

**Saint Mary's Anglican Church**  
**February 7, 2013 Vestry Meeting Agenda**

**Opening Prayer/Devotional**

**Call to Order and Verify a Quorum**

**Minutes of the January 10, 2013 Vestry Meeting**

**Minutes of the January 20, 2013 Vestry Meeting**

**Treasurer's Financial Report(s)**

**Property Report(s)**

- Jr. Warden's Report.
- Property Issues that need to be addressed?

**Other Reports**

- Deacon's Report.
- Youth Ministry Report: No new information.
- TEC vs. DSJ Lawsuit Update: *Tentative Trial Date: March 25, 2013.*
- Stewardship Report.
- Diocesan/Deanery, Ecumenical, and Area Church News.

**Old Business**

- No Old Business.

**New Business**

- Nominees for Vestry Clerk?
- Vestry Orientation
  - Diocesan Constitution
  - Diocesan Canons
  - Parish Bylaws

**Announcements/Reminders**

- Lent begins next week with Ash Wednesday (2/13). There will be a Noon and 7pm service.
- Monthly Healing Service (3<sup>rd</sup> Friday of the month) will take place at 4pm starting Feb 15.
- A Service Evening Prayer will take place at 7pm each Friday in Lent.
- Dcn. Jane will be at ECCO on Sunday Feb 17 for an A4D Retreat.
- Rev. Michael Engle will be a guest preacher on Sunday Feb. 17 while Dcn Jane is at ECCO.
- Rev. Michael Engel will lead a Tuesday Night Bible Study series starting Feb 19 from 6:30pm to 8pm.

**Next Vestry Meeting**

- March 14, 2013 at 6:30pm.

**Closing Prayer & Adjourn**

# **Saint Mary's Anglican Church**

January 10, 2013 Vestry Meeting Minutes

## **Members Present:**

Fr. Michael Sclafani, Rector  
Dcn. Jane Williams, Clergy  
David Duffy, Sr. Warden  
Ron Hunt, Jr. Warden  
Judy Wilson, Treasurer  
Roberta Johnson, Member  
Jack Van Patten, Member

## **Members Absent:**

Debbie Bates, Member  
Virginia Engel, Acting Clerk  
LeRoy Falk, Member

## **Guests Present:**

Rev. Michael Engel

## **I. Opening Prayer/Devotional**

- a. A "Jesus Calling" devotion by Charles Spurgeon led by Dcn. J. Williams

## **II. Call to Order**

- a. The meeting was called to order by Fr. Michael at 6:40pm.

## **III. Minutes of December 13, 2012 Vestry Meeting**

- a. Judy Wilson moved that the minutes from the December 13 Vestry Meeting be accepted.  
Seconded by Jack Van Patten. Motion passed (David Duffy and Ron Hunt abstained).

## **IV. Treasurer's Financial Report(s)**

- a. Year to date income (\$137,412.70) vs. expenses (\$131,066.53).
- b. Balance Sheet Operating Account  
December 31, 2012: \$5,072.59
- c. Balance Sheet Money Market  
December 31, 2012: \$9,220.95
- d. Balance Sheet Building Fund  
December 31, 2012: \$10,103.35
- e. Balance Sheet Youth Programs  
December 31, 2012: \$805.86
- f. Month by Month Giving Analysis  
December 2012: \$12,411.70 vs. December 2011: \$9,359.00
- g. Treasurer's Reports were received.

## **V. Property Reports**

- a. Ron reported that the parking lot pump is in place and working as it should. He is exploring options to possibly enable the pump to remain installed year round without the need for above ground hoses and wires.

- b. Ron is still working on moving the wall safe from the sacristy to the office building.

