

Saint Mary's Anglican Church
December 15, 2011 Vestry Meeting Agenda

Opening Prayer/Devotional

Call to Order and Verify a Quorum

Minutes of November 10, 2011 Vestry Meeting

Treasurer's Financial Report(s)

Property Report(s)

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

Other Reports

- Deacon's Report.
- Youth Ministry Report.
- TEC vs. DSJ Lawsuit Update.
- Stewardship/Pledge Report.
- Diocesan/Deanery, Ecumenical, and Area Church News.
 - Diocesan News.
- Outgoing Vestry Nominations Report.

Old Business

- Advent Lessons & Carols.
- Stewardship & Fundraiser Committee.
 - Letter and pledge cards sent out week of November 14. Asked that pledge cards be returned to the church by December 1st.
 - We have a total of 47 giving units. 19 have returned pledge cards.
 - To date \$72,760 has been pledged.
 - David Duffy is following up on the 27 who have not returned pledge cards.
 - Draft Budget to be presented to the Vestry for discussion and approval at the January Vestry Meeting.

New Business

- Resignation of Maryann Ratchford as Parish Secretary.
 - Executive/Closed Session to discuss vacation pay request in letter of resignation.
- Any Other New Business?

Announcements/Reminders

- Potluck Luncheon & Church Decorating for Christmas: This Sunday (12/18) at noon.
- Christmas Eve: Saturday December 24. Holy Eucharist at 8:00pm
- Christmas Day: Sunday December 25. Combined Holy Eucharist at 9:30am.
- Annual Parish Meeting: Sunday January 22.
 - Following a Single Combined Service at 9:30am.
 - Deadline for vestry nominations will be Sunday January 15.

Next Vestry Meeting

- January 12, 2011

Closing Prayer & Adjourn

Saint Mary's Anglican Church
November 10, 2011 Vestry Meeting Minutes

Members Present:

Fr. Michael Sclafani, Rector
Dcn Jane Williams, Clergy

Dave Duffy, Sr. Warden
Kyle Campbell, Clerk
Judy Wilson, Treasurer

Deo Bartolome, Member
Ginny Engel, Member
Tom Metry, Member
Jack Van Patten, Member

Members Absent:

Gerald Hatler, Jr. Warden

I. Opening Prayer/Devotional

- a. Fellowship in the Gospel was the theme for the devotional to open the meeting. Give up plans to God, and allow God to take you and guide you to work His will in you. We are to have faith.
- b. Deacon Jane asked if we are living to our call or potential, and that that topic was covered in the clergy retreat as well. We all need to examine and question if this is where God wants us and doing what He wants us to be doing, no matter what it is that we are doing for a job/profession.

II. Call to Order and Verify a Quorum

- a. The meeting was called to order following the devotional at 6:35pm

III. Minutes of November 10, 2011 Vestry Meeting

- a. Judy Wilson made a motion to accept the minutes
- b. Seconded by Deo Bartolome.
- c. Correction needs to be made in spelling on third page. Michael Engel is misspelled.
- d. Minutes were accepted (with corrections). One abstention (Jack Van Patten).

IV. Treasurer's Financial Report(s)

- a. Profit/Loss Budget Performance
 - i. Item #2008 Office Supplies. \$137.99. We purchased a comb binding machine and combs for making booklets. Machine is to be used to create praise booklets to alleviate need to print weekly booklets. Machine can be used to create other booklets as well.
 1. It was asked about the copyright issues included with creating a booklet, and Father Michael explained how the CCLI license allows us to create the booklets, just as we would create inserts for use at St. Mary's.
 - ii. Item #3008 Repairs and Maintenance. \$56.00. A certificate fee is purchased each year for the two modular buildings. It is a tax to the State of California. We had a reimbursement for \$58.00 for overpayment.
 1. David Duffy asked if it was DMV or if it was property tax. It is for DMV.
 2. David asked if it would still need to be paid if it was fixed to the property. Father Michael added that if it was a permanent foundation, it may possibly be considered part of the property.
 3. We may still be receiving more reimbursements for overpayment for two more years.
 - iii. Item # 3012 Insurance- Employment Liability. \$260.73 is the first installment of a four-pay plan for this particular period of time, running from August to August. Back in January when the new insurance was begun, we were billed more than the correct premium. They had calculated it based on information the diocese gave them. They claimed more employees (supply priest, independent contractor, etc.,

even though they were not employees). \$791.73, is partly for 2010 until they corrected the numbers.

