

## **St. Martin-in-the-Fields Vestry Agenda April 23, 2023**

_____ The Rev Alan Bentrup, Rector	_____ Amanda Alvarez (24)	_____ Liz Jordan (26)
_____ Bob Bess Senior Warden (25)	_____ Mary Anderson (24)	_____ Melissa Kurkul (24)
_____ Rick Schultz, Jr Warden (25)	_____ Mary Beth Butler (26)	_____ Becky Snell-Bolerjack (24)
_____ Dick Seeber, Jr Warden (26)	_____ Jen Duncan (25)	_____ Glenda Morehead, Clerk
_____ DJ Mitchell, Treasurer (25)	_____ Bryan Hedrick (26)	_____ Gary Wilkinson, Finance Chair

1. Opening Prayer – Rector
2. Eagle Scout Presentation – Ethan Holland
3. Consideration of Minutes for March 26, 2023
4. Finance Committee Report – Gary Wilkinson
  - a. Approval of Treasurer's Report
5. Master Plan Update
  - a. HVAC and Beginning Work
6. Junior Wardens' Reports
  - a. Disposition of Unused Large Mower
  - b. Playground
7. Senior Warden Report
8. Rector's Report
  - a. Reminders from Vestry Retreat
  - b. Update on Curate Possibilities
  - c. Bishop's Visit Plans
9. Announcements
10. Closing Prayer – The Rev Alan Bentrup
11. Adjournment

**NEXT REGULAR VESTRY MEETING MAY 21, 2023 12:00 PM WEST PARISH HALL.**



# Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name**

**Please give a name to your project**

## Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

### Eagle Scout Candidate

Name:	Birth date:		
Email Address:	BSA PID number:		
Address:	City:	State:	Zip:
Preferred telephone(s):	Life Board of Review date:		

### Current Unit Information

Check One:	Troop	Crew	Ship	Unit Number:
Name of District:	Name of Council:			

### Unit Leader

Check One: Scoutmaster Crew Advisor Skipper

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Unit Committee Chair

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Unit Advancement Coordinator

(If your unit has one)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Project Beneficiary

(Name of religious institution, school or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Your Council Service Center

Contact Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

### Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

## Project Description and Benefit

Briefly describe your project

***Include images on an additional document.***

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

When do you think your project will be completed?

## Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

Explain:

What do you think will be most difficult about leading them?

## Materials

*Materials are things that become part of the finished project, such as lumber, nails and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.*

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..*

What other needs do you think you might encounter?

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

## Preliminary Cost Estimate

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter your estimated expenses below  
(include sales tax if applicable)

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:

Supplies:

Tools:

Other:

**Total Costs:**

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1
2
3
4
5
6
7
8
9
10

## Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

## Safety Issues

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns of which you and your helpers should be aware.

Read the "[Age Guidelines for Tool Usage](#)" at Scouting.org

## Project Planning

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."



**Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.**

<b>Candidate's Promise*</b>		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed		Date	

*\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

<b>Unit Leader Approval*</b>		<b>Unit Committee Approval*</b>	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

<b>Beneficiary Approval*</b>		<b>Council or District Approval</b>	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
<b>Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</b>  <b>Yes _____ No _____</b>			
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

*\* While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.*

## ST. MARTIN-IN-THE-FIELDS VESTRY MEETING

March 26, 2023

**Present:** Alan Bentrup -Rector, Bob Bess - Senior Warden, Rick Schultz – Jr. Warden, Dick Seeber – Jr. Warden, DJ Mitchell – Treasurer, Amanda Alvarez, Mary Anderson, Mary Beth Butler, Bryan Hedrick, Liz Jordan, Melissa Kurkul (via Zoom), Becky Snell-Bolerjack, Glenda Morehead – Clerk.

**Also Present:** Gary Wilkinson, Finance Committee Chair.

**Not Present:** Jen Duncan.

A regular meeting of the Vestry of St. Martin-in-the-Fields Episcopal Church was held Sunday, March 26, 2023, in the West Parish Hall. The meeting opened with prayer by the Rector at 12:00 PM.

### Consideration of Minutes

DJ Mitchell moved the vestry approve the minutes of the February 26, 2023 meeting. Elizabeth Jordan seconded the motion, and the minutes were approved.

### Written Reports Going Forward

The Rector, the ex officio president of the vestry, has instituted a new policy for vestry meetings. In the future the following written reports are to be attached to and made a part of vestry minutes and available on the website after approval. Vestry members are to receive them prior to the meeting.

### Finance Committee Report & Acceptance of the Treasurer's Report

**Committee Charter Revised:** Gary Wilkinson presented the revised Charter for the Finance Committee. The Charter is in compliance with the parish bylaws. DJ Mitchell moved the vestry approve the Charter, Bob Bess seconded the motion and the Charter was approved.

**Outside Audit Update:** Wilkinson stated that the outside audit of the parish will have to be delayed until after the tax season. The audit will be done by the Garrett & Swann CPA firm in Lubbock.

**Treasurer's Report Accepted:** Dick Seeber moved the Treasurer's Report be accepted. Rick Schultz seconded the motion and the motion carried.

