

Saint Mary's Anglican Church
November 21, 2013 Vestry Meeting Agenda

Opening Prayer/Devotional

Call to Order and Verify a Quorum

Minutes of the October 10 2013 Vestry Meeting

Treasurer's Financial Report(s)

Property Report(s)

- Carpets in Bp. Rivera Bld.
- Moving the safe from the sacristy to the office.
- Parking lot stripes have been repainted.
- Sun-faded Handicapped Parking signs have been replaced.
- Propane Quotes (heat for the Church and Hospitality Room).
- Trash & Shopping Cart Issues.
- Property Issues that need to be addressed?

Other Reports

- Deacon's Report:
- TEC vs. DSJ Lawsuit Update:
 - The Diocesan Lawsuit Trial Date is scheduled for Jan 6, 2014.
- Stewardship Committee Report: Fundraising Candles.
- Diocesan/Deanery, Ecumenical, and Area Church News:

Old Business

- Fall Pledge Drive Update:
 - Sr. Warden's letter with pledge card went out Nov 14.
 - Fr. Michael's Thanksgiving Letter goes out this Sunday. His letter reminds members to return Pledge Cards by Dec. 1.
 - Plan to follow-up with members whose cards are not returned by Dec. 1.
 - Proposed budget for the vestry to discuss, tweak if necessary, and adopt at the Jan 9 Vestry Meeting.
- Discussion re: Day & Time of our regular Vestry meetings. Can we move to either Monday evenings, Friday evenings, or Saturday evenings to accommodate all members.

New Business

- Report on the passing of Craig Moltzen on Oct 18. (Service was on 10/24).
- Report on the passing of Bp. Schofield on Oct 29. (Service was on 11/6 & 11/7).
- Report on the passing of Ginger Grant on Oct 30. (Service was on 11/16).

Announcements/Reminders

- **Thanksgiving Eve Services:** This Wed. Prayer Service at noon. Traditional 1928 BCP H.E. at 7:00pm.
- **Feeding the Homeless:** Sat Dec 7. DHC Saint Mary's Chapter in the Hospitality Room from 8:30am to 9:30am. Bag meals for the homeless in Sanger.
- **Christmas Caroling:** Thurs Dec 19 4:00pm to 6:30pm.
- **Lessons & Carols:** Sun Dec 22 (The 4th Sunday of Advent) at a single combined 9:30am service. We'll decorate the church for Christmas right after fellowship.
- **Christmas Eve High Mass:** Tuesday Dec 24 at 8:00pm.

Next Vestry Meeting

- Thursday December 12, 2013 at 6:30pm.

Closing Prayer & Adjourn

Saint Mary's Anglican Church

October 10, 2013 Vestry Meeting Minutes

Members Present:

Fr. Michael Sclafani, Rector
Deacon Jane Williams, Clergy
Bob Levinson, Senior Warden
Ron Hunt, Junior Warden
Judy Wilson, Treasurer
Virginia Engel, Clerk
Debbie Bates, Member
Roberta Johnson, Member

Members Absent:

Barrie Burnham, Member, excused
Adrienne Cantrell, Member, excused
LeRoy Falk, Member, excused

I. Opening Prayer/Devotional

- a. A devotion about the working of the Holy Spirit was led by Dcn. Jane Williams.

II. Call to Order

- a. The meeting was called to order by Fr. Michael at 6:37 P.M.

III. Minutes of the September 12, 2013 Vestry Meeting

- a. Ron Hunt moved that the minutes from the September 12, Vestry Meeting be approved and Virginia Engel seconded it.
- b. The motion was passed.

IV. Treasurer's Financial Report(s)

- a. Year to date income \$93,548.51 vs. expenses \$99,125.87
- b. Balance Sheet Operating Account
September 30, 2013-\$1,175.17
- c. Balance Sheet Building Fund
September 30, 2013-\$5,622.72
- d. Balance Sheet Youth Programs
September 12, 2013- \$805.85
- e. Balance Sheet Legal Defense Fund
September 30 2013- \$8,474.03
- f. Balance Sheet DHC checking account
September 30 2013- \$161.31.
- g. Month by Month Giving Analysis
September 2012 \$9,176.00 2012 vs. September 2013 \$10,621.69
- h. Treasurer's Reports were received.

