

Westover Church Vestry Meeting minutes April 22, 2013

In attendance: Rev. Gray, Peggy Christian, Jon Black, Archer Ruffin, Annette Sherman, Monica Bowling, Dan Hall and Kathleen McQuaid-Lockwood.

Old Business:

March 11, 2013 Vestry Minutes approved as amended.

March 16, 2013 Retreat Vestry Minutes approved as amended.

The Treasurer's Report will be brought forward with the report of the Fiscal Committee. The treasurer's report is available for discussion from the website. Anything out of the ordinary will be reported to the Vestry.

The Presiding Bishop's Visit. Bruce is writing her a letter informing her of our history, etc. It was noted that the cost for the dinner is coming in higher on Saturday evening. It was resolved that in future the costs for church events involving outside contractors should be resolved well ahead of the event so that another contractor can be engaged.

Fall Pilgrimage: Jeannine is doing the marketing. The vestry asked for a report on the progress of the public relations company.

New Business

On May 19th, 2013 there will be only the 10am service. Memorial Day week-end starts the summer schedule: 8:30am and 10am. The new triplets will be baptized by the Presiding Bishop on the 19th.

Committee Reports:

Worship: Jon Black and Kathy McQuaid-Lockwood VL Rector no report

Fiscal: See Junior Warden's Report

Investment: See Junior Warden's report

Building and Grounds: See Junior Warden's report

Hospitality: We have sub Committee chairs: Weddings-Sharon Christian, Kitchen Supplies-Jack Christian

Outreach: We have sub-committee chairs Julie Waitman -Thanksgiving, Sandy Copland-Christmas Annette Sherman Make a Difference for Seniors.

Other: We are in the process of identifying committees members. We resolved to approach people who haven't been involved in Church activities to join a committee.

Annette needs substitute as web master in case of illness.

It was discussed and affirmed that we will have a pot luck ministry fair after the primary church service on June 9th to inform parishioners about our committees and ask for their involvement. Monica Bowling is in charge of the June 9th event. We will include an update of what's going on in Church and a have 'meet and greet' of all the committees and their current members.

STEWARDSHIP:

Stewardship is a campaign to raise money and internal support of our church. Stewardship is also the dedication of our talents to the church and community. The new rector may have his/her own ideas for stewardship. The Ministry Fair is part of the Stewardship effort. October 20, 2013 will be the kick-off date for the Monetary Stewardship campaign and November 17th will be the final day. It was proposed that we ask Bob Rowe for help in this multi-pronged effort.

SEARCH COMMITTEE:

We now have 3 candidates. We have their portfolios and resumes. No decision has been made regarding full or part-time rector yet. The Search Committee members will go out to hear each candidate preach. They will interview each in a formal and informal setting. They will have each candidate to Westover on a Friday night for a formal interview and on a Saturday morning to conduct a service. They are checking references. References from all candidates have been good.

JUNIOR WARDEN REPORT:

We have an estimate for painting rectory and one price for painting Parish Hall bathrooms. When we have three estimates the Vestry will award the contract.

FISCAL COMMITTEE REPORT:

The committee is putting together a budget using 2013 budget figures and the search profile to see what a full time rector does to our budget. Candidates for the next treasurer starting 2014 were discussed. The interim Rector disclosed that a \$10,000.00 unrestricted bequest is coming. This will go through the Fiscal Committee for recommendations for handling the request.

INTERIM RECTOR'S REPORT:

Megan Linburg is scheduled to preach here May 5th and June 2nd.

Discretionary Funds: Bruce received an honorarium from a funeral. It was noted with a chuckle that there is a tradition among the clergy where wedding honorariums go to priest's spouses if they so choose.

We had two sets of newcomers recently. On one occasion, no one spoke to the mother and son. Vestry should be aware of visitors and make them welcome.

SENIOR WARDEN'S REPORT:

Reimbursements need to come through a committee member, then through the vestry liaison for reimbursement. The new form for the reimbursements was handed out.

There is an ongoing list of kitchen needs that can be found on the kitchen door. If you find anything needing replacement, please note it on the 'Kitchen Shopping List'. This does not mean anyone cannot donate kitchen supplies.

The Vestry was asked to review the new vestry handbook.

