

WESTOVER CHURCH VESTRY MINUTES, MONDAY, MAY 13, 2013 approved June 24, 2013

In attendance: Rev. Gray, Gregg Adams, Dan Hall, Archer Ruffin, Jon Black, Annette Sherman, Monica Bowling, Peggy Christian.

11 Previous Minutes: Minutes from the April 22, 2013 Vestry meeting **approved** with amendments.

111 Old Business: A. Bishop's Visit: Cost is \$2801 including dinner, accommodations, and flight. We have \$2000 budgeted towards special speakers. We are over budget by \$801. All items **approved**. Silver bowl for Baptismal Font is being lent by St. John's Church.

No tent required for Sunday's service. Reserve front three pews on left for family of triplets.

Costco has nice plastic ware with silver lining. Peggy Christian is buying 3 boxes. They also have nice glasses and napkins. We need ice.

Approved: placing credit card payment option for pledges and other dues on our website. Credit card processing has a fee.

Fall Pilgrimage: no information available on public relations. Tickets are \$30 in advance, and \$35 at the door.

1V June 9th Ministry Fair: Church service at 10:00 am with brunch to follow. Purpose is to inform church members about the committees and get new members. Advertise our event by signs, etc.

Approved: Parochial Report for diocese.

Diocesan Council 23-25 January 2014: We need a delegate to vote on issues, resolutions, etc. Same delegate goes to Regional Council. Delegate reports to church. Ask for volunteer at June 9th meeting. We also need a youth delegate for these councils.

Concerts: next concert is June 22, 2013 at 7pm. Anthony Snape is playing.

V Committee Reports:

- A. Worship Committee: Liaison is Jon Black and Kathleen McQuaid-Lockwood.
- B. Fiscal Committee: includes stewardship. We are short \$6000. If we want a full-time rector, we need to increase our membership. Treasurer's Report available at the vestry meeting. Current expenses below budget. Treasurer's Report for month of April is **approved**.
- C. Investment Committee: gave a report to fiscal committee.
- D. Building and Grounds: new door for parish hall. Rail up by the church is loose. Talk to John Lyon about rectory gutters.
- E. Hospitality: Worked up agenda for June 9th. Coffee hour hosts need to check on supplies.
- F. Pastoral Care.
- G. Outreach: Annette sent out proposal to people to be project leader.
 1. Meals on Wheels Angela Park

2. No Greater Love David and Monica Bowling
 3. Santa for Kids Sandy Copland
 4. Mission Trips Sandy Copland
 5. Needlework Peggy Christian
- H. Stewardship: Annette Sherman and vestry. Stewardship is not just money. Mid October to mid November is the time period for pledges.
We need to have church policies on website. Items to be placed on website must be sent by email.
- I. Search Committee: Visited one candidate at church. Friday May 10 had a formal interview with the candidate. On Saturday May 11th had a service here, toured the premises and had lunch. The second candidate will have interview on June 2 followed by a service and lunch. On June 9th the third candidate will meet with Rusty Copland and Jack Christian.

VI Senior Warden's Report: New Policies: Honorariums and fees need to be approved. For Funerals: \$250 For Rector; \$200 For Organist; \$150 for sexton; \$200 For Parish Coordinator or \$250 For Wedding Coordinator. \$50 For Altar Guild; \$715 General Parish Fund (for use of church building). \$200 Use of Parish Hall; \$35 Event Bulletin.

VIII Interim Rector's Report: Agreement with Rev. Gray will go on a month to month basis.