V. Property Reports

- a. Bob Levinson reported that the carpeting repairs in the Bp. Rivera Building should be finished October 17.
- b. Ron Hunt reported that the safe has not yet been moved from the sacristy to the office building.
- c. Repainting of the parking lot stripes was discussed. Ron volunteered to ask the congregation to donate towards this project.
- d. Ron will pick up new handicapped parking signs and replace those in the parking lot that are sun faded.
- e. Father Michael will look for some inexpensive paint to repaint the exterior of the hospitality building.
- f. Debbie Bates mentioned the depressions in the cement where water gathers and people have slipped.
- g. Fr. Michael reported that the Propane Tank is only 30% full, not 50% full as previously thought. This is not enough fuel to last the winter (heat for the church and hospitality room). Ron is still working on pricing.

VI. Other Reports

- a. Deacon's Report: Christ Church holds a boutique at E.C.C.O..
- b. Youth Ministry Report: Andrew's Christian band, Before Kings, continues to use the practice space offered by St. Mary's.
- c. TEC vs. DSJ Lawsuit – We will present the Bishop with \$8,500 of the \$8,674 legal defense fund when he visits on Oct 13. We will keep the account open so as to continue receiving donations.
- d. Diocesan/Deanery, Ecumenical and Area Church News- Rev. Bruce Taylor of Christ Church in Lemoore will be leaving October 20. The church cannot sustain a full-time priest, so it will be utilizing supply clergy. Fr. Michael has also offered St. Mary's help in any way.
- e. The fundraising candles have arrived to be sold immediately.

VII. Old Business No old business

VIII. New Business

- a. Pledge Drive Discussion: Fr. Michael recommended a Fall Pledge Drive. Bob Levinson will put out an initial letter with a pledge card, Fr. Michael will write a follow up letter, then the Vestry will do personal follow-ups.
- b. Pledge Cards need to be returned by Dec 1 and the Pledge Drive completed by Dec 12, so that the Rector, Treasurer, and Senior Warden will have the data to draft a proposed budget for the Vestry to consider and adopt at the January 9, 2014 meeting.
- c. The annual Parish meeting will take place on January 26th, 2014.
- d. There was discussion about moving the Vestry meeting to another day because two members have a conflict with the current second Thursday monthly date. We will revisit this discussion at the Oct Vestry Meeting.
- e. The Bishop asked that Saint Mary's DHC Chapter not have a checking account in their own name separate from other parish accounts. As a result of that request we have opened a new account at Union Bank in Saint Mary's name, designated for DHC (just like our Youth Account).

IX. Announcements and Reminders

- a. Bp. Eric Menees' annual Episcopal Visit to Saint Mary's will take place this Sunday (10/13). We will have a single service at 9:30am followed by a parish luncheon on the lawn between the church and the office building.

- b. Deacon Jane will be on vacation from Oct 26 thru Nov 10 (includes three Sundays and Diocesan Convention).
- c. Diocesan Convention is scheduled for Fri & Sat Nov 8 & 9. Our Lay Delegates are Cindy Shaheen & Ron Hunt. Our Alternate Delegates are Susan & David Katzakian.

X. Next Vestry Meeting:

November 14, 2013 at 6:30 P.M..

XI. Closing and Adjournment

The meeting was adjourned with prayer at 8:25 P.M..

