



"To Know Jesus Christ and Make Him Known"

VESTRY MEETING MINUTES
Monday, December 18, 2023 at 6:30 p.m.

Live Meeting at Burtenshaw Hall

Present: Curtis Mills, Senior Warden; Amanda Cantelmo, Wade Hembree, Karen Vernon, Kim Richards Hottenstein, Missy Lehigh, Sam Locklear, Barry Mansell

Not Present: Steve Burns and Foster FitzHugh, Corrine Hofstetter, George Stalle

Clergy: Reverend W. Reginald Simmons, Rector; Reverend Josh Hilton, Curate

Treasurer: Mareed Stollman

Clerk: Melanie Hembree

Visitor: Ann Christensen, Bob French (by phone)

Welcome/Opening Prayer: Meeting opened @ 6:30 PM with a prayer by Fr. Reggie Simmons.

Devotion: Luke 1:46-55

Karen Vernon

⁴⁶ And Mary^[a] said, "My soul magnifies the Lord," ⁴⁷ and my spirit rejoices in God my Savior, ⁴⁸ for he has looked with favor on the lowly state of his servant. Surely from now on all generations will call me blessed, ⁴⁹ for the Mighty One has done great things for me, and holy is his name; ⁵⁰ indeed, his mercy is for those who fear him from generation to generation. ⁵¹ He has shown strength with his arm; he has scattered the proud in the imagination of their hearts. ⁵² He has brought down the powerful from their thrones and lifted up the lowly; ⁵³ he has filled the hungry with good things and sent the rich away empty. ⁵⁴ He has come to the aid of his child Israel, in remembrance of his mercy, ⁵⁵ according to the promise he made to our ancestors, to Abraham and to his descendants forever.

Note: 'The Magnificat' was performed at the Christmas Concert, so this scripture is very timely.

Devotion and Vestry Responsibility Schedule: January – Kim Richards Hottenstein

Approval of Minutes – November 2023 Regular Vestry Meeting:

1. A motion was made by Curtis Mill to accept the November 27, 2023 vestry meeting minutes as distributed with the vestry packet with the clarification made by Barry Mansell be approved. Sam Locklear seconded the motion. The motion passed unanimously.

Financial Review

Mareed Stollman

1. The Treasurer's Financial Summary Report for November

A. St Aidan's Episcopal Church Financial Highlights

| | |
|---------------------------------------|--|
| Total Cash in Checking/Savings | \$ 237,770 |
| Funds Reserved in Restricted Accounts | <u>\$ 176,901</u> |
| Total Operating Funds | \$ 60,869 (Increase of \$32,544 from October) |

I. November 2023 Revenue & Expense Highlights:

- a Total Revenues were \$107,604 the month of November – 185.47% of the budgeted \$58,017.
 - i. Contribution Revenue of \$63,211 for the month was 147.79% of the budgeted \$42,770.
 - Plate Receipts were \$1,122 - 252.70% of budgeted \$444.
 - Non-Pledged Giving was \$9,157 - 74.93% of our budgeted goal of \$12,220
 - Pledge Payments were \$52,878 - 168.98% of \$31,293.
 - Processing Costs contributions were \$54.
 - ii. Other Revenue for the month of November was \$44,393 – 291.17% of the budgeted \$15,246.
 - Revenues of \$20,276 were received from Release Restricted-Salary Support. This reflects catch-up for the year.
 - Revenue from Fundraiser reflects \$20,000 in contributions + \$824 from Fundraiser Events in the last half of 2023.
 - Preschool Operations Fee & Breakfast Revenue totaled \$3,293
- b. Total Expenses for the month of November were \$65,482– 93.67% of the budgeted \$69,905
 - i. Administration, Building & Grounds, Parish Life were all under budget this month.



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- c. Net Operating Total (Revenue less Expense) for the month of November was positive \$42,122.

I. Overall Year-to-Date Summary for Revenue & Expense – as of November 30, 2023:

- a. Total Actual Revenues = \$746,556; YTD Revenue Budget = \$730,893 – 102.14% of budget..
- b. Total Actual Expenses = \$762,676; YTD Expense Budget = \$764,560 – 99.75% of budget.
- c. Net Operating Total (Revenue less Expense) is a negative (\$16,119) through November of 2023.
 - i. Projected budget was negative (\$33,667).

ITEMS FOR ATTENTION:

1. With expenses running at nearly 100% of our YTD budget, we need to carefully monitor spending for December, paying close attention to any elective and unbudgeted spending.
2. Adjusting entries for the Audit have been made – the Balance Sheet is now 100% correct and in balance.

B. St. Aidan's Preschool Financial Highlights

November 2023 Cash Position:

Total Cash in Checking/Savings \$ 116,411 (Decrease of \$539 from October)

I. November 2023 Revenue & Expense Highlights

- a. Total Preschool Revenue was \$41,950 for the month of November – 90.77% of the budgeted \$46,2150.
 - i. Tuition Revenue was \$39,769.
 - ii. Fundraiser Revenue was \$981; \$500 in Supply Fees was received.
- b. Total Expenses for the month of November were \$44,516.
- c. Net Operating Total (Revenue less Expense) for the month was a negative (\$2,566).