### Capital Needs List

The Rector announced that a Capital Needs List is to be created. The list needs to be available for those who want to contribute specific items to St. Martin's. Amanda Alvarez will spearhead the effort to publicize the list, coordinating with the Parish Administrator.

### Jr. Wardens' Reports

**Maintenance Items:** The Jr Wardens reported the status of various maintenance items.

**Grubby Sunday:** Vestry members were reminded of the Grubby Sunday planned for March 26.

**Dishwasher for Parish Hall:** More research is needed. The subject was tabled to a later date.

### Senior Warden's Report

The Senior Warden thanked all those who contribute time and effort to St. Martin's.

### Rector's Report

**Curate Update:** The Rector announced that he has interviewed three candidates who will be graduating in June. All 3 would be good fits for St. Martin's, and he has reported that fact to the diocese.

### Master Plan Update

Beginning in April the progress of the Building plans will be publicized in an ongoing basis.

**Bylaws Committee**

The bylaws of St. Martin-in-the-Fields must be updated to comply with the Constitution & Canons of the Episcopal Diocese of Texas. The Rector has appointed the following committee: Chair Glenda Morehead, Jen Duncan, DJ Mitchell, and Dick Seeber.

DJ Mitchell moved the meeting be adjourned, Bob Bess seconded the motion and the motion carried. The meeting closed with prayer by the Rev. Alan Bentrup at 1:00 PM.

Respectfully submitted,  
Glenda Morehead  
Clerk

Keller, Texas  
April 15, 2023

### Financial Notes for the Period Ending March 30, 2023

At the end of March, the Unrestricted Cash balance stood at \$99,832, up from the February balance of \$63,304.

Pledge income for the year-to-date totals \$134,007, \$4,327 below budget. March Pledge income totaled \$23,475, which is \$4,594 below budget. As anticipated, with no more Pledge payments for the entire year, extraordinary income no longer masks the actual monthly performance of the category of "Pledge Income". Non-Pledge income for March exceeded budget by \$1,105 at \$4,855. Year-to-date non-Pledge income is now only \$2,889 below budget at \$8,361.

Year-to-date, all expense categories are below budget, except payroll, which remains \$1,123 above budget despite being under budget by \$184 in March. If you recall, Workman's Compensation billing in February exceeded the budget and we now wait to see how that number will be adjusted based on actual experience. For March, all expense categories were below budget, except Office, where copier, Rector Professional Expenses, and Supplies-Other were above budget. In total, Office expenses were \$89 above budget for March, not a material number, with year-to-date Office expenses at \$5,619, which is \$1,519 below budget.

For March total expenses were \$25,104, which is \$14,694 below budget. This number, however, needs to be explained. Recall that in February Insurance/Property Liability costs were billed and paid in the amount of \$3,833, a month earlier than budgeted. Thus, March has \$3,833 budgeted with \$0 to be charged against that line item. In addition, the March budget contains \$7,000 to pay for the upcoming financials review that will not proceed for a few more months. \$0 in March was charged against that line item. Thus, the \$14,694 March underrun should be seen as \$3,861 after subtracting \$3,833 and \$7,000 in budgeted expenses which have \$0 charged against the two line items.

That said, year-to-date expenses total \$85,491, which is \$12,511 under budget (less \$7,000 budgeted financial review or actually an underrun of \$5,511). Total income year to date stands at \$171,708, \$18,124 above budget, primarily due to a \$25,000 one-time donation by a single parishioner.



**St. Martin-in-the-Fields**  
**Statement of Assets, Liabilities and Fund Balance**  
As of March 31, 2023

	Mar 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
UNRESTRICTED FUNDS	
100 · General Fund	98,485.73
102 · Deposits in Transit	1,345.94
Total UNRESTRICTED FUNDS	99,831.67
TEMPORARILY RESTRICTED FUNDS	
103 · Benevolence Funds	
Curate's Benevolence Fund	250.00
Rector's Benevolence Fund	7,906.47
Total 103 · Benevolence Funds	8,156.47
104 · Savings - Veritex Bank	44,691.18
106 · Veritex - Building Fund	101,430.67
107 · Memorial Garden Account	4,146.75
Total TEMPORARILY RESTRICTED FUNDS	158,425.07
PERMANENTLY RESTRICTED FUNDS	
109 · Capital Funds	
R.W. Baird Capital Funds	556,165.93
Total 109 · Capital Funds	556,165.93
110 · R.W. Baird Endowment Fund	87,878.74
Total PERMANENTLY RESTRICTED FUNDS	644,044.67
Total Checking/Savings	902,301.41
Total Current Assets	902,301.41
Other Assets	
14000 · Bldg. & Content	852,600.85
14020 · Improvements	601,484.71
14100 · New Sanctuary Costs	244,127.71
15000 · Land	750,000.00
Total Other Assets	2,448,213.27
<b>TOTAL ASSETS</b>	<b>3,350,514.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21000 · Payroll Liabilities	0.02
Total Other Current Liabilities	0.02
Total Current Liabilities	0.02
Total Liabilities	0.02
Equity	
32000 · Fund Balance	3,229,625.64
Net Income	120,889.02
Total Equity	3,350,514.66
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,350,514.68</b>