1. For 2011, our budget was correct for insurance, but part of cost was for the 2010 year.
- iv. Item #6040. Conferences and Convention.
 1. \$312.00 was paid to ECCO for the Diocesan Clergy Retreat for Father Michael and Deacon Jane.
 2. \$1,410.80, above what was budgeted, covered a few items:
 - a. Teachers and clergy were paid for at the parish retreat (not included in Annual Budget).
 - b. Diocese was paid for the Clergy Wives Retreat \$236.00.
 - c. Clergy and delegates registration & food for Diocesan Convention \$138.80
 - d. #8803, \$-440.00 is for a family who never paid for Parish Retreat.
- v. Item #7001. Adult Christian Education. \$119.76. 30 NIV Outreach Bibles were purchased from Zondervan, and \$54.98 was to Vision Video for "History of Christian Worship".
- vi. Item #7002. Altar Guild Supplies. \$86.94 for the Bishop's candles and for a case of candle oil for the altar candles and ambry candle.
- vii. Father Michael mentioned that #7001 and #7002 are under-budget for the year.
- viii. Pastor Deo asked about #7011 being zeroed out. If it was anything outside of regular youth group activities. Last year, a carnival was held, and monies were budgeted again in case we wanted to do the same thing again. It was more for outreach type events. Father Michael mentioned that when the budget is looked at for next year, areas can be adjusted as needed. That item may not be needed as we have been doing outreach with other community churches. Tom Metry mentioned the possibility of focusing on using those monies next year instead of doing away with them.
- b. Balance Sheet
 - i. Item #8803. \$-404.00. Clergy appreciation.
- c. Youth Programs Profit/Loss Statement
 - i. Income: Donations to Youth Group. \$20.00. \$805.86 on the balance sheet.
- d. Month by Month Giving Analysis
 - i. Current Year: \$7,963.11 October month giving was down slightly. It was up in August. In comparison to 2010, that income was \$10,636.33. Father Michael looked in to see what the difference was, and the exception was that October 31st, in 2010, there was higher than normal for that last Sunday, and many people had already given for November. There was a tiny giving amount in the month of December in 2010.
 - ii. It was requested that all the months can be presented in order to make estimated projections.

V. Property Report(s)

- a. Jr. Warden's Report.
 - i. Father Michael mentioned that the lights on the mural were replaced with lights that had compatible photocells.
 - ii. Pump will need to be put back into the parking lot. The pump had been replaced last year. It was also discussed if a trench can be cut for the current hose for the pump so that it is not in the way of the lot.
- b. Other Property Related Reports.
 - i. A couple of exterior lights are out, and need to be replaced. The light outside the nursery may need to be replaced.
- c. Property Issues that need to be addressed.

- i. Kyle Campbell asked if there were any updates regarding the trusses inside the church. Father Michael mentioned there was not.
- ii. Father Michael mentioned that the bump in the carpet at the back of the church is starting to return again.

