

WESTOVER CHURCH VESTRY Minutes. Monday. February 11. 2013 (approved March 11, 2013)

In Attendance: Bruce Gray, Raiford Black, Bob Rowe, Annette Sherman, Archer Ruffin, Bob Rightmyer, Denise Malone, Kathy McQuaid-Lockwood, John Lyon, Jeanine Hinson, Jinx Szigeti, Jon Black, Monica Bowling, Peggy Christian

- Rev. Gray opened the meeting with a prayer at 6:30pm.

Financial/Treasurers Report

- 2013 Pledges: 45 Units totaling \$132,460.00 as of January 31, 2013.
- A Motion was made and approved to adopt the 2013 Operating Budget.
- The difference for the Total Income vs. Total Expenses in the 2013 Annual Report should be \$45,159.53 and not \$2,420,65 as stated in the Report
- A payment of \$1,658.84 to the IRS was approved.

Old Business

- The January 14, 2013 Vestry Meeting Minutes were approved as amended.
- The February 3, 2013 Annual Meeting Minutes were approved as read.

New Business

- Election of Officers for 2013:
 - o Senior Warden—Peggy Christian
 - o Junior Warden—Archer Ruffin
 - o Register—Kathy McQuaid-Lockwood
- Congratulations to all the new Officers and the rest of the 2013 Vestry members.
- A special thank you to the four outgoing members (Jinx, Bob, John & Raiford).
- The idea of a Vestry Retreat was discussed. The majority of the members felt that the best time would be on a Sunday afternoon.
- Everyone agreed that the Ash Wednesday, Maundy Thursday & Good Friday services should be at 7:00pm.
- Westover Church will be hosting the Easter Sunrise Service this year. A light breakfast will be served following the service. 120 to 150 people are expected.
- Committee Update:
 - o Finance—Archer now has Ed Mitchell and Bill Clark on the committee.
 - o Worship—Needs to be addressed at a future meeting
 - o Outreach—Needs to be addressed at a future meeting
 - o Fellowship—Needs to be addressed at a future meeting

Search Committee Report

- The Profile & Portfolio are at the Diocese waiting for the Bishop's approval.
- The committee is setting up a benchmark for interviewing

400th Anniversary & Pilgrimage

- Bob has been asked to continue as the liaison for the Presiding Bishop's visit.
- A meeting of the Pilgrimage committee members will be at 12:30pm on February 27th.

Junior Warden Report

- The parish hall still needs painting
- Greg Adams needs to follow-up on the outside lighting

Interim Rector's Report

- Vestments: The parish should have at least a set of stoles. Peggy along with Kathy's help will take on the task of making a stole.
- Bruce & K-Ann will be away on March 3rd & March 10th. Rev. Megan Limburg will be the supply priest for the 3rd and Rev. Roma Maycock will fill in on the 10th.
- Greg Adams will be on a leave of absence for a period of time for personal reasons.

Thanks to Archer & Sarah for hosting our meeting and a special thank you to Sarah, Jo, Mary Lou & Jinx for the delightful dinner.

The meeting closed at 9:10pm

Respectfully Submitted, Bob

Rowe, Register

WESTOVER PARISH CHURCH - CHARLES CITY, VA							
Budget as of FEBRUARY 2013							
		2013	January	February	YTD	YTD	Variance
		Budget	Actual	Actual	Actual	Budget	
	INCOME						
4001	Pledges	131,930.00	33,765.00	7,595.00	41,360.00	38,800.00	31.3%
4002	Non-pledge Contributions	15,900.00	625.00	240.00	865.00	2,600.00	5.4%
4003	Loose Offering	4,720.00	290.40	206.11	496.51	625.00	10.5%
4100	Interest and Dividend Income	8,260.00	415.83	573.96	989.79	910.00	12.0%
4102	Diocesan Inetrest Income	17,000.00	0.00	0.00	0.00	0.00	0.0%
4103	Dividend Maret Fund	2,850.00	0.00	0.00	0.00	0.00	0.0%
4200	Other Income	950.00	0.00	0.00	0.00	250.00	0.0%
4300	Postcards/Other	720.00	29.00	0.00	29.00	120.00	4.0%
4400	IC Make Up Sale of Stock	5,000.00	0.00	0.00	0.00	0.00	0.0%
4500	Outreach Donations	1,000.00	100.00	0.00	100.00	0.00	10.0%
4602	Special Projects AP	21,000.00	0.00	0.00	0.00	0.00	0.0%
4603	Special Projects Small	2,400.00	0.00	0.00	0.00	0.00	0.0%
46031	Concert	0.00	0.00	80.00	80.00	0.00	0
4604	Special Projects Print	400.00	0.00	0.00	0.00	0.00	0.0%
	2012 Carry Forward	51,400.00	0.00	51,400.00	51,400.00	51,400.00	
	TOTAL INCOME	263,530.00	35,225.23	60,095.07	95,320.30	94,705.00	36.2%
	EXPENSES						
6001	Stipend	38,620.00	3,161.50	2,703.00	5,864.50	5,410.00	15.2%
6007	Payroll Expense	3,388.00	219.71	109.97	329.68	414.00	9.7%
6008	Health Insurance	7,656.00	457.00	457.00	914.00	914.00	11.9%
6009	Travel Allowance	1,800.00	0.00	0.00	0.00	300.00	0.0%
6010	FICA Allowance	1,640.00	0.00	0.00	0.00	0.00	0.0%
6011	Clergy Pension	2,826.00	0.00	0.00	0.00	0.00	0.0%
6012	Equity Allowance	680.00	0.00	0.00	0.00	0.00	0.0%
6013	Housing Allowance	1,500.00	0.00	0.00	0.00	0.00	0.0%
6014	Continuing Education	680.00	0.00	0.00	0.00	0.00	0.0%
6015	Search Committee	6,112.00	0.00	0.00	0.00	1,400.00	0.0%
6016	Clergy Moving Expenses	5,000.00	0.00	0.00	0.00	0.00	0.0%
6017	Clergy Miscellaneous	0.00	0.00	0.00	0.00	0.00	0
6100	Supply Clergy	1,050.00	0.00	0.00	0.00	0.00	0.0%
	Total Clergy	70,952.00	3,838.21	3,269.97	7,108.18	8,438.00	10.0%
6002	Organist	8,196.00	795.30	855.41	1,650.71	1,366.00	20.1%
6003	Secretary	10,812.00	892.84	911.55	1,804.39	1,802.00	16.7%
6004	Bookkeeper	10,488.00	815.36	909.14	1,724.50	1,748.00	16.4%
6005	Sexton	4,680.00	65.47	0.00	65.47	780.00	1.4%
6017	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0
6150	Supply Organist	3,000.00	0.00	0.00	0.00	500.00	0.0%
6201	Employee Insurance WC	0.00	0.00	0.00	0.00	0.00	0
6701	Payroll Expense Lay	3,190.00	237.19	300.45	537.64	436.00	16.9%
	Total Employee Compensation	40,366.00	2,806.16	2,976.55	5,782.71	6,632.00	14.3%
6301	Electricity	3,905.00	425.63	432.19	857.82	480.00	22.0%