	WESTOVER PARISH CHURCH - CHARLES CITY, VIRGINIA												
	FINANCIALS - YTD MAY 2013												
		2013	May	YTD	YTD	Variance	Variance			January	February	March	April
		Budget	Actual	Actual	Budget	\$	0			Actual	Actual	Actual	Actual
	INCOME								INCOME				
4001	Pledges	131,930.00	5,415.00	67,905.00	62,000.00	5,905.00	10	4001	Pledges	33,765.00	7,595.00	8,700.00	12,430.00
4002	Non-pledge Contributions	15,900.00	30.00	2,180.00	7,000.00	-4,820.00	-69	4002	Non-pledge Contributions	625.00	240.00	1,020.00	265.00
4003	Loose Offering	4,720.00	441.00	1,849.76	1,975.00	-125.24	-6	4003	Loose Offering	290.40	206.11	519.75	392.50
4100	Interest and Dividend Income	8,260.00	413.97	3,271.74	2,985.00	286.74	10	4100	Interest and Dividend Income	415.83	573.96	1,130.38	737.60
4102	Diocesan Interest Income	17,000.00	0.00	0.00	0.00	0.00	0	4102	Diocesan Interest Income	0.00	0.00	0.00	0.00
4103	Dividend Maret Fund	2,850.00	0.00	0.00	0.00	0.00	0	4103	Dividend Maret Fund	0.00	0.00	0.00	0.00
4200	Other Income	950.00	163.00	2,950.70	350.00	2,600.70	743	4200	Other Income	0.00	0.00	575.00	2,212.70
4300	Postcards/Other	720.00	0.00	39.46	300.00	-260.54	-87	4300	Postcards/Other	29.00	0.00	0.00	10.46
4400	IC Make Up Sale of Stock	5,000.00	0.00	0.00	0.00	0.00	0	4400	IC Make Up Sale of Stock	0.00	0.00	0.00	0.00
4500	Outreach Donations	1,000.00	0.00	100.00	0.00	100.00	100	4500	Outreach Donations	100.00	0.00	0.00	0.00
4602	Special Projects AP	21,000.00	0.00	0.00	0.00	0.00	0	4602	Special Projects AP	0.00	0.00	0.00	0.00
4603	Special Projects Small	2,400.00	0.00	0.00	0.00	0.00	0	4603	Special Projects Small	0.00	0.00	0.00	0.00
46031	Concert	0.00	0.00	1,483.00	600.00	883.00	147	46031	Concert		80.00	260.00	1,143.00
4604	Special Projects Print	400.00	0.00	0.00	80.00	-80.00	-80	4604	Special Projects Print	0.00	0.00	0.00	0.00
	2012 Carry Forward	51,400.00	0.00	51,400.00	51,400.00	0.00	0		2012 Carry Forward		51,400.00	0.00	0.00
	TOTAL INCOME	263,530.00	6,462.97	131,179.66	126,690.00	4,489.66	4		TOTAL INCOME	35,225.23	60,095.07	12,205.13	17,191.26