**St. Martin-in-the-Fields**  
**Summary Revenues and Expenses Budget vs. Actual YTD**  
January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
400 · Pledge	134,006.55	138,334.00	-4,327.45
402 · Non-pledge	8,361.00	11,250.00	-2,889.00
403 · Plate	2,422.10	2,124.94	297.16
408 · Other Contributions - Operating	26,502.53	1,500.00	25,002.53
410 · Other Income	415.71	375.00	40.71
<b>Total Income</b>	<b>171,707.89</b>	<b>153,583.94</b>	<b>18,123.95</b>
<b>Gross Profit</b>	<b>171,707.89</b>	<b>153,583.94</b>	<b>18,123.95</b>
Expense			
602 · Building & Grounds	11,674.99	15,443.00	-3,768.01
604 · Miscellaneous	1,108.15	7,000.00	-5,891.85
610 · Office Expense	5,618.74	7,138.00	-1,519.26
612 · Communication	311.85	390.00	-78.15
615 · Worship	975.03	1,825.00	-849.97
620 · Program Expenses	3,187.34	4,715.00	-1,527.66
650 · Payroll Expenses	62,614.45	61,491.00	1,123.45
<b>Total Expense</b>	<b>85,490.55</b>	<b>98,002.00</b>	<b>-12,511.45</b>
<b>Net Ordinary Income</b>	<b>86,217.34</b>	<b>55,581.94</b>	<b>30,635.40</b>
<b>Net Income</b>	<b>86,217.34</b>	<b>55,581.94</b>	<b>30,635.40</b>



**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual**  
March 2023

	Mar 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Pledge	23,475.00	28,069.00	-4,594.00
402 · Non-pledge	4,855.00	3,750.00	1,105.00
403 · Plate	549.00	708.34	-159.34
408 · Other Contributions - Operating			
Covered Credit Card Fees	101.43	100.00	1.43
Flowers	625.00	125.00	500.00
Other Contributions	25,050.00	275.00	24,775.00
<b>Total 408 · Other Contributions - Operating</b>	<b>25,776.43</b>	<b>500.00</b>	<b>25,276.43</b>
410 · Other Income			
VBS Registration	60.00		
410 · Other Income - Other	15.00	100.00	-85.00
<b>Total 410 · Other Income</b>	<b>75.00</b>	<b>100.00</b>	<b>-25.00</b>
<b>Total Income</b>	<b>54,730.43</b>	<b>33,127.34</b>	<b>21,603.09</b>
<b>Gross Profit</b>	<b>54,730.43</b>	<b>33,127.34</b>	<b>21,603.09</b>
<b>Expense</b>			
602 · Building & Grounds			
Cleaning Service	866.68	950.00	-83.32
Insurance Prop/Liab	0.00	3,833.00	-3,833.00
Maintenance	0.00	900.00	-900.00
Supplies	336.89	450.00	-113.11
Utilities	1,070.91	1,570.00	-499.09
<b>Total 602 · Building &amp; Grounds</b>	<b>2,274.48</b>	<b>7,703.00</b>	<b>-5,428.52</b>
604 · Miscellaneous			
Miscellaneous - Other	0.00	7,000.00	-7,000.00
<b>Total 604 · Miscellaneous</b>	<b>0.00</b>	<b>7,000.00</b>	<b>-7,000.00</b>
610 · Office Expense			
Bookkeeping	333.60	400.00	-66.40
Copier	698.97	375.00	323.97
Office Supplies	0.00	125.00	-125.00
Postage	0.00	75.00	-75.00
Rector Professional Expense	512.41	403.00	109.41
Subs/Software Licenses			
Adobe	18.39		
Breeze	67.00		
Computer CPR	114.00		
Zoom	29.98		
Subs/Software Licenses - Other	0.00	350.00	-350.00
<b>Total Subs/Software Licenses</b>	<b>229.37</b>	<b>350.00</b>	<b>-120.63</b>
Supplies-Other	62.78		
Telephone/Internet	229.86	250.00	-20.14
<b>Total 610 · Office Expense</b>	<b>2,066.99</b>	<b>1,978.00</b>	<b>88.99</b>
612 · Communication			
Website	103.95	130.00	-26.05
<b>Total 612 · Communication</b>	<b>103.95</b>	<b>130.00</b>	<b>-26.05</b>
615 · Worship			
A/V Equipment	429.00	0.00	429.00
Altar Guild	85.45	200.00	-114.55
Flowers	0.00	500.00	-500.00
Lectionary Inserts	0.00	25.00	-25.00
Liturgy	40.00	50.00	-10.00