Respectfully submitted by Virginia Engel, Clerk

ST. MARYS CHURCH

Profit & Loss Budget Performance

October 2013

	Oct 13	Budget	Jan - Oct 13	YTD Budget	Annual Budget
Income					
1000 · Offerings					
1001 · Pledge Offerings	5,118.57	6,701.66	63,612.57	67,016.68	80,420.00
1002 · Plate Offerings	108.55	125.00	416.74	1,250.00	1,500.00
1003 · Member Offerings	1,576.00	2,550.00	17,645.00	25,500.00	30,600.00
1004 · Special Services	0.00	8.33	0.00	83.34	100.00
1005 · Votive Candle Offerings	20.00	35.41	303.25	354.18	425.00
1006 · Flower Offerings	70.00	188.33	1,710.00	1,883.34	2,260.00
1007 · Gifts & Other Income	125.00	20.83	1,000.00	208.34	250.00
1010 · AA Group	100.00	100.00	1,000.00	1,000.00	1,200.00
1015 · SHARES Card Income	0.00	60.83	486.82	608.34	730.00
1022 · Transfer from Building Fund Acc	1,610.25	841.91	8,051.25	8,419.18	10,103.00
1023 · Transfer from Reserve Funds	0.00	768.33	8,051.25	7,683.34	9,220.00
Total 1000 · Offerings	8,728.37	11,400.63	102,276.88	114,006.74	136,808.00
Total Income	8,728.37	11,400.63	102,276.88	114,006.74	136,808.00
Expense					
2000 · Office and Admin Expenses					
2002 · Bank Fees/Charges	0.00	2.50	27.00	25.00	30.00
2003 · Bookkeeping/Audit	0.00	33.33	0.00	333.34	400.00
2005 · Copier Maintenance	70.58	79.16	786.34	791.68	950.00
2006 · Diocesan Tithe (10%)	1,116.99	1,166.66	10,558.22	11,666.68	14,000.00
2007 · Miscellaneous Office Exp.	0.00	4.16	0.00	41.68	50.00
2008 · Office Supplies	10.27	50.00	470.44	500.00	600.00
2009 · Postage	0.00	33.33	90.50	333.34	400.00
2010 · Subscriptions Church Trac	0.00	5.00	69.99	50.00	60.00
2011 · Subscription Quickbooks	0.00	35.83	503.29	358.34	430.00
2012 · Subscription Website	0.00	9.16	0.00	91.68	110.00
2013 · Subscription Misc.	0.00	0.00	0.00	0.00	0.00
2014 · Legal Defense Fund 1% Tithe	111.69	125.00	1,055.79	1,250.00	1,500.00
Total 2000 · Office and Admin Expenses	1,309.53	1,544.13	13,561.57	15,441.74	18,530.00
3000 · Facilities Expenses					
3001 · Electricity	394.19	333.33	3,403.98	3,333.34	4,000.00
3002 · Internet Service	59.95	60.00	599.50	600.00	720.00
3003 · Lawn & Gardening Service	400.00	400.00	4,000.00	4,000.00	4,800.00
3004 · Pest Control Services	70.00	70.00	700.00	700.00	840.00
3005 · Propane (Heat)	0.00	83.33	75.00	833.34	1,000.00
3006 · Insurance - Property	0.00	266.66	2,407.75	2,666.68	3,200.00
3007 · FMFCD Assessment	0.00	31.66	207.76	316.68	380.00
3008 · Repairs and Maintenance	42.50	133.33	808.40	1,333.34	1,600.00
3009 · Security Services	26.50	26.66	265.00	266.68	320.00
3010 · Telephone	52.39	49.16	510.93	491.68	590.00
3011 · Water	236.43	158.33	1,540.86	1,583.34	1,900.00
3012 · Solid Waste Disposal	69.42	75.00	694.20	750.00	900.00
3013 · HCD - State Housing Dept.-Tags	0.00	5.50	0.00	55.00	66.00
Total 3000 · Facilities Expenses	1,351.38	1,692.96	15,213.38	16,930.08	20,316.00

