

Calvary Episcopal Church Minutes

CALVARY EPISCOPAL CHURCH
VESTRY MEETING -- January 9, 2019

The January meeting was called to order by Sr. Warden Amber Zentis at 6:35 PM following a campus tour for new members. The vestry said an opening prayer for the parish, and the rector discussed an overview of vestry leadership and responsibilities for new members. The vestry had their initial 2019 photograph, though another one will be scheduled when all members are present.

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

Also Present: Fr. Paul Wehner, Rev. Lecia Brannon

Vestry Members Absent: Missy Marek

Betty Best led the vestry in a devotional based on A Prayer for Churches in Transition.

Review of December 2018 Meeting Minutes

The minutes of the December meeting were reviewed for accuracy and approved, following a motion to approve by Roy Haley which was seconded by Frank Lemkowitz.

Election of Officers

The following officers were elected to retain their offices in the vestry following a motion by Jim Kidda which was seconded by David Taylor:

- * Treasurer - Christian Iversen
- * Chancellor - Bill Daw
- * Junior Warden - Oscar Lozano
- * Clerk - David Taylor

Fr. Paul announced that Amber Zentis will be the Sr. Warden for 2019

Finance Committee Report

- * In the final reconciliation of the 2018 budget, it was noted that the pledge offerings for the month of December exceeded the budgeted amount by \$21,339.00, but overall pledge offerings fell short of budgeted amount by \$14,594.36, and the year to date plate offerings continued to exceed budgeted amount by \$30,887.84. The projected 2019 budget anticipates this trend.
- * Bookkeeping/ Auditing actual expense exceeded budgeted amount by \$1,760.00 due to the higher than expected cost of the financial review of 2017. A full audit is required next year for which the 2019 budget designates an additional \$3,500.00.
- * Lay Training/ Staff Expense reflects Fort Bend Leadership for Rev Lecia Brannon approved by the vestry.
- * Buildings and Grounds/ Repair & Maintenance: Calvary Episcopal Church was blessed with a \$15,075.86 net gain in the past year, which must be accounted for in the budget. It was proposed by the Finance Committee that this net income be transferred into a capital maintenance fund for future large repairs and maintenance, so the transfer of \$15,075.86 appears as an expense for this cost center. The capital maintenance fund is set aside for major expenses that exceed \$1,000.00 per project.
- * Employee Compensation exceeds YTD budget due to bonuses approved by vestry last month.
- * Calvary Preparatory exceeded YTD budget by \$4,500.00. \$3,000.00 was for Calvary Church's bus. The school was overpaid \$1,500.00 in 2018 so this will be deducted from the amount Calvary supports the school in 2019, explaining why the 2019 budget is \$1,500.00 less than the 2018 budget.

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- * Outreach Designated and Discretionary expenses exceed YTD budget because they correspond to designated income contributed specifically for specific outreach projects, and last year's budget could not anticipate what people would be willing to contribute for these designated expenses. They do not affect the overall budget but are included to acknowledge Calvary's financial support of Outreach activities.
- * The final 2018 annual budget was accepted to include the transfer of \$15,075.86 into the capital maintenance fund with a motion by Betty Best and seconded by Angela Cooley.
- * Because the vestry had previously approved an upgrade of the church office computers, originally to be replaced at one a year, and because the computers currently use Windows 7 which will no longer be supported in 2020, it was proposed to use the capital maintenance fund (provided by the 2018 budget) to upgrade multiple office computers. Bob Watts moved to accept the proposal and Don Whitehead seconded with an amendment by Jim Kidda that the new PCUs be factory equipped with Intel Core i7 processors instead of i5 processors to better communicate with each other and handle the increasing software workload demands.

Rector's Report

- * Annual Meeting: Annual meeting will be held January 20. Reports are due at this vestry meeting. An agenda for that day was provided to vestry members to prepare time for their presentations.
- * Commissioning Services: Sunday, January 20 will also be the commissioning service for vestry, school board, endowment board and Diocesan council representatives.
- * Letters for Housing Allowance: Tax law currently permits a reasonable housing allowance tax deduction for professional clergy who are not provided residence by the church. The vestry approved a housing allowance of \$1,800.00 per month for Fr. Paul with a motion by Frank Lemkowitz which was seconded by Jim Kidda. The vestry approved a housing allowance of \$2,000.00 for Rev. Lecia Brannon with a motion by Frank Lemkowitz which was seconded by Bob Watts. The vestry clerk signed the letters to this effect. This does not affect the budget. It is noted that Rev. Nancy Wilkes, being a deacon, is not financially compensated and therefore not eligible for the housing allowance.
- * Hippler Contract: The contract with Hippler Electric is amended to include routine replacement of air conditioner filters.
- * Vestry Retreat: Vestry retreat will be held at the Old Railroad Cafe at 6:30 PM on Friday, February 2. Selection of the speaker for the retreat is being finalized.
- * Diocesan Pre-Council Meeting will be held again at Calvary Episcopal Church on February 10, at 4:00 PM.

Associate Priest's Report

- * Christian Formation begins January 27. The theme is being developed.
- * Walking the Mourner's Path begins January 10, with its first class. Classes are to be kept small and confidential. For future classes, the cost for materials is \$75.00 but arrangements can be made for stipends in case of hardship.
- * Calvary Care Team will receive training in the "Building a Social Determinate for Healthier Patient Outcomes" program of Houston Methodist Hospital to pilot having churches provide assistance to patients discharging from the hospital who need and request such help.
- * Rev. Nancy Wilkes will be initiating the Laundry Love ministry on January 9 and the second Wednesday of each month thereafter at the Collins Street Laundromat at Collins and Preston.

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Sr. Warden Report

- * VPOD schedule: Vestry members signed up for Vestry Person of the Day responsibilities.
- * Monthly list of vestry devotions/ snacks: Vestry members signed up for their days to bring snacks and present devotions for 2019 vestry meetings.
- * Vestry photo for 2019: A second official vestry photograph will be scheduled when all vestry members are present.

Jr. Warden Report

- * Current Projects: One microwave in the kitchen no longer works and needs replacement. Sprinkler problems were identified and corrected. Sprinklers with incorrect heads will be run less time to save water. The columbarium installation is complete.
- * Upcoming Plans for 2019: The freezer has failed several times, and frequently requires freon replacement and the compressor may be going out, so the freezer will probably need replacement. Vestry members are encouraged to submit lists of necessary projects to the junior warden. It was mentioned that a plan needs to be developed for more permanent or lasting repair of all the stained glass windows.

Committee Reports

- * Calvary Life: 41 loaves of bread were delivered in 2018 (13 more than last year). 22 new adults and 2 new children joined in the past year. 59 greeter cards were sent in 2018 compared to 49 the previous year. The Lifetouch Photo Directory is in the final stage of design. Some of the free 8x10 photographs that have not been picked up will be available in the Narthex following each service.
- * Outreach Committee: Report is being prepared for the Annual Meeting. Roy Haley requested vestry to consider a membership asset assessment to identify the skill sets and motivations of Calvary to better determine meaningful outreach activities.

New Business

Vestry liaisons to the various ministries will be chosen at the February meeting.

Old Business

None.

The vestry said a closing prayer.

At 8:47 PM the meeting was adjourned.

Submitted by / David Taylor, Clerk