**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual**  
March 2023

	Mar 23	Budget	\$ Over Budget
Music Ministry	0.00	250.00	-250.00
<b>Total 615 · Worship</b>	<b>554.45</b>	<b>1,025.00</b>	<b>-470.55</b>
<b>620 · Program Expenses</b>			
Children / Sunday School	254.98	0.00	254.98
Christian Formation	148.85	0.00	148.85
Diocesan Convention	-610.83	1,400.00	-2,010.83
EYC/Youth	14.97	0.00	14.97
Forward Day by Day	0.00	40.00	-40.00
Godly Play	18.68	0.00	18.68
Hospitality	0.00	200.00	-200.00
Nametags	43.25	50.00	-6.75
Nursery Supplies	170.67	25.00	145.67
<b>Total 620 · Program Expenses</b>	<b>40.57</b>	<b>1,715.00</b>	<b>-1,674.43</b>
<b>650 · Payroll Expenses</b>			
Children's Minister	1,560.00	1,560.00	0.00
Deacon Stipend	0.00	100.00	-100.00
Nursery Staff	291.00	415.00	-124.00
Organist/Choir Director	1,500.00	1,500.00	0.00
Other-DD Fees/Background Checks	22.38	62.00	-39.62
Parish Administrator	3,833.34	3,833.00	0.34
Payroll Taxes	549.62	559.00	-9.38
Pension - Rector	1,500.00	1,615.00	-115.00
Rector Stipend/Housing	8,970.84	8,971.00	-0.16
Staff Medical	1,241.00	1,242.00	-1.00
Staff Pension	345.01	390.00	-44.99
Supply Clergy	250.00	0.00	250.00
<b>Total 650 · Payroll Expenses</b>	<b>20,063.19</b>	<b>20,247.00</b>	<b>-183.81</b>
<b>Total Expense</b>	<b>25,103.63</b>	<b>39,798.00</b>	<b>-14,694.37</b>
<b>Net Ordinary Income</b>	<b>29,626.80</b>	<b>-6,670.66</b>	<b>36,297.46</b>
<b>Net Income</b>	<b>29,626.80</b>	<b>-6,670.66</b>	<b>36,297.46</b>



**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual YTD**  
January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Pledge	134,006.55	138,334.00	-4,327.45
402. · Non-pledge	8,361.00	11,250.00	-2,889.00
403 · Plate	2,422.10	2,124.94	297.16
408 · Other Contributions - Operating			
Covered Credit Card Fees	402.53	300.00	102.53
Flowers	675.00	375.00	300.00
Keller Al-Anon	120.00		
Other Contributions	25,050.00	825.00	24,225.00
408 · Other Contributions - Operating - Other	255.00		
<b>Total 408 · Other Contributions - Operating</b>	<b>26,502.53</b>	<b>1,500.00</b>	<b>25,002.53</b>
410 · Other Income			
Amazon Smile Donations	101.42		
Building Use	30.00		
Interest - General Fund	150.29		
VBS Registration	100.00		
410 · Other Income - Other	34.00	375.00	-341.00
<b>Total 410 · Other Income</b>	<b>415.71</b>	<b>375.00</b>	<b>40.71</b>
<b>Total Income</b>	<b>171,707.89</b>	<b>153,583.94</b>	<b>18,123.95</b>
<b>Gross Profit</b>	<b>171,707.89</b>	<b>153,583.94</b>	<b>18,123.95</b>
<b>Expense</b>			
602 · Building & Grounds			
Cleaning Service	2,800.04	2,850.00	-49.96
Insurance Prop/Liab	3,832.75	3,833.00	-0.25
Maintenance	593.50	2,700.00	-2,106.50
Supplies	361.06	1,350.00	-988.94
Utilities	4,087.64	4,710.00	-622.36
<b>Total 602 · Building &amp; Grounds</b>	<b>11,674.99</b>	<b>15,443.00</b>	<b>-3,768.01</b>
604 · Miscellaneous	1,108.15	7,000.00	-5,891.85
610 · Office Expense			
Bookkeeping	1,119.00	1,200.00	-81.00
Copier	1,462.15	1,125.00	337.15
Office Equipment	0.00	1,200.00	-1,200.00
Office Supplies	259.62	375.00	-115.38
Postage	480.00	225.00	255.00
Rector Professional Expense	937.26	1,213.00	-275.74
Subs/Software Licenses	688.11	1,050.00	-361.89
Supplies-Other	62.78		
Telephone/Internet	609.82	750.00	-140.18
<b>Total 610 · Office Expense</b>	<b>5,618.74</b>	<b>7,138.00</b>	<b>-1,519.26</b>
612 · Communication			
Website	311.85	390.00	-78.15
<b>Total 612 · Communication</b>	<b>311.85</b>	<b>390.00</b>	<b>-78.15</b>
615 · Worship			
A/V Equipment	471.49	0.00	471.49
Acolyte Guild	47.31	0.00	47.31
Altar Guild	255.40	600.00	-344.60
Flowers	104.05	750.00	-645.95
Lectionary Inserts	0.00	75.00	-75.00
Liturgy	96.78	150.00	-53.22
Music Ministry	0.00	250.00	-250.00