ST. MARYS CHURCH
Profit & Loss Budget Performance
 October 2013

10:38 AM
 10/30/13
 Cash Basis

	Oct 13	Budget	Jan - Oct 13	YTD Budget	Annual Budget
4000 · Administration Expenses					
4010 · Payroll Taxes	377.69	375.00	3,773.63	3,750.00	4,500.00
4011 · Insurance - Workers Comp	0.00	50.66	452.00	506.68	608.00
4012 · Insurance -Employment Liability	277.60	91.66	1,110.42	916.68	1,100.00
Total 4000 · Administration Expenses	655.29	517.32	5,336.05	5,173.36	6,208.00
5000 · Staff Expenses					
5001 · Parish Administrator	0.00	0.00	0.00	0.00	0.00
5002 · Sexton	148.50	166.66	1,441.00	1,666.68	2,000.00
5003 · Nursery Worker	0.00	0.00	0.00	0.00	0.00
5004 · Music Ministry Team Leader	200.00	233.33	2,300.00	2,333.34	2,800.00
Total 5000 · Staff Expenses	348.50	399.99	3,741.00	4,000.02	4,800.00
6000 · Clergy Expenses					
6001 · Rector Stipend	4,788.76	4,788.75	47,887.60	47,887.50	57,465.00
6002 · Rector Pension Fund	0.00	0.00	0.00	0.00	0.00
6003 · Rector's Insurance	1,979.96	1,666.66	19,082.76	16,666.68	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	1,000.00	1,000.00	1,200.00
6006 · Deacon's Discretionary Fund	25.00	25.00	250.00	250.00	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	1,500.00	1,800.00
6034 · Supply Clergy Mileage	0.00	25.00	0.00	250.00	300.00
6040 · Conferences & Convention	72.00	91.66	293.00	916.68	1,100.00
Total 6000 · Clergy Expenses	6,965.72	6,847.07	68,513.36	68,470.86	82,165.00
66900 · Reconciliation Discrepancies					
7000 · Ministry Programs	0.00	0.00	20.11		
7001 · Adult Christian Education	0.00	16.66	32.78	166.68	200.00
7002 · Altar Guild Supplies	0.00	62.50	717.93	625.00	750.00
7003 · Altar Flowers	173.16	166.66	2,097.64	1,666.68	2,000.00
7004 · Hospitality	0.00	37.50	288.52	375.00	450.00
7005 · Music - CCLI License	0.00	9.08	109.00	90.84	109.00
7006 · Stewardship	0.00	41.66	274.50	416.68	500.00
7007 · Sunday School	0.00	16.66	26.61	166.68	200.00
7008 · Sunshine Program	0.00	6.66	0.00	66.68	80.00
7009 · Vacation Bible School	0.00	41.66	0.00	416.68	500.00
Total 7000 · Ministry Programs	173.16	399.04	3,546.98	3,990.92	4,789.00
Total Expense	10,803.58	11,400.51	109,932.45	114,006.98	136,808.00
Net Income	-2,075.21	0.12	-7,655.57	-0.24	0.00

ST. MARYS CHURCH
Balance Sheet
 As of October 31, 2013

Oct 31, 13

ASSETS	
Current Assets	
Checking/Savings	
0001 · Checking Account-Union Bank	-1,158.89
Total Checking/Savings	-1,158.89
Total Current Assets	-1,158.89
TOTAL ASSETS	-1,158.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
8000 · LIABILITIES	
8010 · Payroll Tax Liabilities	678.59
8200 · Discretionary Funds	
8213 · Rector's Retirement Fund	50.00
8230 · Bishop's Discretionary Gifts	765.00
Total 8200 · Discretionary Funds	815.00
Total 8000 · LIABILITIES	1,493.59
8100 · Missions	
8130 · Global Teams (Martin Bunsy)	50.00
Total 8100 · Missions	50.00
8700 · Youth Programs	
8701 · Youth--Camp Scholarships	1,487.74
Total 8700 · Youth Programs	1,487.74
8800 · Social Ministeries	
8801 · Candle Fundraiser	253.00
8802 · Food Pantry/Hope Sanger	10.00
8804 · Alpha Marriage Course	336.23
8808 · Church/Property "Fix-up" Fund	100.00
Total 8800 · Social Ministeries	699.23
Total Other Current Liabilities	3,730.56
Total Current Liabilities	3,730.56
Total Liabilities	3,730.56
Equity	
1999 · Opening Balance Equity	148,712.44
3900 · Retained Earnings	-145,946.32
Net Income	-7,655.57
Total Equity	-4,889.45
TOTAL LIABILITIES & EQUITY	-1,158.89