VI. Other Reports

- a. Deacon's Report.
 - i. Deacon Jane was elected to the Diocesan Education Trust Fund. The fund is no longer funded by the UTO which is an Episcopal Church organization. There have been some donations that have trickled in, but it is unsure as to whether the funds have even been frozen because of the lawsuits. Monies would be utilized for Camp H2O, and seminarians.
 - 1. Jack Van Patten asked about the funds from UTO, and whether the funds have been dissolved. Those funds were not as they are associated with the diocese, but the funds do not come in.
- b. Youth Ministry Report.
 - i. Nothing new
- c. TEC vs. DSJ Lawsuit Update.
 - i. No new information regarding our lawsuit however when at the Clergy Retreat, in the Episcopal Church newspaper, the Episcopal Church made it clear that they have expectations of winning the lawsuit. They will owe the Episcopal church about \$1.5 million. When they win, their intentions are to sell ECCO and use proceeds to pay the Episcopal Church back. Their position is to sell all properties without a congregation.
 - 1. Ginny Engel mentioned that in the Wall Street Journal, the Presiding Episcopal Bishop said she will not sell churches to any Anglican Church.
 - 2. She said that the mission of the Episcopal Church is to recover the properties.
 - 3. In addition they are forming Ministry Clusters, that if they lose, they will be able to parcel out congregations to existing diocese. Their current bishop is a part time provisional bishop and not a diocesan bishop.
 - ii. Anglican Diocese of Pittsburg (Abp. Duncan's Diocese) lost their appeal. It is a diocese within the ACNA. They lost appeal as the court refused to hear it. Shouldn't have bearing on us, as the situation is different. The Episcopal Church had a document signed by the diocese that stated that the buildings were held in trust for the national church instead of the diocese.
- d. Diocesan/Deanery, Ecumenical, and Area Church News.
 - i. Many area churches are struggling with financial and spiritual issues. Keep these local churches and their clergy in prayer. A lot of Spiritual Warfare.
- e. Outgoing Vestry Nominations Report.
 - i. Tom Metry will be going off and will not be eligible for re-election for one year.
 - ii. Judy Wilson will be going off and will not be eligible for re-election for one year.
 - iii. Vacant Seat (3 year seat).
 - iv. Ron Hunt mentioned he would like to run for vestry.
 - v. Dave Duffy's seat is still for an additional year.
 - vi. Judy Wilson said she is willing to continue serving as Treasurer as she had prior to being elected to the Vestry.

VII. Old Business

- a. Annual Diocesan Convention: Oct. 21-22 at St. James' Cathedral in Fresno.
 - i. Deacon Jane was elected to serve on the Diocesan Education Trust Fund.
 - ii. Fr. Michael was elected to serve on Diocesan Standing Committee.
 - iii. Enthronement of Bp. Eric Menees: Oct. 22 at 3pm at St. James' Cathedral in Fresno.
- b. Fr. Michael & Dcn. Jane attended the Annual Diocesan Clergy Retreat at ECCO October 31 thru November 2. Bp. Eric is led the retreat.

- c. Stewardship & Fundraiser Committee.
 - i. Review Vestry letter and pledge cards.
 - ii. Letter and pledge cards will be in the mail the week of November 14.
 - iii. Asking that pledge cards be returned to the church by December 1st.
 - 1. Vestry will need to follow-up in December with members who do not return their pledge cards by December 1st. How will that happen?
 - a. Father Michael mentioned that follow-up needs to take place between December 1st and December 8th, unless we want to have that meeting later.
 - b. December Vestry meeting will be moved to December 15th to allow for more time to contact congregants.
 - iv. Draft Budget to be presented to the Vestry for discussion and approval at the December Vestry Meeting.

VIII. New Business

- a. Fr. Michael has appointed David Duffy to serve as Senior Warden.

IX. Announcements/Reminders

- a. Thanksgiving Eve Holy Eucharist: Wednesday November 23 at noon and 6:30pm.
- b. Advent Lessons & Carols: Sunday November 27 at 6:30pm.
- c. Christmas Eve: Saturday December 24. Holy Eucharist at 8:00pm
- d. Christmas Day: Sunday December 25. Combined Holy Eucharist at 9:30am.

X. **Next Vestry Meeting:** December 15, 2011

XI. **Closing Prayer & Adjourn**

- a. The Meeting adjourned at 9:01pm.