The hospitality committee was asked to

- Review wedding policies

- Review new funeral policies. Note, there is a coordinator for funerals.

For events, the Altar guild week runs from Saturday through following Friday.

It was discussed and approved that the church secretary be responsible for table and chairs rentals including the collection of fees.

Usher: Offerings: Count all monies after the services. This includes the loose checks, but nothing enclosed in an envelope. Slips for the ushers are available as usual.

The meeting was adjourned at 9:15 p.m.

	WESTOVER PARISH CHURCH - CHARLES CITY, VIRGINIA									
	FINANCIALS - YTD APRIL 2013									
		2013	April	YTD	YTD	Variance	Variance	January	February	March
		Budget	Actual	Actual	Budget	\$	0	Actual	Actual	Actual
	INCOME									
4001	Pledges	131,930.00	12,430.00	62,490.00	56,800.00	5,690.00	10	33,765.00	7,595.00	8,700.00
4002	Non-pledge Contributions	15,900.00	265.00	2,150.00	5,700.00	-3,550.00	-62	625.00	240.00	1,020.00
4003	Loose Offering	4,720.00	392.50	1,408.76	1,575.00	-166.24	-11	290.40	206.11	519.75
4100	Interest and Dividend Income	8,260.00	737.60	2,857.77	2,435.00	422.77	17	415.83	573.96	1,130.38
4102	Diocesan Interest Income	17,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
4103	Dividend Maret Fund	2,850.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
4200	Other Income	950.00	2,212.70	2,787.70	250.00	2,537.70	1,115	0.00	0.00	575.00
4300	Postcards/Other	720.00	10.46	39.46	240.00	-200.54	-84	29.00	0.00	0.00
4400	IC Make Up Sale of Stock	5,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
4500	Outreach Donations	1,000.00	0.00	100.00	0.00	100.00	0	100.00	0.00	0.00
4602	Special Projects AP	21,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
4603	Special Projects Small	2,400.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
46031	Concert	0.00	1,143.00	1,483.00	600.00	883.00	247		80.00	260.00
4604	Special Projects Print	400.00	0.00	0.00	80.00	-80.00	0	0.00	0.00	0.00
	2012 Carry Forward	51,400.00	0.00	51,400.00	51,400.00	0.00	0		51,400.00	0.00
	TOTAL INCOME	263,530.00	17,191.26	124,716.69	119,080.00	5,636.69	5	35,225.23	60,095.07	12,205.13
	EXPENSES						-			
6001	Stipend	38,620.00	2,702.99	11,160.52	10,820.00	340.52	3	3,161.50	2,593.03	2,703.00

6007	Payroll Expense	3,388.00	219.93	879.52	828.00	51.52	6	219.71	219.94	219.94
6008	Health Insurance	7,656.00	457.00	1,828.00	1,828.00	0.00	0	457.00	457.00	457.00
6009	Travel Allowance	1,800.00	0.00	0.00	600.00	-600.00	0	0.00	0.00	0.00
6010	FICA Allowance	1,640.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6011	Clergy Pension	2,826.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6012	Equity Allowance	680.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6013	Housing Allowance	1,500.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6014	Continuing Education	680.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Search Committee									
6015		6,112.00	0.00	0.00	3,756.00	-3,756.00	0	0.00	0.00	0.00
6016	Clergy Moving Expenses	5,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6017	Clergy Miscellaneous	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6100	Supply Clergy	1,050.00	0.00	562.83	0.00	562.83	0	0.00	0.00	562.83
	Total Clergy	70,952.00	3,379.92	14,430.87	17,832.00	-3,401.13	-19	3,838.21	3,269.97	3,942.77
6002	Organist	8,196.00	1,110.14	4,553.59	2,732.00	1,821.59	67	795.30	855.41	1,792.74
6003	Secretary	10,812.00	874.81	3,557.99	3,604.00	-46.01	-1	892.84	911.55	878.79
6004	Bookkeeper	10,488.00	873.55	3,475.43	3,496.00	-20.57	-1	815.36	909.14	877.38
6005	Sexton	4,680.00	0.00	65.47	1,560.00	-1,494.53	-96	65.47	0.00	0.00
6017	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6150	Supply Organist	3,000.00	0.00	0.00	1,000.00	-1,000.00	0	0.00	0.00	0.00
	Employee Insurance WC									
6201		0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6701	Payroll Expense Lay	3,190.00	290.70	1,037.87	999.00	38.87	4	237.19	300.45	209.53
	Total Employee Compensation	40,366.00	3,149.20	12,690.35	13,391.00	-700.65	-5	2,806.16	2,976.55	3,758.44
6301	Electricity	3,905.00	492.97	1,825.11	915.00	910.11	99	425.63	432.19	474.32
6302	Telephone	2,280.00	388.72	951.66	760.00	191.66	25	375.23	0.00	187.71
6303	Propane Gas	5,760.00	345.72	2,376.11	4,900.00	-2,523.89	-52	543.46	588.92	898.01
	Total Utilities	11,945.00	1,227.41	5,152.88	6,575.00	-1,422.12	-22	1,344.32	1,021.11	1,560.04
6401	Office supplies	2,749.00	112.75	480.39	450.00	30.39	7	142.14	112.75	112.75
6402	Office Equipment	1,200.00	334.70	963.16	400.00	563.16	241	432.62	97.92	97.92
6403	Postage	514.00	0.00	136.00	92.00	44.00	48	90.00	0.00	46.00
6404	Bank Charges	24.00	2.00	8.00	8.00	0.00	0	2.00	2.00	2.00
6405	Credit Card Fees	600.00	56.85	217.40	200.00	17.40	9	51.85	51.85	56.85
6506	Audit Fees	12,000.00	0.00	0.00	12,000.00	-12,000.00	0	0.00	0.00	0.00