	EXPENSES						-		EXPENSES				
6001	Stipend	38,620.00	3,218.99	14,379.51	13,820.00	559.51	4	6001	Stipend	3,161.50	2,593.03	2,703.00	2,702.99
6007	Payroll Expense	3,388.00	219.93	1,099.45	1,058.00	41.45	4	6007	Payroll Expense	219.71	219.94	219.94	219.93
6008	Health Insurance	7,656.00	457.00	2,285.00	2,285.00	0.00	0	6008	Health Insurance	457.00	457.00	457.00	457.00
6009	Travel Allowance	1,800.00	670.09	670.09	750.00	-79.91	-11	6009	Travel Allowance	0.00	0.00	0.00	0.00
6010	FICA Allowance	1,640.00	0.00	0.00	0.00	0.00	0	6010	FICA Allowance	0.00	0.00	0.00	0.00
6011	Clergy Pension	2,826.00	0.00	0.00	0.00	0.00	0	6011	Clergy Pension	0.00	0.00	0.00	0.00
6012	Equity Allowance	680.00	0.00	0.00	0.00	0.00	0	6012	Equity Allowance	0.00	0.00	0.00	0.00
6013	Housing Allowance	1,500.00	0.00	0.00	0.00	0.00	0	6013	Housing Allowance	0.00	0.00	0.00	0.00
6014	Continuing Education	680.00	0.00	0.00	0.00	0.00	0	6014	Continuing Education	0.00	0.00	0.00	0.00
6015	Search Committee	6,112.00	601.68	601.68	4,456.00	-3,854.32	-86	6015	Search Committee	0.00	0.00	0.00	0.00
6016	Clergy Moving Expenses	5,000.00	0.00	0.00	0.00	0.00	0	6016	Clergy Moving Expenses	0.00	0.00	0.00	0.00
6017	Clergy Miscellaneous	0.00	0.00	0.00	0.00	0.00	0	6017	Clergy Miscellaneous	0.00	0.00	0.00	0.00
6100	Supply Clergy	1,050.00	0.00	562.83	0.00	562.83	0	6100	Supply Clergy	0.00	0.00	562.83	0.00
	Total Clergy	70,952.00	5,167.69	19,598.56	22,369.00	-2,770.44	-12		Total Clergy	3,838.21	3,269.97	3,942.77	3,379.92
6002	Organist	8,196.00	839.98	5,393.57	3,415.00	1,978.57	58	6002	Organist	795.30	855.41	1,792.74	1,110.14
6003	Secretary	10,812.00	952.91	4,510.90	4,505.00	5.90	0	6003	Secretary	892.84	911.55	878.79	874.81
6004	Bookkeeper	10,488.00	873.60	4,349.03	4,270.00	79.03	2	6004	Bookkeeper	815.36	909.14	877.38	873.55
6005	Sexton	4,680.00	340.47	405.94	1,950.00	-1,544.06	-79	6005	Sexton	65.47	0.00	0.00	0.00
6017	Miscellaneous	0.00	0.00	0.00	0.00	0.00	0	6017	Miscellaneous	0.00	0.00	0.00	0.00
6150	Supply Organist	3,000.00	500.00	500.00	1,250.00	-750.00	-60	6150	Supply Organist	0.00	0.00	0.00	0.00
6201	Employee Insurance WC	0.00	0.00	0.00	0.00	0.00	0	6201	Employee Insurance WC	0.00	0.00	0.00	0.00
6701	Payroll Expense Lay	3,190.00	267.33	1,305.20	1,300.00	5.20	0	6701	Payroll Expense Lay	237.19	300.45	209.53	290.70
	Total Employee Compensation	40,366.00	3,774.29	16,464.64	16,690.00	-225.36	-1		Total Employee Compensation	2,806.16	2,976.55	3,758.44	3,149.20
6301	Electricity	3,905.00	214.17	2,039.28	1,120.00	919.28	82	6301	Electricity	425.63	432.19	474.32	492.97
6302	Telephone	2,280.00	191.78	1,143.44	950.00	193.44	20	6302	Telephone	375.23	0.00	187.71	388.72
6303	Propane Gas	5,760.00	0.00	2,376.11	4,900.00	-2,523.89	-52	6303	Propane Gas	543.46	588.92	898.01	345.72
	Total Utilities	11,945.00	405.95	5,558.83	6,970.00	-1,411.17	-20		Total Utilities	1,344.32	1,021.11	1,560.04	1,227.41