ST. MARYS CHURCH Profit & Loss Budget Performance

	November 2011 Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
Income					
1000 · Income					
1001 · Pledge Income	6,450.00	6,666.66	65,578.00	73,333.34	80,000.00
1002 · Plate Income	121.00	316.66	2,346.89	3,483.34	3,800.00
1003 · Member Offerings	1,150.70	2,800.00	20,840.63	30,800.00	33,600.00
1004 · Special Services	0.00	83.33	45.00	916.67	1,000.00
1005 · Votive Candle Offerings	0.00	16.66	177.75	183.34	200.00
1006 · Flower Offerings	20.00	125.00	840.00	1,375.00	1,500.00
1007 · Gifts & Other Income	0.00	41.66	490.00	458.34	500.00
1010 · AA Group	0.00	100.00	1,000.00	1,100.00	1,200.00
1011 · Corvair Club	0.00	16.66	0.00	183.34	200.00
1012 · Girl Scouts	0.00	16.66	0.00	183.34	200.00
1013 · Hmong Church	100.00	100.00	1,000.00	1,100.00	1,200.00
1014 · Filipino Church (IBBC) Rent	0.00	100.00	900.00	1,100.00	1,200.00
1015 · SHARES Card Income	198.37	0.00	536.58	0.00	0.00
1020 · Interest -Money Market Acct.	0.00	0.00	120.24	0.00	0.00
1021 · Interest Operating Account	0.00	0.00	0.00	0.00	0.00
1022 · Savings Account-Union Bank-Inte	0.00	0.00	0.27	0.00	0.00
1023 · Transfer of Reserve Funds	0.00	3,333.33	40,000.00	36,666.67	40,000.00
Total 1000 · Income	8,040.07	13,716.62	133,875.36	150,883.38	164,600.00
Total Income	8,040.07	13,716.62	133,875.36	150,883.38	164,600.00
Expense					
2000 · Office and Admin Expenses					
2001 · Public Relations/Advertising	0.00	0.00	0.00	0.00	0.00
2002 · Bank Fees/Charges	0.00	2.50	26.01	27.50	30.00
2003 · Bookkeeping/Audit	0.00	25.00	479.34	275.00	300.00
2005 · Copier Maintenance	70.56	70.83	806.96	779.17	850.00
2006 · Diocesan Assessment	786.26	1,333.33	10,067.89	14,666.67	16,000.00
2007 · Miscellaneous Office Exp.	0.00	8.33	43.89	91.67	100.00
2008 · Office Supplies	0.00	125.00	1,196.74	1,375.00	1,500.00
2009 · Postage	132.00	41.66	489.59	458.34	500.00
2010 · Subscriptions Church Trac	0.00	16.66	128.86	183.34	200.00
2011 · Subscription Quickbooks	0.00	33.33	403.83	366.67	400.00
2012 · Subscription Web Site	10.00	8.33	10.00	91.67	100.00
2013 · Subscription Misc.	0.00	8.33	0.00	91.67	100.00
Total 2000 · Office and Admin Expenses	998.82	1,673.30	13,653.11	18,406.70	20,080.00
3000 · Facilities Expenses					
3001 · Electricity	284.90	408.33	3,951.78	4,491.67	4,900.00
3002 · Internet Service	59.95	50.00	728.40	550.00	600.00
3003 · Lawn & Gardening Service	300.00	300.00	3,300.00	3,300.00	3,600.00
3004 · Pest Control Services	70.00	70.00	770.00	770.00	840.00
3005 · Propane (Heat)	0.00	66.66	953.32	733.34	800.00
3006 · Insurance - Property	0.00	283.33	3,124.50	3,116.67	3,400.00
3007 · FMFCD Assessment	0.00	14.00	0.00	154.00	168.00
3008 · Repairs and Maintenance	0.00	166.66	2,264.20	1,833.34	2,000.00
3009 · Security Services	26.50	27.08	291.50	297.92	325.00
3010 · Telephone	46.51	91.66	744.17	1,008.34	1,100.00
3011 · Water	228.00	208.33	2,423.40	2,291.67	2,500.00