**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual YTD**  
January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget
Total 615 · Worship	975.03	1,825.00	-849.97
620 · Program Expenses			
Children / Sunday School	263.97	0.00	263.97
Christian Formation	148.85	0.00	148.85
Diocesan Convention	2,314.98	3,100.00	-785.02
EYC/Youth	14.97	0.00	14.97
Forward Day by Day	0.00	40.00	-40.00
Godly Play	18.68	0.00	18.68
Hospitality	211.97	600.00	-388.03
Nametags	43.25	150.00	-106.75
Nursery Supplies	170.67	75.00	95.67
Vestry Retreat	0.00	750.00	-750.00
Total 620 · Program Expenses	3,187.34	4,715.00	-1,527.66
650 · Payroll Expenses			
Children's Minister	4,680.00	4,680.00	0.00
Deacon Stipend	0.00	300.00	-300.00
Nursery Staff	927.00	1,245.00	-318.00
Organist/Choir Director	4,500.00	4,500.00	0.00
Other-DD Fees/Background Checks	96.66	186.00	-89.34
Parish Administrator	11,500.02	11,499.00	1.02
Payroll Taxes	1,653.15	1,677.00	-23.85
Pension - Rector	4,500.00	4,845.00	-345.00
Rector Continuing Educ.	514.07	250.00	264.07
Rector Stipend/Housing	26,912.52	26,913.00	-0.48
Staff Medical	5,019.00	3,726.00	1,293.00
Staff Pension	1,035.03	1,170.00	-134.97
Supply Clergy	250.00	250.00	0.00
Supply Organist	0.00	250.00	-250.00
Workers /Comp Insurance	1,027.00	0.00	1,027.00
Total 650 · Payroll Expenses	62,614.45	61,491.00	1,123.45
Total Expense	85,490.55	98,002.00	-12,511.45
Net Ordinary Income	86,217.34	55,581.94	30,635.40
Net Income	86,217.34	55,581.94	30,635.40

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**St. Martin-in-the-Fields**  
**Temporarily Restricted Fund Activity**  
March 2023

	Mar 23	Jan - Mar 23
Other Income/Expense		
Other Income		
800 · Temp Restr (Designated) Income		
809 - Passthrough Funds Receive		
Good Friday	100.00	100.00
Lenten Project	190.00	901.00
Total 809 - Passthrough Funds Receive	290.00	1,001.00
Benevolence Funds		
Rector Benevolence Fund	514.80	2,354.80
Total Benevolence Funds	514.80	2,354.80
Children's Programs	250.00	250.00
Daughters of the King	140.00	182.00
Eagle Scout Project	1,190.00	1,395.00
Memorial Garden (incl rebates)	0.00	2,000.00
Memorial Gifts	100.00	100.00
Total 800 · Temp Restr (Designated) Income	2,484.80	7,282.80
810 · Other Temp Restricted Income		
Memorial Garden	215.00	215.00
T.R. Interest Income	0.00	49.85
Total 810 · Other Temp Restricted Income	215.00	264.85
980 · Permanently Restricted Capital		
Memorial Funds/Building Fund	0.00	150.00
Total 980 · Permanently Restricted Capital	0.00	150.00
Total Other Income	2,699.80	7,697.65
Other Expense		
850 · Designated Funds Disbursed		
Benevolence Funds Disbursed	1,000.00	3,800.00
Children's Programs	0.00	485.80
Christmas Outreach	0.00	1,200.00
Daughters of the King	0.00	75.00
Eagle Scout Funds	766.44	1,033.24
Memorial Garden Disbursements	184.01	184.01
Prayer Shawl	64.60	159.14
Service Sunday	234.95	234.95
Total 850 · Designated Funds Disbursed	2,250.00	7,172.14
859 · Passthrough Funds Disbursed		
4 Saints Food Pantry	0.00	2,043.15
Total 859 · Passthrough Funds Disbursed	0.00	2,043.15
Total Other Expense	2,250.00	9,215.29
Net Other Income	449.80	-1,517.64
Net Income	449.80	-1,517.64

**St. Martin-in-the-Fields**  
**Permanently Restricted Fund Activity**  
March 2023

	Mar 23	Jan - Mar 23
Other Income/Expense		
Other Income		
910 · P. R. Endowment Income		
Annuity	0.00	2,637.00
Dividends/Interest	105.82	327.38
Invest Mgmt Fees	0.00	-177.86
Unrealized Gain/Loss	1,631.29	4,065.44
<b>Total 910 · P. R. Endowment Income</b>	<b>1,737.11</b>	<b>6,851.96</b>
980 · Permanently Restricted Capital		
Dividends/Interest	1,205.20	2,748.67
Invest Mgmt Fees	0.00	-657.30
Realized Gain/Loss in Sale	-983.08	-983.08
Unrealized Gain/Loss	6,282.22	28,229.07
<b>Total 980 · Permanently Restricted Capital</b>	<b>6,504.34</b>	<b>29,337.36</b>
<b>Total Other Income</b>	<b>8,241.45</b>	<b>36,189.32</b>
Net Other Income	8,241.45	36,189.32
Net Income	<b>8,241.45</b>	<b>36,189.32</b>

8



[illegible]



[illegible]



April 20, 2023

Mr. DJ Mitchell  
St. Martin in the Fields Episcopal Church  
223 South Pearson Lane  
Southlake, TX 76248

Reference: **DRAFT-** St. Martin in the Fields Mechanical Due Diligence, Sanctuary Schematic Design, and Construction Documents for Parish Hall Office Relocation and Renovation

Dear DJ:

We are pleased to offer this proposal to continue our professional services to St. Martin in the Fields (SMITF) and expand on our recent master planning and city outreach efforts. The following proposal outlines professional services discussed and developed through our initial meeting with Mr. Ian Bost, PE with Baird, Hampton & Brown and our subsequent meeting with Mr. Ryan Ishino, PE with MEPCE. Both meetings and site tours were conducted at the church on March 30, 2023.