## **VI. Other Reports**

- a. Deacon's Report
  - i. Hope Sanger is doing well.
  - ii. Deacon Jane will be at an Anglican 4<sup>th</sup> Day retreat at ECCO on February 17.
- b. Youth Ministry Report: Nothing new to report.
- c. TEC vs. DSJ Lawsuit: Nothing new to report. Tentative Trial Date: March 25, 2013.
- d. Pledge Drive Report: As of today we have received 22 pledge cards of the 42 that were sent out. Total dollar amount pledged to date is \$80,420. Due to circumstances beyond their control the pledge Drive Committee was not able to follow up with members who did not return pledge cards.
- e. Stewardship Report: Nothing new to report.
- f. Diocesan/Deanery, Ecumenical and Area Church News: Carol Seeks (Fr. Don Seeks' wife) has had a mild stroke.

## **VII. Old Business**

- a. Last month Fr Michael reported that in December we received a tax bill for \$4,148.72. The annual exemption form was never delivered to us. After speaking with the Assessor's Office Fr Michael obtained the exemption form and promptly filled it out and returned it to their office. After reviewing the exemption form the Assessor's Office sent us a revised bill for \$415.52 (\$165.68 FMFCD fee + \$249.84 late exemption filing fee). Fr. Michael requested that the late exemption filing fee be waived and that the total tax bill be reduced to \$165.68 but that request was denied. The exemption form for 2013 has been received and filed so this problem will not repeat itself in the coming year.

## **VIII. New Business**

- a. Fr Michael reported that we have a full slate of nominees for the Annual Parish Meeting.
  - i. Nominees for Vestry (three 3-year seats and one 1-year seat)
    - 1. Barrie Burnham from 10:30am: 3-year seat.
    - 2. Bob Levinson from 8am: 3-year seat.
    - 3. Judy Wilson from 10:30am: 3-year seat.
    - 4. Adrienne Cantrell from 10:30am: 1-year seat.
  - ii. Nominees for Diocesan Delegates (two Delegates and Two Alternates)
    - 1. Cynthia Shaheen from 8am (Delegate).
    - 2. Ron Hunt from 10:30am (Delegate).
    - 3. David & Susan Katakian from 10:30am (Alternates).
  - iii. Nominee for Stewardship Committee Chair (one year seat)
    - 1. Travis Cantrell from 10:30am.
- b. 2013 Parish Budget
  - i. The proposed 2013 Budget was presented and discussed.
  - ii. The proposed 2013 budget is reduced by \$1,153 from the 2012 budget.
  - iii. Fr Michael again volunteered to suspend for 2013 the Diocesan mandated 18% contribution to his retirement fund. That line item (#6002) equals \$10,344/year.
  - iv. Fr Michael again volunteered to suspend for 2013 the Rector's mileage reimbursement required by the letter of agreement between him and the parish. That line item (#6004) equals \$2,400.
  - v. Using the Pledged income amounts, known non-pledge income amounts from 2012, and other known income amounts from 2012 (plate offerings, votive candle offerings, flower donations, SHARES card, etc) we will have a budget deficit of \$19,323 in 2013 if income does not increase through the year and if expenses stay within budget.

- vi. We currently have just enough reserve fund to meet the expected \$19,323 budget deficit. There is \$9,220 available in the Money Market Account and \$10,103 available in the Building Fund Savings Account. The proposed budget calls for utilizing the reserve funds in the Money Market first, and then the reserve funds in the Building Fund second, but only if necessary.
- vii. Fr. Michael pointed out that since calling a full time rector, Saint Mary's has had a budget deficit each and every year for the past 4 years. However the deficit has been reduced each of those years. in 2009 the deficit was \$49,985, in 2010 the deficit was \$46,599, in 2011 the deficit was \$40,000, and in 2012 the deficit was \$28,416. The projected deficit for 2013 is \$19,323.
- viii. After a lengthy discussion of each and every line item in the proposed budget David Duffy moved that the vestry adopt the proposed 2013 budget as presented. Ron Hunt seconded the motion. Motion passed (unanimous).

**IX. Announcements and Reminders**

- a. The Annual Parish Meeting will take place on Sun Jan 20 at noon following a single Holy Eucharist at 9:30am.
- b. Nominations for Vestry and Diocesan Delegates will closed today (Jan 10). Nominations will not be accepted from the floor.