ST. MARYS CHURCH Profit & Loss Budget Performance

	November 2011 NOV 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
3012 · Solid Waste Disposal	0.00	0.00	0.00	0.00	0.00
3013 · HCD - State Housing Dept.-Tags	0.00	0.00	0.00	0.00	0.00
Total 3000 · Facilities Expenses	1,015.86	1,686.05	18,551.27	18,546.95	20,233.00
4000 · Administration Expenses					
4010 · Payroll Taxes	466.00	458.33	5,109.81	5,041.67	5,500.00
4011 · Insurance - Workers Comp	0.00	41.66	594.15	458.34	500.00
4012 · Insurance-Employment Liability	260.72	0.00	1,052.45	0.00	0.00
Total 4000 · Administration Expenses	726.72	499.99	6,756.41	5,500.01	6,000.00
5000 · Staff Expenses					
5001 · Parish Administrator	1,080.00	1,080.00	11,880.00	11,880.00	12,960.00
5002 · Sexton	222.75	250.00	2,238.50	2,750.00	3,000.00
5003 · Nursery Worker	0.00	130.00	0.00	1,430.00	1,560.00
5004 · Music Ministry Team Leader	100.00	0.00	800.00	0.00	0.00
Total 5000 · Staff Expenses	1,402.75	1,460.00	14,918.50	16,060.00	17,520.00
6000 · Clergy Expenses					
6001 · Rector Stipend	4,788.76	4,788.75	52,676.36	52,676.25	57,465.00
6002 · Rector Pension Fund	862.00	862.00	9,482.00	9,482.00	10,344.00
6003 · Rector's Insurance	1,612.85	1,604.83	17,682.40	17,653.17	19,258.00
6004 · Rector's Mileage	0.00	200.00	0.00	2,200.00	2,400.00
6005 · Rector's Discretionary Fund	100.00	100.00	1,100.00	1,100.00	1,200.00
6006 · Deacon's Discretionary Fund	0.00	0.00	0.00	0.00	0.00
6024 · Deacon Mileage	0.00	41.66	316.00	458.34	500.00
6031 · Supply Clergy Stipends	0.00	150.00	250.00	1,650.00	1,800.00
6034 · Supply Clergy Mileage	0.00	25.00	0.00	275.00	300.00
6040 · Conferences & Convention	0.00	79.16	1,410.80	870.84	950.00
Total 6000 · Clergy Expenses	7,363.61	7,851.40	82,917.56	86,365.60	94,217.00
66900 · Reconciliation Discrepancies	0.00		0.05		
7000 · Ministry Programs					
7001 · Adult Christian Education	0.00	33.33	138.72	366.67	400.00
7002 · Altar Guild Supplies	45.56	66.66	699.11	733.34	800.00
7003 · Altar Flowers	200.00	183.33	1,536.00	2,016.67	2,200.00
7004 · Hospitality	0.00	41.66	286.91	458.34	500.00
7005 · Music Program	0.00	33.33	367.00	366.67	400.00
7006 · Stewardship	146.87	41.66	552.74	458.34	500.00
7007 · Sunday School	8.11	41.66	197.10	458.34	500.00
7008 · Sunshine Program	0.00	20.83	0.00	229.17	250.00
7009 · Vacation Bible School	0.00	41.66	500.00	458.34	500.00
7011 · Youth Outreach	0.00	41.66	0.00	458.34	500.00
Total 7000 · Ministry Programs	400.54	545.78	4,277.58	6,004.22	6,550.00
Total Expense	11,908.30	13,716.52	141,074.48	150,883.48	164,600.00
Net Income	-3,868.23	0.10	-7,199.12	-0.10	0.00

ST. MARYS CHURCH
Balance Sheet

As of November 30, 2011
 Nov 30, 11

ASSETS

Current Assets

Checking/Savings

0001 · Checking Account-Union Bank	3,478.47
0002 · Savings Account-Union Bank	6,268.74
0003 · Central Vly Comm Bank-Money Mkt	43,608.83