This proposal communicates the basic scope of services per our discussions. Upon execution of this document, VLK will develop a final contract based on the American Institute of Architects (AIA) B-105 2017 Standard Short Form of Agreement Between Owner and Architect. The AIA contract contains additional provisions and details to support the Project Scope below.

## **PROJECT BACKGROUND**

The existing 11.57-acre site is in the far southwest corner of Southlake, Texas at 223 South Pearson Lane. The site supports a 5,990sf sanctuary and office transept built in 1982, a 10,842sf parish hall built in 1994, a memorial garden, a fenced playground, and a 132-space concrete parking lot. The sanctuary and office wing appears to be residential-like wood construction with wood trusses over the sanctuary. The Parish Hall is a pre-engineered metal building with a low-slope roof. Both buildings have a masonry veneer. Existing mechanical appears to be split DX systems with a variety of residential sized condenser units. The Interior air handlers in the sanctuary are in a loft above the chancel. Much of the current mechanical system at the sanctuary and parish hall is twenty-one years old and showing wear and tear and declining performance. No budget or Construction Cost Limit has been established.

## **PROJECT SCOPE**

The following needs and goals were identified for the multiple stages of the project scope:

### **A. Due-Diligence Report**

1. Undertake and document a comprehensive Due-Diligence investigation of the existing mechanical, electrical, and plumbing systems for both the sanctuary and the parish hall.
2. Determine the status and estimated remaining life of the existing mechanical, electrical, and plumbing systems.
3. Propose replacement systems. Identify how such replacement systems will be integrated with the current buildings and (conceptually) with the future design
4. Determine the structural capacity of existing mechanical loft to house replacement units.
5. Attend up to two (2) on-site visits
6. Coordinate with CMaR on pricing
7. The majority of work under this phase will be conducted by VLK's MEP consultant. VLK will assist with and coordinate, as needed

The Due-Diligence investigation should incorporate the goals of the master plan and scope items B and C below into its analysis.

**B. Enhanced Schematic Design Package for the Sanctuary**

1. Develop an enhanced Schematic Design (SD) package for the sanctuary, office transept, and new entry and north concourse. The design should approximately follow the direction presented in the approved master plan by VLK, dated August 21, 2022. The tower and arcade are not to be considered at this time.
2. Document in BIM / REVIT the existing plan, areas for demolition, and areas of new construction and addition
3. Determine location of existing MEP systems to be reused and possibly relocated per the design and master plan and document new mechanical units, plumbing, and electrical routing required. Such equipment and services to be coordinated within the scope of the Due-Diligence investigation above
4. Develop and document new and upgraded finishes / allowances throughout
5. Attend a kick-off meeting and conduct three (3) progress meetings with the church's building committee
6. Provide digital documents including, but not limited to, site plan, floor plan, elevations, sections. VLK anticipates SMITF will hire a Construction Manager at Risk to oversee construction and pricing of the schematic design package
7. Coordinate with CMaR on pricing

**C. Construction Manager at Risk (CMaR) Assistance and Coordination**

1. Assist St. Martin in the Fields with the creation of a Request for Proposal (RFP)
  - i. Prepare a draft RFP document for church use and distribution to prospective contractors
  - ii. Recommend contractors
  - iii. Review contractor responses and proposals
  - iv. Submit recommendation(s) to the church
  - v. Attend contractor interviews
2. Coordinate with CMaR on design and scope requirements

**D. Parish Hall Renovations Design / Bidding & Negotiations / Construction Documents / Construction Administration**

1. Develop Schematic Design (SD) documents of the Parish Hall interior demolition and renovations. This work shall reflect the concept shown in the approved master plan by VLK, dated August 21, 2022. The Scope of Work encompasses approximately 5,400sf
2. Attend a kick-off meeting and conduct two (2) design / progress meetings with the owner at the SD phase
3. Document in BIM / REVIT the existing plan, areas for demolition, and areas of new construction and addition
4. Develop Construction Documents (CD) and on-sheet specifications for the interior demolition and renovation work.
5. Conduct two (2) design / progress meetings with the owner at the CD phase
6. Assist and coordinate with CMaR on cost estimating
7. Assist CMaR with permitting. CMaR will be the primary contact regarding permitting
8. Perform Construction Administration services. Manage and process submittals, information requests, and construction observations. Meet biweekly and/or as needed per the status of construction
9. Kitchen revisions are limited to counters and finishes. Revisions to appliances are not in scope.