**X. Next Vestry Meeting:**

There will be a brief Vestry Meeting immediately following the Annual Meeting on January 20, 2013.

**XI. Closing and Adjournment**

The meeting was adjourned with prayer at 8:45 P.M.

Respectfully submitted by Fr. Michael P. Sclafani

# **Saint Mary's Anglican Church**

January 20, 2013 Vestry Meeting Minutes

## **Members Present:**

Fr. Michael Sclafani, Rector  
Dcn. Jane Williams, Clergy  
Bob Levinson, Sr. Warden  
Ron Hunt, Jr. Warden  
Judy Wilson, Treasurer  
Adrienne Cantrell, Member  
Virginia Engel, Member  
Roberta Johnson, Member

## **Members Absent:**

Debbie Bates, Member  
Barrie Burnham, Member  
LeRoy Falk, Member

### **I. Call to Order**

- a. The meeting was called to order by Fr. Michael immediately following the Annual Parish Meeting at approximately 2:45pm.

### **II. Appointment and Election of Officers**

- a. Fr Michael appointed Bob Levinson to serve as Sr. Warden for 2013.
- b. The Vestry elected Ron Hunt to serve as Jr. Warden for 2013.
- c. The Vestry Elected Judy Wilson to serve as Treasurer for 2013.
- d. It was agreed that the Vestry would postpone election of a Clerk until the first regular Vestry Meeting in February.

### **III. Scheduling of Regular Monthly Vestry Meetings**

- a. Regular Monthly Vestry Meetings will be scheduled for the second Thursday of the month at 6:30pm and they will take place on the church campus in the Bishop Rivera Education Center.

### **IV. Next Vestry Meeting:**

- a. Since the second Thursday of February is Valentine's Day (Feb 14) it was decided that the February Vestry Meeting will take place on Thursday February 7 at 6:30pm.