6401	Office supplies	2,749.00	232.04	712.43	790.00	-77.57	-10	6401	Office supplies	142.14	112.75	112.75	112.75
6402	Office Equipment	1,200.00	423.37	1,386.53	500.00	886.53	177	6402	Office Equipment	432.62	97.92	97.92	334.70
6403	Postage	514.00	0.00	136.00	92.00	44.00	48	6403	Postage	90.00	0.00	46.00	0.00
6404	Bank Charges	24.00	2.00	10.00	10.00	0.00	0	6404	Bank Charges	2.00	2.00	2.00	2.00
6405	Credit Card Fees	600.00	56.85	274.25	250.00	24.25	10	6405	Credit Card Fees	51.85	51.85	56.85	56.85
6506	Audit Fees	12,000.00	0.00	0.00	12,000.00	-	-1,200	6506	Audit Fees	0.00	0.00	0.00	0.00
	Total Office Expenses	17,087.00	714.26	2,519.21	13,642.00	-	-82		Total Office Expenses	718.61	264.52	315.52	506.30
						11,122.79							
6501	Building Maintenance	15,700.00	3,616.38	23,046.25	12,375.00	10,671.25	86	6501	Building Maintenance	9,744.00	8,153.40	1,257.47	275.00
6502	Grounds Maintenance	4,850.00	669.44	1,282.19	1,700.00	-417.81	-25	6502	Grounds Maintenance	18.00	0.00	80.81	513.94
6503	Grnd Mt Maret	2,950.00	401.67	697.60	1,025.00	-327.40	-32	6503	Grnd Mt Maret	0.00	0.00	48.48	247.45
6202	Property Insurance	4,900.00	1,277.01	2,554.02	2,450.00	104.02	4	6202	Property Insurance	0.00	1,277.01	0.00	0.00
	Total Buildings and Grounds	28,400.00	5,964.50	27,580.06	17,550.00	10,030.06	57		Total Buildings and Grounds	9,762.00	9,430.41	1,386.76	1,036.39
6601	Church Supplies	2,050.00	0.00	1,035.42	950.00	85.42	9	6601	Church Supplies	364.97	345.00	0.00	325.45
6602	Retreats and Conferences	1,075.00	0.00	714.02	475.00	239.02	50	6602	Retreats and Conferences	714.02	0.00	0.00	0.00
6603	Sacristy	100.00	179.48	647.12	25.00	622.12	249	6603	Sacristy	352.39	59.75	0.00	55.50
6604	Music	350.00	200.00	400.00	350.00	50.00	14	6604	Music	0.00	0.00	0.00	200.00
6605	Adult Education	0.00	0.00	0.00	0.00	0.00	0	6605	Adult Education	0.00	0.00	0.00	0.00
6606	Fellowship	300.00	0.00	0.00	125.00	-125.00	-125	6606	Fellowship	0.00	0.00	0.00	0.00
6607	Youth Group	0.00	0.00	0.00	0.00	0.00	0	6607	Youth Group	0.00	0.00	0.00	0.00
6608	Special Speakers	2,000.00	2,433.43	2,433.43	1,000.00	1,433.43	143	6608	Special Speakers	0.00	0.00	0.00	0.00
6609	Sunday School	0.00	0.00	0.00	0.00	0.00	0	6609	Sunday School	0.00	0.00	0.00	0.00
	Total Church Expenses	5,875.00	2,812.91	5,229.99	2,925.00	2,304.99	79		Total Church Expenses	1,431.38	404.75	0.00	580.95
6701	Special Projects AP	6,000.00	0.00	0.00	0.00	0.00	0	6701	Special Projects AP	0.00	0.00	0.00	0.00
6703	Special projects Small	2,000.00	0.00	750.00	500.00	250.00	50	6703	Special projects Small	0.00	0.00	0.00	750.00
	Total Special Projects	8,000.00	0.00	750.00	500.00	250.00	50		Total Special Projects	0.00	0.00	0.00	750.00

7001	Diocesan Pledge	14,000.00	500.00		2,500.00	2,500.00	0.00	0	7001	Diocesan Pledge	0.00	1,000.00	500.00	500.00
7002	Region Pledge	275.00	70.00		350.00	275.00	75.00	27	7002	Region Pledge	0.00	0.00	0.00	280.00
	Total Pledges	14,275.00	570.00		2,850.00	2,775.00	75.00	3		Total Pledges	0.00	1,000.00	500.00	780.00
8001	Outreach MOW	5,000.00	0.00		0.00	0.00	0.00	0	8001	Outreach MOW	0.00	0.00	0.00	0.00
8002	Outreach No Greater Love	1,000.00	0.00		0.00	0.00	0.00	0	8002	Outreach No Greater Love	0.00	0.00	0.00	0.00
8003	Outreach Other	1,000.00	0.00		0.00	0.00	0.00	0	8003	Outreach Other	0.00	0.00	0.00	0.00
	Total Outreach	7,000.00	0.00		0.00	0.00	0.00	0		Total Outreach	0.00	0.00	0.00	0.00
8004	Rector's Discretionary Fund	1,000.00	0.00		250.00	500.00	-250.00	-50	8004	Rector's Discretionary Fund	0.00	0.00	0.00	250.00
9001	Virginian Episcopalian	625.00	0.00		0.00	0.00	0.00	0	9001	Virginian Episcopalian	0.00	0.00	0.00	0.00
9002	Miscellaneous Expenses	1,625.00	1,153.78		1,506.00	500.00	1,006.00	201	9002	Miscellaneous Expenses	0.02	0.00	352.20	0.00
	TOTAL EXPENSES	207,150.00	20,563.38		82,307.29	84,421.00	-2,113.71	-3		TOTAL EXPENSES	19,900.70	18,367.31	11,815.73	11,660.17
	Difference				62,583.38	42,269.00				Difference	15,324.53	41,727.76		5,531.09