

# Calvary Episcopal Church Minutes

CALVARY EPISCOPAL CHURCH  
MINUTES OF VESTRY MEETING  
December 10, 2019

The December meeting was called to order by Sr. Warden Amber Zentis at 6:00 PM.  
The vestry said an opening prayer for the parish.

Vestry Members Present: Eric Cain, Angela Cooley, Roy Haley, Jim Kidda, Frank Lemkowitz, Oscar Lozano, David Taylor, Bob Watts and Amber Zentis.

Also Present: Rev. Lecia Brannon, Treasurer Christian Iversen, and vestry members elect Susan Grotte, Tim Hillis and John Ondrusek.

Vestry Members Absent: Betty Best, Missy Marek and Don Whitehead.

A devotional was not done due to limited time prior to the vestry Christmas party.

## Review of November Meeting Minutes

The minutes of the November 2019 meeting were reviewed for accuracy and approved, following a motion to approve by Roy Haley which was seconded by Angela Cooley.

## Finance Committee Report

- \* November results: Year to date actual plate offerings exceeded year to date budgeted amount but year to date pledge offerings fell short of budgeted amount. However, pledge and plate revenue in December is anticipated to offset the shortfall.
- \* Repairs and maintenance exceeded budgeted amount due to upgrading office spaces to include drywall and window replacements, and remains within year to date budget, due in large part to the junior warden volunteering his labor on many projects. Bob Watts moved to accept the Finance Committee report and Angela Cooley seconded. The motion carried.
- \* Rector search overage: Eric Cain made a motion to accept the finance committee recommendation that funds not spent on the rector search by December 31, 2019 be transferred into a restricted account to be used only for the rector search in 2020. David Taylor seconded, and the motion carried.
- \* Stewardship Update and Proposed 2020 budget: The Stewardship Campaign is showing positive results. Pledge amounts received total about \$387,000.00. There were 13 new or returning pledgers with pledges totalling \$47,000.00. Outstanding pledges are anticipated to total approximately \$195,000.00. Therefore, total pledge income currently anticipated for 2020 is around \$594,000.00. This should bring anticipated total income to \$633,400.00, which would exceed the 2019 budgeted plate and pledge revenues by \$20,400.00.
- \* Budget for 2020: Treasurer Christian Iversen gave a high-level presentation of the budget. Many of the Vestry had attended Finance Committee meetings as the budget was being developed. Jim Kidda moved to accept the proposed 2020 budget and Bob Watts seconded. The motion carried.
- \* The Finance Committee noted that the current budget supports year-end staff recognition. Angela Cooley made a motion to allot \$3,000.00 to year end staff bonuses as a 2019 expense. Jim Kidda seconded and the motion carried.

## Senior Warden's Report

- \* Church annual meeting will be Sunday, January 19. Reports are due January 6.

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## Locum Tenen's Report

- \* Tim Hillis has agreed to do another adult Sunday School series.
- \* Lenton series will be on Wednesday nights, theme to be determined.

## Jr. Warden's Report

- \* The wheelchair ramp to the youth building is completed and the City of Richmond has approved the completion. Betty Anne Taylor has used the ramp and thinks it's great.
- \* Ideal Impact has completed replacement of all the lights in the second floor of the school. They will finish installing the remainder of the lights in the school after hours next week.
- \* JR. Construction has ordered new windows for the offices and anticipates installation to be complete by Christmas. There was an additional cost of \$480.00 for labor which will be paid from the maintenance budget. (\$5,000.00 for the windows was approved from the Capital maintenance budget).
- \* School fascia replacement estimates are complete and the project will be awarded to CNC roofing for \$2,200.00 pending the determination of percentage of cost between school and church.

## Committee Report- Newcomers

- \* Anne Scarborough is updating the Ministry Booklet with photos and contact information for various ministries, which Mark Duncan will publish it. The booklet will inform parishioners about ministries in which they may be interested in participating.

## New Business

- \* Amber Zentis contacted a local charitable foundation for funding. Because they are already funding community philanthropic initiatives, they would not fund Calvary outreach. However, they were willing to write a grant for \$188,000 for Calvary to repair and protect the stained glass windows and refurbish the parish hall. Calvary must account for expenditures, the work may be inspected periodically by representatives of the foundation, and must be completed by August. Because this is one-time designated income, it will not increase the Diocesan assessment amount, but it will exceed the threshold requiring Calvary to pay for an audit again in 2020. Eric Cain made a motion to accept this grant with the stipulations, and Roy Haley seconded. The motion carried.

## Old Business

- \* None.

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The vestry said a closing prayer.

At 7:30 PM the meeting was adjourned.

Submitted by / David Taylor, Clerk