### **V. Adjournment**

The meeting was adjourned at approximately 3:00pm

Respectfully submitted by Fr. Michael P. Sclafani

**ST. MARYS CHURCH**  
**Profit & Loss Budget Performance**  
January 2013

	Jan 13	Budget	Jan 13	YTD Budget	Annual Budget
<b>Income</b>					
1000 · Offerings	8,729.00	6,701.74	8,729.00	6,701.74	80,420.00
1001 · Pledge Offerings	44.00	125.00	44.00	125.00	1,500.00
1002 · Plate Offerings	1,460.00	2,550.00	1,460.00	2,550.00	30,600.00
1003 · Member Offerings	0.00	8.37	0.00	8.37	100.00
1004 · Special Services	20.00	35.49	20.00	35.49	425.00
1005 · Votive Candle Offerings	150.00	188.37	150.00	188.37	2,260.00
1006 · Flower Offerings	0.00	20.87	0.00	20.87	250.00
1007 · Gifts & Other Income	100.00	100.00	100.00	100.00	1,200.00
1010 · AA Group	0.00	60.87	0.00	60.87	730.00
1015 · SHARES Card Income	0.00	841.99	0.00	841.99	10,103.00
1022 · Transfer from Building Fund Acc	1,610.25	768.37	1,610.25	768.37	9,220.00
1023 · Transfer from Reserve Funds					
<b>Total 1000 · Offerings</b>	<b>12,113.25</b>	<b>11,401.07</b>	<b>12,113.25</b>	<b>11,401.07</b>	<b>136,808.00</b>
<b>Total Income</b>	<b>12,113.25</b>	<b>11,401.07</b>	<b>12,113.25</b>	<b>11,401.07</b>	<b>136,808.00</b>
<b>Expense</b>					
2000 · Office and Admin Expenses					
2002 · Bank Fees/Charges	0.00	2.50	0.00	2.50	30.00
2003 · Bookkeeping/Audit	0.00	33.37	0.00	33.37	400.00
2005 · Copier Maintenance	80.56	79.24	80.56	79.24	950.00
2006 · Diocesan Tithe (10%)	1,399.47	1,166.74	1,399.47	1,166.74	14,000.00
2007 · Miscellaneous Office Exp.	0.00	4.24	0.00	4.24	50.00
2008 · Office Supplies	0.00	50.00	0.00	50.00	600.00
2009 · Postage	44.75	33.37	44.75	33.37	400.00
2010 · Subscriptions Church Trac	0.00	5.00	0.00	5.00	60.00
2011 · Subscription Quickbooks	39.00	35.87	39.00	35.87	430.00
2012 · Subscription Website	0.00	9.24	0.00	9.24	110.00
2013 · Subscription Misc.	0.00	0.00	0.00	0.00	0.00
2014 · Legal Defense Fund 1% Tithe	139.94	125.00	139.94	125.00	1,500.00
<b>Total 2000 · Office and Admin Expenses</b>	<b>1,703.72</b>	<b>1,544.57</b>	<b>1,703.72</b>	<b>1,544.57</b>	<b>18,530.00</b>
3000 · Facilities Expenses					
3001 · Electricity	263.50	333.37	263.50	333.37	4,000.00
3002 · Internet Service	59.95	60.00	59.95	60.00	720.00
3003 · Lawn & Gardening Service	400.00	400.00	400.00	400.00	4,800.00
3004 · Pest Control Services	70.00	70.00	70.00	70.00	840.00
3005 · Propane (Heat)	0.00	83.37	0.00	83.37	1,000.00
3006 · Insurance - Property	0.00	266.74	0.00	266.74	3,200.00
3007 · FMFCD Assessment	0.00	31.74	0.00	31.74	380.00
3008 · Repairs and Maintenance	132.32	133.37	132.32	133.37	1,600.00
3009 · Security Services	26.50	26.74	26.50	26.74	320.00
3010 · Telephone	49.19	49.24	49.19	49.24	590.00
3011 · Water	109.44	158.37	109.44	158.37	1,900.00
3012 · Solid Waste Disposal	69.42	75.00	69.42	75.00	900.00
3013 · HCD - State Housing Dept.-Tags	0.00	5.50	0.00	5.50	66.00
<b>Total 3000 · Facilities Expenses</b>	<b>1,180.32</b>	<b>1,693.44</b>	<b>1,180.32</b>	<b>1,693.44</b>	<b>20,316.00</b>