10:44 AM
10/30/13
Accrual Basis

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

	<u>Oct 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Savings Acct.- Union Bank	4,112.47
Total Checking/Savings	<u>4,112.47</u>
Total Current Assets	<u>4,112.47</u>
TOTAL ASSETS	<u>4,112.47</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
TRANS. to Gen. Fund Acct.	-8,051.25
Total Other Current Liabilities	<u>-8,051.25</u>
Total Current Liabilities	<u>-8,051.25</u>
Total Liabilities	-8,051.25
Equity	
Opening Balance Equity	6,268.83
Retained Earnings	3,835.14
Net Income	2,059.75
Total Equity	<u>12,163.72</u>
TOTAL LIABILITIES & EQUITY	<u>4,112.47</u>

10:46 AM
10/30/13
Accrual Basis

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

	<u>Oct 31, 13</u>
ASSETS	
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>
TOTAL ASSETS	<u>805.85</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	805.85
Total Equity	<u>805.85</u>
TOTAL LIABILITIES & EQUITY	<u>805.85</u>

10:40 AM
10/30/13
Accrual Basis

Legal Defense Fund for St. Mary's Church
Balance Sheet
As of October 31, 2013

	Oct 31, 13
ASSETS	
Current Assets	
Checking/Savings	
St. Mary's Legal Defense Fund	474.09
Total Checking/Savings	474.09
Total Current Assets	474.09
TOTAL ASSETS	<u>474.09</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	2,750.00
Net Income	-2,275.91
Total Equity	474.09
TOTAL LIABILITIES & EQUITY	<u>474.09</u>

10:50 AM
10/30/13
Accrual Basis

St. Mary's Church DHC Checking Acct.
Balance Sheet
As of October 31, 2013

	Oct 31, 13
ASSETS	
Current Assets	
Checking/Savings	
Union Bank DHC Checking Acct.	143.32
Total Checking/Savings	143.32
Total Current Assets	143.32
TOTAL ASSETS	<u>143.32</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	12.31
Net Income	131.01
Total Equity	143.32
TOTAL LIABILITIES & EQUITY	<u>143.32</u>

Month-by-Month Giving Analysis

For the dates between 1/1/2012 and 10/31/2012
 Saint Mary's Anglican Church--559-255-4883

2012

MONTH-BY-MONTH ANALYSIS

	January	February	March	April	May	June
Pledge Offerings	7,324.00	7,682.20	7,810.00	7,022.00	5,296.00	5,740.00
Plate Offerings	81.00	92.00	99.00	218.00	84.00	174.00
Member Offerings	1,485.00	1,490.00	1,125.00	1,625.00	1,599.10	1,955.00
Votive Candle Offeri	52.70		60.70	57.00	35.00	37.00
Flower Offerings	170.00	230.00	365.00	200.00	130.00	195.00
AA Group Rent	100.00	100.00	100.00	100.00	100.00	100.00
Hmong Church Rent	100.00	100.00	100.00	100.00		
Legal Defense Fund						
Office Supplies		185.00				
Repairs & Maintenan					279.00	
Music Ministry Team	50.00					
Rector's Discretionar	5.00		50.00	80.00		
Deacon's Discretionar	20.00		50.00	70.00		200.00
Adult Christian Educ						
Frontiers (Frank/Ann	50.00		50.00			50.00
Global Teams (Marti	75.00	200.00	195.00	115.00	120.00	90.00
Uganda (Jim Short)	50.00		50.00			
Clergy Gifts		100.00				
Rector's Retirement	50.00	100.00	100.00	150.00	100.00	100.00
Bishop's Discretionar						
Building Fund Contri	100.00	85.00	115.00	28.00	107.00	100.00
Food Pantry/Hope S		10.00	60.00	10.00	10.00	110.00
Donations to Special	30.00	245.00				
Camp San Joaquin	100.00		100.00			100.00
Anglican 4th Day Co		15.00				
Monthly Total:	9,842.70	10,634.20	10,429.70	9,775.00	7,860.10	8,951.00