Total Checking/Savings 53,356.04

Total Current Assets 53,356.04

TOTAL ASSETS 53,356.04

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

8000 · LIABILITIES

8010 · Payroll Tax Liabilities -624.25

8100 · Missions

8120 · Frontiers (Frank/Anne Bernardi) 100.00

8130 · Global Teams (Martin Bunsy) 195.00

8140 · Uganda (Jim Short) 50.00

Total 8100 · Missions 345.00

8300 · Grant Funds

8310 · Landscaping Grant-Matching Fund -6,924.13

8320 · State Grant for Landscaping -951.00

Total 8300 · Grant Funds -7,875.13

8400 · Building Fund Contributions 2,849.00

Total 8000 · LIABILITIES -5,305.38

8700 · Youth Programs

8701 · Youth--Camp Scholarships 1,487.74

Total 8700 · Youth Programs 1,487.74

8800 · Social Ministeries

8802 · St. James Food Pantry 100.00

8803 · Annual Parish Retreat -404.00

8804 · Alpha Marriage Course 229.54

Total 8800 · Social Ministeries -74.46

8900 · Reserve Fund Transfers

8901 · Transfer of Money Market Funds -40,000.00

Total 8900 · Reserve Fund Transfers -40,000.00

Total Other Current Liabilities -43,892.10

Total Current Liabilities -43,892.10

Total Liabilities -43,892.10

Equity

1999 · Opening Balance Equity 148,712.44

3900 · Retained Earnings -44,265.18

Net Income -7,199.12

Total Equity 97,248.14

TOTAL LIABILITIES & EQUITY 53,356.04

St. Mary's Youth Programs Profit & Loss Budget Performance November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
Income					
Donations to Youth Group	0.00		20.00		
Transfer From Operating Account	0.00	0.00	0.00	0.00	0.00
Youth Program Fund Raisers	0.00	0.00	894.75	0.00	0.00
Total Income	0.00	0.00	914.75	0.00	0.00
Expense					
Payroll Expenses	0.00	0.00	0.00	0.00	0.00
VBS expenses	0.00	0.00	-12.87	0.00	0.00
Youth Camp Scholarships	0.00	0.00	0.00	0.00	0.00
Youth Convention Expenses	0.00	0.00	0.00	0.00	0.00
Youth Mission Expenses	0.00	0.00	0.00	0.00	0.00
Youth Program Expenses	0.00	0.00	517.75	0.00	0.00
Total Expense	0.00	0.00	504.88	0.00	0.00
Net Income	0.00	0.00	409.87	0.00	0.00

St. Mary's Youth Programs
Balance Sheet
As of November 30, 2011

	<u>Nov 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
St. Mary's youth Programs	805.86
Total Checking/Savings	<u>805.86</u>
Total Current Assets	<u>805.86</u>
TOTAL ASSETS	<u>805.86</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	395.99
Net Income	409.87
Total Equity	<u>805.86</u>
TOTAL LIABILITIES & EQUITY	<u>805.86</u>

Month-by-Month Giving Analysis

For the dates between 01/01/2011 and 11/30/2011

Saint Mary's Anglican Church--5592554883

	July	August	September	October	November	December
Pledge Offerings	7,775.00	4,470.00	6,165.00	4,860.00	6,450.00	
Plate Offerings	32.00	99.00	114.00	79.00	121.00	
Member Offerings	2,117.33	1,738.33	1,580.00	2,101.11	1,150.70	
Special Services						
Votive Candle Offeri	20.00			58.00		
Flower Offerings		40.00		190.00	20.00	
Gifts & Other Incom						
AA Group Rent	100.00	100.00	100.00	100.00		
Hmong Church Ren	100.00	100.00	100.00		100.00	
IBBC Filipino Churc	300.00					
Miscellaneous Offic						
Music Ministry Tea			100.00		100.00	
Rector's Discretion						
Deacon's Discretion						
Adult Christian Edu						
Altar Guild						
Altar Flowers		20.00				
Hospitality						
Frontiers (Frank/An					100.00	
Global Teams (Marti	70.00	95.00	85.00	25.00	170.00	
Uganda (Jim Short)	50.00		50.00		50.00	
Building Fund Contr	100.00	105.00	100.00		150.00	
Youth Camp Schola	100.00		100.00		100.00	
Youth Group Donati						
Youth Group Fundr						
St. James Food Pa		10.00		10.00		
Annual Parish Retre						
Alpha Marriage Cou						
Donations to Specia		360.00	215.00	540.00	350.00	
Monthly Total:	10,764.33	7,137.33	8,729.00	7,963.11	8,961.70	8,961.70

