lay Staff Compensation & Expenses							
5008	Child Care Salary	630.00	583.33	2,142.00	2,333.32	3,500.00	7,000.00
5010	Parish Administrator	3,734.73	3,534.67	14,338.92	14,138.68	21,208.00	42,416.00
5015	Music Director Salary	2,130.83	1,930.83	7,923.32	7,723.32	11,585.00	23,170.00
5076	Substitute Organist	0.00	66.67	0.00	266.68	400.00	800.00
5020	Lay Staff Pension Expense	318.13	318.08	1,272.52	1,272.32	1,908.50	3,817.00
5025	Lay Staff Payroll Taxes	404.61	416.67	1,618.42	1,666.68	2,500.00	5,000.00
5026	Worker's Comp Insurance	0.00	73.33	934.00	219.99	440.00	880.00
	Total Lay Staff Compensation & Expenses	7,218.30	6,850.25	27,295.18	27,401.00	41,601.50	82,203.00
	Total Personnel Expenses	13,123.44	16,448.58	47,991.26	64,994.32	105,238.61	210,477.19
Building & Grounds							
5038	Pest Control	260.00	258.33	1,035.00	1,033.32	1,550.00	3,100.00
5039	Cleaning	1,950.00	1,950.00	8,300.00	7,800.00	11,700.00	23,400.00
5041	Janitorial Supplies	140.60	125.00	542.91	500.00	750.00	1,500.00
5043	Grounds and Landscaping	0.00	250.00	0.00	1,000.00	1,500.00	3,000.00
5061	A/C and Heat	497.95	666.67	2,489.75	2,666.68	4,000.00	8,000.00
5062	Plumbing	0.00	100.00	835.00	400.00	600.00	1,200.00
5063	Electric and Lighting	267.75	41.67	397.75	166.68	250.00	500.00
5118	Misc Repairs and Maintenance	150.00	500.00	2,043.19	2,000.00	3,000.00	6,000.00
	Total Building & Grounds	3,266.30	3,891.67	15,643.60	15,566.68	23,350.00	46,700.00
Diocesan Support							
5045	Diocesan Assessment	4,352.17	4,352.17	17,408.68	17,408.68	26,113.00	52,226.00
	Total Diocesan Support	4,352.17	4,352.17	17,408.68	17,408.68	26,113.00	52,226.00
Christian Formation							
5040	Adult Ministry	0.00	20.83	0.00	83.32	125.00	250.00
5050	Catechesis of the Good Shepherd	0.00	33.33	178.50	133.32	200.00	400.00
5115	Youth Group	9.99	41.67	119.88	166.68	250.00	500.00
	Total Christian Formation	9.99	95.83	298.38	383.32	575.00	1150.00

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Parish Life

Fellowship							
5085	Parish Life	117.00	83.33	145.95	249.99	500.00	1,000.00
Total Fellowship		117.00	83.33	145.95	249.99	500.00	1,000.00
Worship							
5032	Altar	736.00	125.00	973.21	500.00	750.00	1,500.00
5075	Music and Choir	24.25	250.00	1,430.98	1,000.00	1,500.00	3,000.00
5119	St. Mark's Day	710.29	125.00	820.01	500.00	1,500.00	1,500.00
Total Worship		1,470.54	500.00	3,224.20	2,000.00	3,750.00	6,000.00
General Ministries							
5027	Rector Discretionary	0.00	333.33	1,000.00	1,333.32	2,000.00	4,000.00
5046	Diocesan Convention Expense	0.00	0.00	0.00	0.00	0.00	900.00
5082	Outreach/Evangelism	0.00	100.00	0.00	400.00	600.00	1,200.00
5092	Advertising	0.00	250.00	0.00	1,000.00	1,500.00	3,000.00
5093	Vacation Bible School	92.97	100.00	295.46	100.00	300.00	750.00
5095	Stewardship Expenses	0.00	0.00	0.00	0.00	0.00	500.00
5097	Endowment Expenses	0.00	16.67	0.00	66.68	100.00	200.00
5110	Vestry Development	0.00	125.00	70.95	500.00	750.00	1,500.00
5130	Newcomer Ministry	0.00	41.67	0.00	166.68	250.00	500.00
Total General Ministries		92.97	966.67	1,366.41	3,566.68	5,500.00	12,550.00
Total Parish Life		1,563.51	1,466.67	4,590.61	5,566.68	9,250.00	19,550.00

Administration

Office Expenses							
5035	Office Equipment R&M	0.00	41.67	40.00	166.68	250.00	500.00
5036	Copy Machine	708.44	291.67	2,833.76	1,166.68	1,750.00	3,500.00
5080	Office Expenses	1,352.60	1,083.33	4,749.32	4,333.32	6,500.00	13,000.00
5081	Security and Fire	624.48	291.67	2,623.82	1,166.68	1,750.00	3,500.00
5090	Postage	6.70	62.50	281.18	250.00	375.00	750.00
5055	Property & Liability Insurance	7,423.25	2,474.42	14,846.50	9,897.68	14,846.50	29,693.00
Total Office Expenses		10,115.47	4,245.26	25,374.58	16,981.04	25,471.50	50,943.00
Diocesan Loan Payment							
5057	Interest Expense - Diocese	3,115.09	3,115.09	12,508.29	12,508.29	18,569.50	37,139.00
5074	Loan - Diocese Prin Payment	0.00	0.00	3,185.02	3,185.02	3,185.02	3,185.02
Total Diocesan Loan Payment		3,115.09	3,115.09	15,693.31	15,693.31	21,754.52	40,324.02
Utilities							
5100	Telephone & Internet	339.48	350.00	1,359.99	1,400.00	2,100.00	4,200.00
5103	Water-Facility	183.53	166.67	671.90	666.68	1,000.00	2,000.00
5105	Electric - Facility	1,836.43	1,750.00	10,240.84	7,000.00	10,500.00	21,000.00
5108	Gas	0.00	83.33	266.23	333.32	500.00	1,000.00
5109	Trash & Solid Waste Assesment	341.17	441.67	1,411.54	1,766.68	2,650.00	5,300.00
Total Utilities		2,700.61	2,791.67	13,950.50	11,166.68	16,750.00	33,500.00
Total Administration Expenses		15,931.17	10,152.02	55,018.39	43,841.03	63,976.02	124,767.02
Total Expenses		38,484.74	36,490.27	141,335.03	148,094.03	\$ 215,623.00	454,869.72
Net Total		(\$308.64)	(\$3,889.94)	(\$7,684.63)	(\$17,692.71)	\$0.00	(23,167.74)