Discussion: Church is in good cash position for the month. Two expenses for building and grounds came in under budget. Balance sheet 100% corrected and in balance from audit corrections. Pledges for 2023 are mainly up to date with no large amounts of a pledge unfulfilled. 96 pledges at \$502,481 and 18 who pledged for 2023 who have not pledged for 2024 to date. The amount of pledged giving over 100% should be placed in non-pledged giving. The 168.98% in summary of pledged giving for November appears to represent people catching up on their pledge for 2023.

2. Budget Preparation Update and Schedule

The Finance Team reviewed the Revenue worksheet which included three pledged giving scenarios. It was noted that the non-pledged budget amount for 2024 is less than the 2023, and team responded that the 2023 amount was actually overbudgeted. Next item discussed was the interest revenue of \$0.00 for 2024. There is a possibility of placing a portion of the operating funds in a money market account that can earn approximately 5% interest, while an amount can remain in checking to pay regular operating expenses. Auditors need to advise who should be responsible for oversight of accounts and transfer of funds so that correct chain of responsibility is observed. Expense scenarios were discussed regarding closing the budget gap at this time, which is a minimum of \$105,000. The Finance Team met with ministry leaders to prioritize funding, so that the budget can be further refined for January review and approval. Vestry was advised as well regarding not only considering 2024 budget, but also think ahead to 2025 budget year when designated salary support is no longer available. The Vestry was also tasked with focusing on parish growth for 2024 and how to meaningfully achieve this. The Finance Team was recognized for the hard work that has been done to date as well as the level of detail presented over past years.

New Business

1. Preschool Licensing Requirements

Missy Lehigh

In order to offer an after-school class, the school will need to be certified by the State of Georgia. The current exempt status that the preschool utilizes is only for a part-time class offering. The preschool board met to review discuss the various facility requirements needed to be certified. The detailed summary of items is attached to the minutes. The preschool



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board voted not to pursue classes offered outside of current operating hours at this time.

Discussion: The current exempt status is only for the part-time classes currently offered. In addition to licensing required by the State of Georgia, it was also noted that the license and liability insurance is necessary in case of accident and reduces risk to the preschool and church.

Old Business

1. Operations Report Work Group Progress Updates

| | | |
|--------------------------|---------------------------------|----------------------------------|
| Communications Committee | No report | Barry Mansell and George Stalle |
| Music Committee | Summary of vestry packet report | Foster FitzHugh and Karen Vernon |

Christmas Concert preparation continues with all performers. Ticket sales as of 12/14 are 200 – 250 sold, which tracks with historical data. The reception to follow is organized and donations of food and beverage have been received. Traffic and parking direction to be provided by the Milton Police Department. Event appears to be tracking within budget. Please thank the many people involved who have worked diligently to make this annual event a reality.

| | | |
|-----------------------------|--------------------|-------------------------------|
| Preschool Committee | See "New Business" | Missy Lehigh |
| Family Ministries Committee | | Amanda Cantelmo & Steve Burns |

Childrens Chapel leaders will be meeting in January and 2 new leaders are joining the group. Children’s Sunday School will continue in January. Working to increase attendance and offering to make Adult classes more available for parents. Christmas pageant rehearsals are underway during Choristers rehearsal, who will be filling the speaking & singing roles. Any child who wants to participate just needs to arrive early at the 4pm Christmas Eve service & receive a costume.

Average Fall Attendance as of 12/5

- Children’s Chapel average Sunday attendance: 7
- Number of children registered and in regular attendance: 17
- Children’s Sunday School average Sunday attendance: 2
- Youth Group average attendance: 4
- Family Fellowship Group average attendance (including kids): 18

| | | |
|-------------------------|-----------|------------------------------------|
| Rector’s Committee | No Report | Curtis Mills & Sam Locklear |
| Pastoral Care and Grief | No report | Corrine Hoffstetter & Wade Hembree |

2. **HVAC replacement:** Donation received today that brought the total to \$16,200 and another large check is in the mail. All proceeds will go into the building maintenance fund, including any overage that is received.
3. Need to have growth plan in order to grow membership and then giving grows. Last month highest ASA month since 2018. Bring in more families to grow the church, including inviting someone to church once per quarter. This will be the focus of the Vestry retreat.

Rector’s Report (Summary of Vestry Packet Report)

Fr. Reginald Simmons

- **Attendance** –As of 10 December the ASA for 2023 was 158, an increase from 2022 with ASA of 140.
- **Morale** – The season of Advent and Christmas is busy and exciting for the parish.
- **Curriculum** – Adult Sunday School completed the study of *The Essentials of Christian Theology* by Placher,ed., and will begin *A Theological Introduction To The Old Testament* will begin in January.
- **Communications** – The website, newsletter and worship livestreaming continue to be consistent.
- **Events** – The Lessons and Carols service was a huge success with an attendance of 203! The bishop confirmed 10 parishioners at the Cathedral of St. Philip on 10 December. Bishop Wright will be with us on Sunday, 7 January



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2024! We had another successful Pints With Priests at 7 Acre Bar and Grill on 6 December. See 'Dates to Remember' for upcoming events.