## PROJECT PHASES

## ESTIMATED TIMEFRAME

Stage A	Due Diligence Report	3 Weeks
Stage B	Enhanced Schematic Design	4 Weeks
Stage C	CMaR Assistance and Coordination	2 Weeks
Stage D	Parish Hall Renovations	6 Weeks

\*Design Development will be merged with Schematic Design and Construction Documents to accelerate the schedule. The design timeframe does not include time for client review.

## ARCHITECTURAL / MEP / AND STRUCTURAL FEE SUMMARY

<b>Stage A</b>	<b>Due Diligence</b>	
	Architectural Fees	\$1,500.00 (Hourly, NTE)
	MEP Fee Per Attachment (MEPCE   BHB)	\$7,500.00   \$ XXXX
	Structural Fee	\$3,000.00
	<b>Stage A Total Fee*</b>	<b>\$ XXXXX</b>
<b>Stage B</b>	<b>Enhanced Schematic Design</b>	
	Architectural Fees	\$8,000.00
	MEP Fee Per Attachment (MEPCE   BHB)	\$9,500.00   \$XXXX
	Structural Fee	\$5,000.00
	<b>Stage B Total Fee</b>	<b>\$ XXXXX</b>
<b>Stage C</b>	<b>CMaR Assistance and Coordination</b>	
	Architectural Fee	\$2,500.00 (Hourly, NTE)
	<b>Stage C Total Fee</b>	<b>\$2,500.00 (Hourly, NTE)</b>
<b>Stage D</b>	<b>Parish Hall Renovations</b>	
	Architectural Fee	\$21,500.00
	MEP Fee Per Attachment (MEPCE   BHB)	\$23,000.00   XXXXX
	<b>Stage D Total Fee</b>	<b>XXXXXX</b>
<b>Reimbursable Costs and Optional Fees</b>		
	Estimated Third Party Permit Expediting Firm	\$2,500
	TAS Fees and Inspections	\$1,500
	Estimated Non-consultant Reimbursable Expenses (not to exceed)	\$1,000
	Estimated Field Verification & As-Built Documentation (If Required)	Hourly

## ADDITIONAL SERVICES

Additional Services by VLK shall be billed in addition to compensation for Basic Services on an hourly basis according to the "Standard Hourly Rates". Additional Services provided by any consultant retained by VLK shall be billed at a multiple of 1.10 times the amount for such services billed to VLK.

If a change in the Project is requested by the Client that constitutes Additional Services, VLK will provide an estimate to the Client of the increase in fees and the necessary extension of the Project Schedule. Upon recognizing the need to perform Additional Services, as described in § 4.3 of B105-2017, or otherwise, the Architect shall promptly notify the Client and explain the facts and circumstances leading to the need.

### STANDARD HOURLY RATES FOR BASIC SERVICES

For all work listed as hourly, we will VLK perform the work (Architectural Professional Services) described above at the hourly rates listed below. The work of these consultants will be per a separate agreement or their specific hourly rates.

CLASSIFICATION	BILLING RATE*
PRINCIPAL	\$300.00
SENIOR PROJECT DIRECTOR	\$220.00
PROJECT DIRECTOR	\$200.00
SENIOR PROJECT DESIGNER	\$255.00
PROJECT DESIGNER	\$145.00
SENIOR ARCHITECT	\$200.00
PROJECT ARCHITECT	\$120.00 - \$185.00
ARCHITECTURAL STAFF	\$100.00 - \$160.00
CONSTRUCTION ADMINISTRATOR	\$135.00 - \$180.00
SPECIFICATION WRITER	\$200.00
SENIOR INTERIOR DESIGNER	\$160.00
INTERIOR DESIGNER	\$100.00 - \$145.00
ADMINISTRATIVE	\$ 90.00

*\*Rates shown are for the fiscal year 2023 and are subject to change in subsequent years.*

### REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the fees described above and shall be invoiced according to the AIA B105 – 2017 Owner/Architect Agreement. Reimbursable expenses are in addition to hourly compensation and are calculated at actual cost to VLK plus ten percent (+10%). Travel (outside of the DFW area, automobile, office supplies, parking, document reproduction, check plots, plots, CAD plots, mock-ups, typography, technical specifications, offset printing, laser plots, photography, photographic supplies and prints, renderings, models, postage, delivery, computer equipment time, TDLR Registration, TAS Review and other project related expenses.

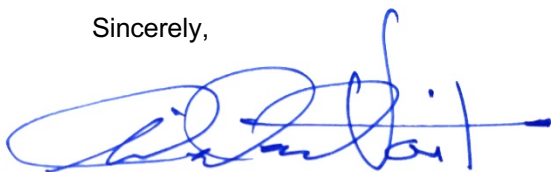
Based on limited document distribution (digital distribution being the method), we estimate cost of reimbursable expenses will not exceed \$1,000. We have not included reproduction or distribution of documents for the use of the landlord or the contractor. If a more extensive distribution of documentation is required, reimbursable expenses will increase accordingly.