6302	Telephone	2,280.00	375.23	0.00	375.23	380.00	16.5%
6303	Propane Gas	5,760.00	543.46	588.92	1,132.38	3,550.00	19.7%
	Total Utilities	11,945.00	1,344.32	1,021.11	2,365.43	4,410.00	19.8%
6401	Office supplies	2,749.00	142.14	112.75	254.89	250.00	9.3%
6402	Office Equipment	1,200.00	432.62	97.92	530.54	200.00	44.2%
6403	Postage	514.00	90.00	0.00	90.00	46.00	17.5%
6404	Bank Charges	24.00	2.00	2.00	4.00	4.00	16.7%
6405	Credit Card Fees	600.00	51.85	51.85	103.70	100.00	17.3%
6506	Audit Fees	12,000.00	0.00	0.00	0.00	12,000.00	0.0%
	Total Office Expenses	17,087.00	718.61	264.52	983.13	12,600.00	5.8%
6501	Building Maintenance	15,700.00	9,744.00	8,153.40	17,897.40	11,600.00	114.0%
6502	Grounds Maintenance	4,850.00	18.00	0.00	18.00	0.00	0.4%
6503	Grnd Mt Maret	2,950.00	0.00	0.00	0.00	0.00	0.0%
6202	Property Insurance	4,900.00	0.00	1,277.01	1,277.01	1,225.00	26.1%
	Total Buildings and Grounds	28,400.00	9,762.00	9,430.41	19,192.41	12,825.00	67.6%
6601	Church Supplies	2,050.00	364.97	345.00	709.97	450.00	34.6%
6602	Retreats and Conferences	1,075.00	714.02	0.00	714.02	475.00	66.4%
6603	Sacristy	100.00	352.39	59.75	412.14	25.00	412.1%
6604	Music	350.00	0.00	0.00	0.00	0.00	0.0%
6605	Adult Education	0.00	0.00	0.00	0.00	0.00	0
6606	Fellowship	300.00	0.00	0.00	0.00	50.00	0.0%
6607	Youth Group	0.00	0.00	0.00	0.00	0.00	0
6608	Special Speakers	2,000.00	0.00	0.00	0.00	0.00	0.0%
6609	Sunday School	0.00	0.00	0.00	0.00	0.00	0
	Total Church Expenses	5,875.00	1,431.38	404.75	1,836.13	1,000.00	31.3%
6701	Special Projects AP	6,000.00	0.00	0.00	0.00	0.00	0.0%
6703	Special projects Small	2,000.00	0.00	0.00	0.00	0.00	0.0%
	Total Special Projects	8,000.00	0.00	0.00	0.00	0.00	0.0%
7001	Diocesan Pledge	14,000.00	0.00	1,000.00	1,000.00	1,000.00	7.1%
7002	Region Pledge	275.00	0.00	0.00	0.00	0.00	0.0%
	Total Pledges	14,275.00	0.00	1,000.00	1,000.00	1,000.00	7.0%
8001	Outreach MOW	5,000.00	0.00	0.00	0.00	0.00	0.0%
8002	Outreach No Greater Love	1,000.00	0.00	0.00	0.00	0.00	0.0%
8003	Outreach Other	1,000.00	0.00	0.00	0.00	0.00	0.0%
	Total Outreach	7,000.00	0.00	0.00	0.00	0.00	0.0%
8004	Rector's Discretionary Fund	1,000.00	0.00	0.00	0.00	250.00	0.0%
9001	Virginian Episcopalian	625.00	0.00	0.00	0.00	0.00	0.0%
9002	Miscellaneous Expenses	1,625.00	0.02	0.00	0.02	200.00	0.0%
	TOTAL EXPENSES	207,150.00	19,900.70	18,367.31	38,268.01	47,355.00	18.5%
	Balance	470,680.00	15,324.53	41,727.76	57,052.29	47,350.00	12.1%
		2013	January	February	YTD	YTD	Expected
		Budget	Actual	Actual	Actual	Budget	16.00%