Month-by-Month Giving Analysis

For the dates between 01/01/2011 and 11/30/2011

Saint Mary's Anglican Church--5592554883

MONTH-BY-MONTH ANALYSIS

	January	February	March	April	May	June
Pledge Offerings	8,135.00	6,535.00	5,792.00	6,074.00	7,029.00	4,025.00
Plate Offerings	293.00	151.00	69.35	181.54	103.00	44.00
Member Offerings	1,520.33	1,406.00	2,678.33	2,170.00	2,681.00	937.50
Special Services			495.00			
Votive Candle Offeri	18.00		27.25		36.00	18.50
Flower Offerings				550.00		
Gifts & Other Income	204.00		100.00	22.00		
AA Group Rent	100.00	100.00	100.00	100.00	100.00	100.00
Himong Church Rent	100.00	100.00	100.00	100.00	100.00	100.00
IBBC Filipino Church	200.00			200.00	200.00	
Miscellaneous Office			400.00			
Music Ministry Team			20.00	110.00	100.00	
Rector's Discretionar				110.00		
Deacon's Discretion						
Adult Christian Educ		27.50	105.50			
Altar Guild	25.00	30.00	100.00			
Altar Flowers		65.00	100.00			
Hospitality						
Frontiers (Frank/Ann						
Global Teams (Marti	180.00	40.00	90.00	140.00	110.00	30.00
Uganda (Jim Short)	50.00		50.00		50.00	
Building Fund Contri			150.00	20.00	300.00	
Youth Camp Scholar	100.00		100.00		100.00	
Youth Group Donati		20.00				
Youth Group Fundrai			420.00			
St. James Food Pant			100.00			
Annual Parish Retre	921.00	145.00	403.00			
Alpha Marriage Cour	900.00	180.00			40.00	
Donations to Special						
Monthly Total:	12,546.33	8,999.50	11,400.43	9,777.54	10,949.00	5,255.00

Month-by-Month Giving Analysis

For the dates between 1/1/2010 and 12/31/2010

Saint Mary's Anglican Church--5592554883

MONTH-BY-MONTH ANALYSIS

	January	February	March	April	May	June
Pledge Offerings	8,900.00	6,490.00	7,030.00	6,005.00	7,390.00	4,934.00
Plate Offerings	226.00	337.72	254.00	308.35	283.71	418.00
Member Offerings	1,485.25	1,528.33	1,355.00	1,659.00	1,599.33	1,016.00
Special Services						
Votive Candle Offeri	24.16	19.00	30.00	18.00	33.00	
Gifts & Other Income				5,501.80	60.00	
AA Group Rent	89.29		104.31		115.90	
Corvair Club Rent	100.00					
Hmong Church Rent	100.00	100.00	100.00	100.00	100.00	100.00
IBBC Filipino Church	100.00		200.00			
Rector's Discretionar	100.00	100.00	565.00	120.00	65.00	50.00
Deacon's Discretion				320.00		40.00
Altar Flowers		135.00	306.00		100.00	50.00
Vacation Bible Scho						
Missions	10.00	10.00				100.00
St. Barnabas Missio	25.00		25.00		25.00	
Frontiers (Frank/Ann					25.00	
Global Teams (Marti	85.00		25.00		50.00	
Uganda (Jim Short)	50.00		50.00		50.00	
Building Fund Contri	100.00		100.00	28.00	100.00	28.00
Youth Camp Scholar					100.00	
Youth Group Donati	160.00		100.00			
Youth Group Fundrai						400.00
Monthly Total:	11,554.70	8,720.05	10,244.31	14,060.15	10,096.94	7,136.00
	July	August	September	October	November	December
Pledge Offerings	6,243.00	7,230.00	4,759.00	8,091.00	4,653.33	5,007.00
Plate Offerings	249.00	282.00	228.56	401.00	328.00	572.50
Member Offerings	983.33	1,932.33	1,629.33	1,386.33	1,415.00	1,258.33
Special Services		12.00	266.00	180.00	60.00	965.00
Votive Candle Offeri	17.60	22.00	11.30	13.00		24.20
Gifts & Other Incom			9,750.00			
AA Group Rent	114.16		100.22			100.00
Corvair Club Rent						100.00
Hmong Church Ren	100.00	100.00	100.00	100.00	100.00	100.00
IBBC Filipino Churc	100.00	100.00	200.00			200.00
Rector's Discretionar						50.00
Deacon's Discretion						
Altar Flowers			90.00	165.00		333.00
Vacation Bible Scho		97.00				
Missions						
St. Barnabas Missio	25.00		25.00	25.00		
Frontiers (Frank/An	25.00					
Global Teams (Marti			25.00	25.00		100.00
Uganda (Jim Short)	50.00		50.00	50.00		
Building Fund Contr	140.00	28.00	100.00	100.00		
Youth Camp Schola	100.00		100.00	100.00		
Youth Group Donati						
Youth Group Fundr						
Monthly Total:	8,147.09	9,803.33	17,434.41	10,636.33	6,556.33	8,810.03