	Total Office Expenses	17,087.00	506.30	1,804.95	13,150.00	-11,345.05	-86	718.61	264.52	315.52
6501	Building Maintenance	15,700.00	275.00	19,429.87	12,200.00	7,229.87	59	9,744.00	8,153.40	1,257.47
6502	Grounds Maintenance	4,850.00	513.94	612.75	1,025.00	-412.25	-40	18.00	0.00	80.81
6503	Grnd Mt Maret	2,950.00	247.45	295.93	625.00	-329.07	-53	0.00	0.00	48.48
6202	Property Insurance	4,900.00	0.00	1,277.01	1,225.00	52.01	4	0.00	1,277.01	0.00
	Total Buildings and Grounds	28,400.00	1,036.39	21,615.56	15,075.00	6,540.56	43	9,762.00	9,430.41	1,386.76
6601	Church Supplies	2,050.00	325.45	1,035.42	825.00	210.42	26	364.97	345.00	0.00
6602	Retreats and Conferences	1,075.00	0.00	714.02	475.00	239.02	50	714.02	0.00	0.00
6603	Sacristy	100.00	55.50	467.64	25.00	442.64	187	352.39	59.75	0.00
6604	Music	350.00	200.00	200.00	350.00	-150.00	-43	0.00	0.00	0.00
6605	Adult Education	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6606	Fellowship	300.00	0.00	0.00	100.00	-100.00	0	0.00	0.00	0.00
6607	Youth Group	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6608	Special Speakers	2,000.00	0.00	0.00	1,000.00	-1,000.00	0	0.00	0.00	0.00
6609	Sunday School	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Total Church Expenses	5,875.00	580.95	2,417.08	2,775.00	-357.92	-13	1,431.38	404.75	0.00
6701	Special Projects AP	6,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
6703	Special projects Small	2,000.00	750.00	750.00	500.00	250.00	50	0.00	0.00	0.00
	Total Special Projects	8,000.00	750.00	750.00	500.00	250.00	50	0.00	0.00	0.00
7001	Diocesan Pledge	14,000.00	500.00	2,000.00	2,000.00	0.00	0	0.00	1,000.00	500.00
7002	Region Pledge	275.00	280.00	280.00	275.00	5.00	2	0.00	0.00	0.00
	Total Pledges	14,275.00	780.00	2,280.00	2,275.00	5.00	0	0.00	1,000.00	500.00
8001	Outreach MOW	5,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
8002	Outreach No Greater Love	1,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
8003	Outreach Other	1,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
	Total Outreach	7,000.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00
8004	Rector's Discretionary Fund	1,000.00	250.00	250.00	500.00	-250.00	-50	0.00	0.00	0.00