- **Pastoral Care** – Our shut-ins continue to be called and/or visited.
- **Bible Study** – The Lectionary Bible study continues Tuesday mornings, and we have resumed our Genesis – Revelation study on Wednesday evenings.
- **Music** – The Christmas Concert is nearly sold out as of 13 December!
- **Church services** – We held 8 Sunday masses – 4 Rite I services & 4 Rite II services.
- **Community** – Continued in my role as Milton City Police Chaplain. Police Chief, Rich Austin, has stepped down as Milton's Police Chief. Continued board service by attending the December meetings for both the NFCC and Preschool Board.
- **Staff** – The parish administrator tendered her resignation on 13 December. Her last day will be Friday, 22 December 23. Heather Okuda will be ordained a Deacon in Anglican Church in North America (ACNA) on 27 January 24 at the Cathedral of St. Luke in Charleston, SC.
- **Preschool** – Approved a 3 -5% for the Preschool Teachers in January. There are 94 kids enrolled.

Jr Warden's Report (Summary of Vestry Packet Report by Steve Burns and Foster Fitzhugh)

1. Greenway Right-of-Way: no update
2. Fire Inspections: The Facility passed inspection from Milton Fire Dept. on December 6. Continuing to evaluate fire equipment service providers. Two bids have been received to date and a third is being sought. Evaluations include estimates as well as online reviews.
3. Railing modification request from Pre-School: Following up to secure quote to install child-height railing.
4. Leak in Sacristry: RRG roofing has been contacted to schedule repair.
5. HVAC replacement: Estimates have been received from 2 of 3 vendors. Financing has also been investigated with Trane Commercial and recommending the 36 month option as can pay out loan after the 2nd year.

Sr Warden's Report - no report

Curtis Mills

Dates to Remember

| Day / Date / Time | Description | Location |
|-------------------------------|--|-----------------------------|
| Monday, 12/18/23 2 p.m. | Don and Marianne Walker Funeral (all welcome per family) | Burtenshaw Hall / Sanctuary |
| Tuesday, 12/19/23 9:45 a.m. | Lectionary Bible Study | Library |
| Tuesday, 12/19/23 11 a.m. | Prayer Shawl | In front of Burtenshaw Hall |
| Tuesday 12/19/23 4:30- 8 p.m. | Boyscouts Honors | Burtenshaw Hall/ Sanctuary |
| Wednesday 12/20/23 12 p.m. | Advent Soup Lunch | Burtenshaw Hall |
| Wednesday 12/20/23 2-4 p.m. | Confession | Fr.Josh's office |
| Thursday 12/21/23 3 p.m. | Lorna Tomaszewski Funeral | Sanctuary |
| Thursday 12/21/23 7 p.m. | Evening Prayer | Sanctuary |
| Sunday, 12/24/23 10 a.m. | Advent 4 service | Sanctuary |
| Sunday, 12/24/23 4 p.m. | Christmas Pageant | Sanctuary |
| Sunday, 12/24/ 23 8/ 11 p.m. | Christmas Service | Sanctuary |
| Monday, 12/25/23 10 a.m. | Morning Prayer | Sanctuary |
| Monday 12/26-12/31/23 | Office Closed | |
| Sunday 12/31/23 8:15/ 11 a.m. | First Sunday after Christmas | Sanctuary |
| Monday 1/1/23 | Office Closed | |
| Tuesday, 1/2/23 9:45 a.m. | Lectionary Bible Study | Library |



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| Tuesday, 1/2/23 11 a.m. | Prayer Shawl | In front of Burtenshaw Hall |
| Wednesday, 1/3/23 2-4 p.m. | Confession | Fr.Josh's office |
| Sunday, 1/7/23 9:45 a.m. | Fr. Rob Wright Forum during breakfast | Burtenshaw Hall |
| Monday, 1/8/23 6 p.m. | Prayer Shawl | In front of Burtenshaw Hall |
| Tuesday, 1/9/23 9:45 a.m. | Lectionary Bible Study | Library |
| Tuesday, 1/9/23 11 a.m. | Prayer Shawl | In Front of Burtenshaw Hall |
| Tuesday, 1/9/23 6 p.m. | Worship Comm | Library |
| Sunday, 1/14/23 8a.m to 2 p.m. | Backpacks of Love | Parking Lot |
| Monday 1/15/23 | Vestry Meeting | Library |

Dismissed with prayer led by Fr. Reggie Simmons.

Adjourned at 8:35 pm

Submitted: Melanie Hembree, Clerk of the Vestry