**ST. MARYS CHURCH**  
**Profit & Loss Budget Performance**  
 January 2013

2:32 PM  
 01/29/13  
 Cash Basis

	Jan 13	Budget	Jan 13	YTD Budget	Annual Budget
<b>4000 · Administration Expenses</b>					
4010 · Payroll Taxes	375.38	375.00	375.38	375.00	4,500.00
4011 · Insurance - Workers Comp	113.00	50.74	113.00	50.74	608.00
4012 · Insurance -Employment Liability	0.00	91.74	0.00	91.74	1,100.00
<b>Total 4000 · Administration Expenses</b>	<b>488.38</b>	<b>517.48</b>	<b>488.38</b>	<b>517.48</b>	<b>6,208.00</b>
<b>5000 · Staff Expenses</b>					
5001 · Parish Administrator	0.00	0.00	0.00	0.00	0.00
5002 · Sexton	118.25	166.74	118.25	166.74	2,000.00
5003 · Nursery Worker	0.00	0.00	0.00	0.00	0.00
5004 · Music Ministry Team Leader	400.00	233.37	400.00	233.37	2,800.00
<b>Total 5000 · Staff Expenses</b>	<b>518.25</b>	<b>400.11</b>	<b>518.25</b>	<b>400.11</b>	<b>4,800.00</b>
<b>6000 · Clergy Expenses</b>					
6001 · Rector Stipend	4,788.76	4,788.75	4,788.76	4,788.75	57,465.00
6002 · Rector Pension Fund	0.00	0.00	0.00	0.00	0.00
6003 · Rector's Insurance	1,773.04	1,666.74	1,773.04	1,666.74	20,000.00
6004 · Rector's Mileage	0.00	0.00	0.00	0.00	0.00
6005 · Rector's Discretionary Fund	100.00	100.00	100.00	100.00	1,200.00
6006 · Deacon's Discretionary Fund	25.00	25.00	25.00	25.00	300.00
6024 · Deacon Mileage	0.00	0.00	0.00	0.00	0.00
6031 · Supply Clergy Stipends	0.00	150.00	0.00	150.00	1,800.00
6034 · Supply Clergy Mileage	0.00	25.00	0.00	25.00	300.00
6040 · Conferences & Convention	0.00	91.74	0.00	91.74	1,100.00
<b>Total 6000 · Clergy Expenses</b>	<b>6,686.80</b>	<b>6,847.23</b>	<b>6,686.80</b>	<b>6,847.23</b>	<b>82,165.00</b>
<b>7000 · Ministry Programs</b>					
7001 · Adult Christian Education	0.00	16.74	0.00	16.74	200.00
7002 · Altar Guild Supplies	155.96	62.50	155.96	62.50	750.00
7003 · Altar Flowers	512.56	166.74	512.56	166.74	2,000.00
7004 · Hospitality	121.47	37.50	121.47	37.50	450.00
7005 · Music - CCLI License	109.00	9.12	109.00	9.12	109.00
7006 · Stewardship	0.00	41.74	0.00	41.74	500.00
7007 · Sunday School	0.00	16.74	0.00	16.74	200.00
7008 · Sunshine Program	0.00	6.74	0.00	6.74	80.00
7009 · Vacation Bible School	0.00	41.74	0.00	41.74	500.00
<b>Total 7000 · Ministry Programs</b>	<b>898.99</b>	<b>399.56</b>	<b>898.99</b>	<b>399.56</b>	<b>4,789.00</b>
<b>Total Expense</b>	<b>11,476.46</b>	<b>11,402.39</b>	<b>11,476.46</b>	<b>11,402.39</b>	<b>136,808.00</b>
<b>Net Income</b>	<b>636.79</b>	<b>-1.32</b>	<b>636.79</b>	<b>-1.32</b>	<b>0.00</b>

2:30 PM

01/29/13

Cash Basis

## ST. MARYS CHURCH

## Balance Sheet

As of January 31, 2013

Jan 31, 13

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0001 - Checking Account-Union Bank	5,013.93
Total Checking/Savings	5,013.93
Total Current Assets	5,013.93
<b>TOTAL ASSETS</b>	<b>5,013.93</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
8000 · LIABILITIES	
8010 · Payroll Tax Liabilities	-732.95
8200 · Discretionary Funds	
8211 · Rector's Discretionary Gifts	50.00
8212 · Deacon's Discretionary Gifts	50.00
8213 · Rector's Retirement Fund	50.00
Total 8200 · Discretionary Funds	150.00
Total 8000 · LIABILITIES	-582.95
8100 · Missions	
8120 · Frontiers (Frank/Anne Bernardi)	50.00
8130 · Global Teams (Martin Bunsy)	100.00
Total 8100 · Missions	150.00
8400 · Building Fund Contributions	110.00
8700 · Youth Programs	
8701 · Youth-Camp Scholarships	1,487.74
Total 8700 · Youth Programs	1,487.74
8800 · Social Ministries	
8802 · Food Pantry/Hope Sanger	10.00
8804 · Alpha Marriage Course	336.23
8806 · Camp San Joaquin Donations	100.00
Total 8800 · Social Ministries	446.23
Total Other Current Liabilities	1,611.02
Total Current Liabilities	1,611.02
Total Liabilities	1,611.02
Equity	
1999 · Opening Balance Equity	148,712.44
3900 · Retained Earnings	-145,946.32
Net Income	636.79
Total Equity	3,402.91
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,013.93</b>