	July	August	September	October	November	December
Pledge Offerings	6,570.00	5,720.00	5,852.00	4,705.00		
Plate Offerings	152.00	69.00	266.00	77.00		
Member Offerings	2,261.00	3,270.00	2,030.00	1,100.00		
Votive Candle Offeri	37.25	25.92	28.00	32.00		
Flower Offerings	90.00	100.00	190.00	140.00		
AA Group Rent	100.00	100.00	100.00	100.00		
Hmong Church Rent						
Legal Defense Fund			50.00			
Office Supplies						
Repairs & Maintena						
Music Ministry Team						
Rector's Discretionar	200.00		100.00	50.00		
Deacon's Discretion	50.00			50.00		
Adult Christian Educ			60.00			
Frontiers (Frank/An	50.00		100.00			
Global Teams (Marti	105.00	60.00	190.00	70.00		
Uganda (Jim Short)						
Clergy Gifts						
Rector's Retirement	100.00	150.00	50.00	100.00		
Bishop's Discretionar				510.00		
Building Fund Contri	115.00	20.00	150.00	85.00		
Food Pantry/Hope S	10.00	10.00	10.00	100.00		
Donations to Specia				970.00		
Camp San Joaquin	100.00					
Anglican 4th Day Co						
Monthly Total:	9,940.25	9,524.92	9,176.00	8,089.00		

Month-by-Month Giving Analysis

For the dates between 01/01/2013 and 10/31/2013

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

2013

MONTH-BY-MONTH ANALYSIS

	January	February	March	April	May	June
Pledge Offerings	8,729.00	4,620.00	8,768.00	4,750.00	6,552.00	7,295.00
Plate Offerings	44.00	25.00	24.00	44.00	6.00	16.50
Member Offerings	1,460.00	3,335.00	1,275.00	1,095.00	1,399.00	3,550.00
Votive Candle Offeri	20.00	46.25	61.50	39.00	20.00	20.00
Flower Offerings	150.00		475.00	305.00	85.00	145.00
Gifts & Other Income		730.00	95.00		50.00	
AA Group Rent	100.00	100.00	100.00	100.00	100.00	100.00
Legal Defense Fund					1,000.00	1,850.00
Rector's Discretionar	50.00					
Deacon's Discretionar	50.00					
Adult Christian Educ					50.00	
Frontiers (Frank/Ann	50.00					
Global Teams (Marti	100.00	70.00	190.00	50.00	100.00	50.00
Clergy Gifts						
Rector's Retirement	50.00	50.00	50.00	50.00	50.00	50.00
Bishop's Discretionar						
Building Fund Contri	110.00	50.00	300.00		100.00	
Food Pantry/Hope S	10.00	10.00	10.00	10.00	110.00	10.00
Donations to Special			20.00			
Camp San Joaquin	100.00		100.00		100.00	
Church/Property "Fix						
Monthly Total:	11,023.00	9,036.25	11,468.50	6,443.00	9,722.00	13,086.50
	July	August	September	October	November	December
Pledge Offerings	5,505.00	4,785.00	7,490.00	5,118.57		
Plate Offerings	23.00	76.00	49.69	108.55		
Member Offerings	798.00	1,137.00	2,020.00	1,576.00		
Votive Candle Offeri	20.00	32.50	24.00	20.00		
Flower Offerings	195.00	100.00	185.00	70.00		
Gifts & Other Incom				125.00		
AA Group Rent	100.00	100.00	100.00	100.00		
Legal Defense Fund	1,983.00	3,338.00	303.00	500.00		
Rector's Discretionar						
Deacon's Discretion						
Adult Christian Educ		122.00	100.00			
Frontiers (Frank/An	50.00					
Global Teams (Marti	100.00	50.00	75.00	50.00		
Clergy Gifts			100.00	1,125.00		
Rector's Retirement	50.00	50.00	50.00	50.00		
Bishop's Discretionar			115.00	650.00		
Building Fund Contri	100.00					
Food Pantry/Hope S	110.00	10.00	10.00	10.00		
Donations to Specia		35.00				
Camp San Joaquin	100.00					
Church/Property "Fi				100.00		
Monthly Total:	9,134.00	9,835.50	10,621.69	9,603.12		