



Building the Church on the Hill:
Captivating the Heart of the World with the Glory of God

Vestry Agenda
June 15, 2015
7-9:30 P.M.

7:00 pm

- I. Call to Order & Devotion
- II. Approval of minutes of April 20, 2015 vestry meeting
- III. Treasurer's Report (Berghane)
 - a. Budget
 - b. Building Fund Gifts
- IV. Rector's Report (Holt)
 - a. Preschool Accreditation Status Update
 - b. Trimming the Budget
 - c. Vestry & Staff Master Planning – August 21 & 22
- V. Warden's Reports (Mealor)
 - a. Ministry Teams
 - b. Ministry Spotlights
- VI. Old Business – Strategic Planning Goals
 - a. Christian Life Trilogy (Holt)
 - b. Why? (Holt)
 - c. Leadership Development (Mealor, Williams)
 - d. Expansion (Brown, Dawodu)
- VII. New Business
 - a. Jamaica Mission Trip (Tallman)

9:30 pm Adjourn with prayer

Next Vestry Meeting:
Monday, July 20, 2015
7:00 pm



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VESTRY MEETING MINUTES

May 18, 2015

Present: Sharp, Berghane, Dawodu, Williams, Ricci, Edom, Ivanov, Mealor, Holt, Pierce
Absent: Brown

- I. Call to Order
- II. Amendment of March 16, 2015 minutes. Line b of Junior Warden Report. \$900 for 60 yards of additional carpet for Barge Hall, will be changed estimated cost of \$1,000. Amended minutes unanimously approved.
- III. Joe Pollock seeks vestry approval to establish a MaxLife Committee. Newly formed committee will oversee the finances for Maxlife. Lemar Williams will be liaison between Vestry and Maxlife Committee. Maxlife committee was unanimously approved.
- IV. Treasurer Report (Berghane)
 - a. Plate and pledge up for the year.
 - b. Budget has been adjusted for Josh's salary correction
 - c. Building together funds will be used for new carpet in Barger Hall and the IT upgrade.
 - d. Office supplies is over budget for the year.
 - e. Lawn maintenance is over budget for the year.
 - f. Ministry staff expense will be a miss of 7,800 due to Karen's transition into a new roll.
 - g. Payroll tax expense is over budget by 6,500 for the year.
 - h. CPA book review will be 4,500 for the year. Cost will be split between the Church and Pre School.
 - i. In total St Peter's is 12K over budget with \$0 in contingency.
 - j. Ricci motioned to take immediate action to cut expenses by 12K. Peirce 2nd motion. Motion unanimously approved.
- V. Rectors Report
 - a. Michelle Pierce will step down as Junior Warden.

- b. John Ricci has been elected to take Pierce's place as Junior Warden. Motion unanimously approved.
- c. Spirit Filled Life will begin September 20th
- d. Church will be utilizing Right Now Media for small groups during the summer.
- e. St Peter's Preschool lost accreditation after a routine inspection from the Florida Kindergarten Council.
- f. St Peter's Preschool received an ethics violation for not teaching the curriculum that was advertised.
- g. St Peter Preschool received a violation for not providing the necessary financials prior to the inspection.
- h. Fr Charlie will present to Florida Kindergarten Council to have St Peter's Preschool accreditation reinstated.
- i. Immediate changes will be made at the Preschool. Letters will be sent to parents and staff.
- j. The PPAC (St Peter's Preschool Committee) will now include church members.

VI. Senior Warden

- a. St Peter's needs more volunteers to free up staff members time.
- b. St Peter's needs to find a way to get the congregation connected and using their gifts for the church.

Submitted by Lemar Williams

St. Peter's Episcopal Church
Analysis of Revenues & Expenses - Report
General Fund
January to May 2015