November 29, 2011

Dear Fr. Michael, Vestry Members of St. Mary's and St. Mary's Congregation,

After scores of days and weeks of consideration and lots of prayers I have decided that my time at St. Mary's as the Secretary has come to an end. It is with great sorrow that I am ending my employment as St. Mary's Secretary. This decision was not easy to make. However, given the state of St. Mary's budget I feel it will be a small financial benefit to not have to pay my salary and the employer taxes.

Fr. Michael has more or less taken over many of the duties that I used to be responsible for and I feel guilty not having as much to do while at work and getting paid for it. Because Fr. Michael has easily assumed these duties I do not believe I will be leaving him under-staffed.

As stated in the Vestry Minutes (March 26, 2006 Vestry Meeting) I was to be paid for 2 weeks vacation time each year. Because of many things I have been unable to take those vacations each year starting in 2007. I would appreciate being paid for them at my regular wage of \$1050.00 a month. The total time would be 10 weeks (2 weeks a year x 5 years.) In 2007 Fr. Fry left and I worked all year; 2008 we did not have a priest, 2009 Fr. Michael came in April and I worked through that year, as I have for 2010 and 2011. Whenever I have had a doctor's appointment and missed work I have made that time up. Also, over the years I have put in many extra hours without pay to complete whatever tasks that needed to be undertaken. I did not do this expecting to be paid for it. I hope you will consider paying for these 10 weeks of unused vacation; it is my plan to find employment before I run out of those monies.

I will miss everyone at St. Mary's. Over the many years that I have belonged to St. Mary's and worked here I have made many very good friends. My last day will be November 30th. I know it is short notice but as I stated above I am sure Fr. Michael will have everything covered.

Thank you, everyone, for all of your prayers, love and friendship over the years. I will always remember each of you with a happy heart.

Sincerely,

Maryann Ratchford

Copier Lease/Purchase Decision (Tom Metry and Ron Hunt)

Different copier models and service packages priced and analyzed. Vestry authorized Tom and Ron to choose the best option for St. Mary's based on their research, and to expend up to \$5,500 for a new black and white copier (including a \$300/mo. service agreement). Tom Metry motioned, Debbie Boyett seconded. Unanimously approved.

Diocesan Leadership Conference (Report from Attendees)

At the April meeting time will be given for conference attendees to give their opinions and recommendations.

Women of Faith Conference (Debbie Boyett)

Save Mart Center, June 16-17 - Debbie requested authorization to buy 20 tickets at \$45 each. This price reflects a \$10 per ticket bulk discount. St. Mary's would expend funds from its Adult Education budget, and cost would be reimbursed by women who buy the tickets. Bob Werner motion to approve Debbie's request, Tom Metry seconded. Unanimously approved.

Staff Vacation/Holiday Schedule (Father Michael)

Father Michael distributed copies of his contract. Debbie volunteered to work with him on drafting a new contract.

Holidays – eight per year. Maryann Ratchford, church secretary, has no written employment contract, but Father Michael requested two weeks vacation on her behalf. Georgia Saicoe motioned to give Maryann paid vacation (48 hours), and Elaine Lynn seconded. Unanimously approved.

Tabled items: staff contracts and work agreements. Debbie offered to help develop job descriptions for all jobs later this year.

Old Business

Faith Alive Weekend – Georgia is making a list of proposed organizing committee responsibilities, and will be calling vestry members.

Healing Rooms ministries – Proposal by Father Michael to offer our facilities to this outside ministry like we do for Alcoholics Anonymous and the Hmong church group. Father Michael would be part of the Board. Debbie Boyett moved to approve, Georgia Saicoe seconded. Unanimously approved.

Financial Review – new bookkeeping system ready. Maryann will start inputting all information from January 1 forward on Monday. Reports will be ready for April vestry meeting. Proposed that Maryann will be the only person with access.