2:44 PM  
01/29/13  
Accrual Basis

**St. Mary's Church Money Market Acct.**  
**Balance Sheet**  
As of January 31, 2013

	<u>Jan 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Central Valley M/M Acct	7,612.47
Total Checking/Savings	<u>7,612.47</u>
Total Current Assets	<u>7,612.47</u>
<b>TOTAL ASSETS</b>	<b><u>7,612.47</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	37,616.10
Retained Earnings	-28,393.38
Net Income	<u>-1,610.25</u>
Total Equity	<u>7,612.47</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,612.47</u></b>

2:49 PM  
01/29/13  
Accrual Basis

**St. Mary's Savings Acct. (Bldg. Fund)**  
**Balance Sheet**  
As of January 31, 2013

	<u>Jan 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Savings Acct.- Union Bank	10,103.97
Total Checking/Savings	<u>10,103.97</u>
Total Current Assets	<u>10,103.97</u>
<b>TOTAL ASSETS</b>	<b><u>10,103.97</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Opening Balance Equity	6,268.83
Retained Earnings	3,835.14
Total Equity	<u>10,103.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>10,103.97</u></b>

3:04 PM  
01/29/13  
Accrual Basis

**St. Mary's Youth Programs**  
**Balance Sheet**  
As of January 31, 2013

	<u>Jan 31, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
St. Mary's youth Programs	805.85
Total Checking/Savings	<u>805.85</u>
Total Current Assets	<u>805.85</u>
<b>TOTAL ASSETS</b>	<b><u>805.85</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	805.85
Total Equity	<u>805.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>805.85</u></b>

2013

# Month-by-Month Giving Analysis

For the dates between 01/01/2013 and 1/31/2013

Saint Mary's Anglican Church--559-255-4883

## MONTH-BY-MONTH ANALYSIS

	January	February	March	April	May	June
Pledge Offerings	8,729.00					
Plate Offerings	44.00					
Member Offerings	1,460.00					
Votive Candle Offeri	20.00					
Flower Offerings	150.00					
AA Group Rent	100.00					
Rector's Discretionar	50.00					
Deacon's Discretion	50.00					
Frontiers (Frank/Ann	50.00					
Global Teams (Marti	100.00					
Rector's Retirement	50.00					
Building Fund Contri	110.00					
Food Pantry/Hope S	10.00					
Camp San Joaquin	100.00					
Monthly Total:	11,023.00					

	July	August	September	October	November	December
Pledge Offerings						
Plate Offerings						
Member Offerings						
Votive Candle Offeri						
Flower Offerings						
AA Group Rent						
Rector's Discretiona						
Deacon's Discretion						
Frontiers (Frank/An						
Global Teams (Marti						
Rector's Retirement						
Building Fund Contr						
Food Pantry/Hope						
Camp San Joaquin						
Monthly Total:						

2012

## Month-by-Month Giving Analysis

For the dates between 1/1/2012 and 1/31/2012

Saint Mary's Anglican Church--559-255-4883

### MONTH-BY-MONTH ANALYSIS

	January	February	March	April	May	June
Pledge Offerings	7,324.00					
Plate Offerings	81.00					
Member Offerings	1,485.00					
Votive Candle Offeri	52.70					
Flower Offerings	170.00					
AA Group Rent	100.00					
Hmong Church Rent	100.00					
Music Ministry Team	50.00					
Rector's Discretionar	5.00					
Deacon's Discretion	20.00					
Frontiers (Frank/Ann	50.00					
Global Teams (Marti	75.00					
Uganda (Jim Short)	50.00					
Rector's Retirement	50.00					
Building Fund Contri	100.00					
Donations to Special	30.00					
Camp San Joaquin	100.00					
Monthly Total:	9,842.70					

	July	August	September	October	November	December
Pledge Offerings						
Plate Offerings						
Member Offerings						
Votive Candle Offeri						
Flower Offerings						
AA Group Rent						
Hmong Church Ren						
Music Ministry Tea						
Rector's Discretiona						
Deacon's Discretion						
Frontiers (Frank/An						
Global Teams (Marti						
Uganda (Jim Short)						
Rector's Retirement						
Building Fund Contr						
Donations to Specia						
Camp San Joaquin						
Monthly Total:						