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)
Revenues			
Plate and Pledge	\$296,860.28	\$280,416.65	\$673,000.00
Other Contributions Income	\$8,623.38	\$1,041.65	\$2,500.00
Other Income	\$384.66	\$145.85	\$350.00
Fees	\$13,823.57	\$19,583.30	\$47,000.00
Total Revenues	<u>\$319,691.89</u>	<u>\$301,187.45</u>	<u>\$722,850.00</u>
Expenses			
Program Expenses			
Worship			
Music Ministries	\$1,012.59	\$291.70	\$700.00
Guilds, Acolytes, Etc.	\$1,717.07	\$1,541.65	\$3,700.00
Total Worship	<u>\$2,729.66</u>	<u>\$1,833.35</u>	<u>\$4,400.00</u>
Discipleship			
Adult	\$16,609.72	\$20,208.30	\$48,500.00
Children	\$839.82	\$1,125.00	\$2,700.00
Total Discipleship	<u>\$17,449.54</u>	<u>\$21,333.30</u>	<u>\$51,200.00</u>
Fellowship	\$4,530.41	\$5,208.30	\$12,500.00
Mission			
Clergy Discretionary	\$0.00	\$0.00	\$0.00
Youth Ministry	\$2,767.25	\$2,083.35	\$5,000.00
Honduras Mission	\$7,000.00	\$5,416.65	\$13,000.00
School & MaxLife	\$5,416.66	\$6,250.00	\$15,000.00
Local Outreach	\$7,151.45	\$3,437.45	\$8,250.00
Pathways to Home	\$1,814.32	\$2,083.35	\$5,000.00
Diocesan Assessment	\$29,616.03	\$28,041.65	\$67,300.00
Total Mission	<u>\$53,765.71</u>	<u>\$47,312.45</u>	<u>\$113,550.00</u>
Total Program Expenses	<u>\$78,475.32</u>	<u>\$75,687.40</u>	<u>\$181,650.00</u>
Administration			
Office Expenses	\$13,859.72	\$13,333.35	\$32,000.00
Communications	\$463.92	\$1,166.65	\$2,800.00
Other Administrative Expenses	\$3,676.25	\$2,791.70	\$6,700.00
Total Administration	<u>\$17,999.89</u>	<u>\$17,291.70</u>	<u>\$41,500.00</u>
Building and Grounds			
Offset from School & MaxLife	(\$30,666.65)	(\$26,750.00)	(\$64,200.00)
Building and Grounds	\$36,346.30	\$36,687.55	\$88,050.00
Total Building and Grounds	<u>\$5,679.65</u>	<u>\$9,937.55</u>	<u>\$23,850.00</u>
Personnel Expenses			
Salaries and Wages	\$136,198.75	\$130,505.05	\$313,212.00
Professional Fees	\$12,829.88	\$2,958.30	\$7,100.00
Employee Benefits	\$78,060.99	\$76,210.85	\$182,906.00
Training and Development	\$10.00	\$208.35	\$500.00
Payroll Taxes	\$7,662.60	\$5,180.40	\$12,433.00
Grant Support Offset	(\$29,083.28)	(\$26,250.00)	(\$63,000.00)
Total Personnel Expenses	<u>\$205,678.94</u>	<u>\$188,812.95</u>	<u>\$453,151.00</u>
Total Expenses	<u>\$307,833.80</u>	<u>\$291,729.60</u>	<u>\$700,151.00</u>
Net Total	\$11,858.09	\$9,457.85	\$22,699.00
Other Expenses			
Loan Expenses	\$0.00	\$145.85	\$350.00
Contingency	\$0.00	\$9,312.10	\$22,349.00
Total Other Expenses	<u>\$0.00</u>	<u>\$9,457.95</u>	<u>\$22,699.00</u>

St. Peter's Episcopal Church
Analysis of Revenues & Expenses - Report
General Fund
January to May 2015

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)
Net Operating Total	\$11,858.09	(\$0.10)	\$0.00

St. Peter's Episcopal Church
 Analysis of Revenues & Expenses - Report
 MaxLife
 January to May 2015

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	
Revenues				
Other Contributions Income	\$18,189.95	\$7,500.00	\$18,000.00	
Other Income	\$4,166.65	\$4,166.65	\$10,000.00	
Fees	\$44,309.00	\$41,611.12	\$103,300.00	
Total Revenues	<u>\$66,665.60</u>	<u>\$53,277.77</u>	<u>\$131,300.00</u>	
Expenses				
Program Expenses				
Camp Program	\$3,118.99	\$1,700.00	\$6,250.00	
After School Program	\$1,029.26	\$1,000.00	\$1,800.00	
Other Program Expenses	\$6,728.71	\$5,729.15	\$13,750.00	
Transportation Expense	\$831.35	\$3,741.65	\$8,980.00	
Total Program Expenses	<u>\$11,708.31</u>	<u>\$12,170.80</u>	<u>\$30,780.00</u>	
Administration				
Office Expenses	\$2,388.13	\$691.65	\$1,660.00	
Communications	\$1,627.71	\$833.35	\$2,000.00	
Fundraising Expenses	\$794.63	\$250.00	\$600.00	
Total Administration	<u>\$4,810.47</u>	<u>\$1,775.00</u>	<u>\$4,260.00</u>	
Personnel Expenses				
Salaries and Wages	\$40,694.96	\$36,255.53	\$82,780.00	
Professional Fees	\$0.00	\$0.00	\$0.00	
Employee Benefits	\$0.00	\$1,939.15	\$4,654.00	
Training and Development	\$1,249.21	\$0.00	\$0.00	
Payroll Taxes	\$3,064.36	\$2,486.25	\$5,967.00	
Total Personnel Expenses	<u>\$45,008.53</u>	<u>\$40,680.93</u>	<u>\$93,401.00</u>	
Total Expenses	<u>\$61,527.31</u>	<u>\$54,626.73</u>	<u>\$128,441.00</u>	
	Net Total	\$5,138.29	(\$1,348.96)	\$2,859.00
Other Expenses				
Total Other Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	Net Operating Total	\$5,138.29	(\$1,348.96)	\$2,859.00