### STATEMENT of JURISDICTION

Pursuant to Texas Law: "The Texas Board of Architectural Examiners, P. O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350 Austin, Texas 78701-3942, (512) 305-9000, has jurisdiction over individuals licensed under the Architects' Registration Law, Texas Civil Statutes, Article 249a."

We appreciate this opportunity and welcome the successful partnership that will make your project a success. Please do not hesitate to contact me directly to discuss any questions you may have about the Agreement. Should this proposal meet your approval, please sign below and we will begin immediately and send a signed contract to you for full execution.

Sincerely,



Michael Voit

Project Director

[mvoit@vlkarchitects.com](mailto:mvoit@vlkarchitects.com) | 214.728.4465

Attachments (if applicable)

cc: File

## Junior Warden's Monthly Report April 2023

### Closed Items

- Faucet in Parish Hall Kitchen not flowing correctly.  
Replaced Aerator.
- Memorial Garden Fountain Pump Inoperative.  
Replaced pump and PCV pipe.
- Blue Door not closing properly.  
Repaired door.
- Repaired front entrance light

### Grubby Sunday Activities

- Entrance and Exit Signs Removed
- Bushes Trimmed
- Leaves, Branches and Sticks removed from Church Grounds and Memorial Garden
- Windows in Church washed inside and out
- Office windows washed inside and out
- Church window blinds dusted
- Church window sills treated with Murphy's oil
- Pews cleaned
- Blue Doors repainted (both doors inside and out)
- Remove Cedar tree near Labyrinth
- Paint Crosses on Parish Hall posts
- Inventoried Tables in Parish Hall and Church

### Pending Items/In Progress Items

- Flag Pole rope replaced  
Ed McGlaston working.
- Fire Suppression Microswitch needs to be replaced  
Awaiting word from ASPEN to proceed

### Items for Discussion

We have an industrial mower in the shed which is unused (Fever United has agreed to mow Church grounds for the next 10 years). What do we want to do with it?

The Playground and Ga-Ga Ball Pit are not being utilized and are being overgrown with weeds. What do we want to do with this?

Senior Warden's Report  
April 2023

- Thanks to our Junior Wardens for a great Grubby Sunday. The jobs and tools were available and offered to everyone who showed up to help. A nice hot dog lunch helped refuel our workers. Thanks to everyone who helped. There were numerous projects tackled and completed by a host of volunteers. Thanks to everyone who pitched in.
- We offered many options for Easter Services. Beginning with our Great Vigil of Easter on Saturday. Sunrise service on Easter followed by our 8:00am and 10:30am services. Thanks to all of our clergy, staff and volunteers who helped put together a memorable Easter 2023.
- Church cleaning services continues to improve. However it came to my attention on Easter that we must work hard in the future to make sure that we coordinate cleaning so that as we move into a major church holiday such as Easter that we have scheduled our cleaning service to make sure our facilities are in top shape prior to our services. This year we had a very large funeral on the afternoon of Easter Saturday. We hosted over three hundred people for that service and reception. In the future we must plan for these events so that our facilities are ready for the next use. Alan and I will work with Anika and Xander to make our communication more effective in the future.
- Thanks to everyone who contributed to a successful Easter Celebration, which included the bounce house and petting zoo! The Luncheon was well done as always. Rave reviews from my Grandchildren who had a lot of fun.
- Please be thinking of ways we can improve stewardship of our property and facilities. Now that we are blessed with the Fever Soccer Club providing a lawn service, I think we may need to begin a monthly Green Team that has a focus on shrubs and bushes as well as the memorial garden. We really have more to do than we can manage with Grubby Sunday efforts two or three times a year. I am open to ideas and suggestions.

## **Rector's Report – April 23, 2023**

*The Rev. Alan D. Bentrup, Rector*

### **Things of note**

- Tony Kroll, Seminarian will be doing field education with us beginning Sept 1
- Still awaiting update on curacy placement, expected to hear in May
- Bishop's visitation May 28, 2023
  - 2 baptisms, 3 confirmations, 1 reception, 1 reaffirmation (so far)
  - Bishop Ryan would like to meet with the vestry following the service
- Ideas & Future Plans:
  - Summer worship at 9:15, with occasional fellowship events following

### **Upcoming Dates**

Apr 21-23	EDOT Junior High Retreat @ Camp Allen
Apr 21-23	Happening #176 @ Camp Allen
Apr 23	Vestry Meeting
Apr 29	Men's Retreat @ Church
May 7	EYC @ Urban Air
May 20	Anglican Rosary Class @ Church
May 21	Senior Sunday / DOK Installation / Field Day / Vestry Meeting
May 28	Pentecost w/ Bishop's Visitation (Moving to one service)
May 29-June 4	Alan vacation; the Rev. Stephanie Moncrief supplying
June 12-16	VBS
June 18	VBS Sunday / Vestry Meeting
July	<i>No Vestry Meeting</i>
July 1	St. Martin's Night at the Ranger Game
July 31-Aug 11	Alan vacation; supply TBD
Aug 13	Backpack Blessings
Aug 20	Vestry Meeting
Sept 10	Rally Sunday

### **Worship attendance**

Date	8:00	10:30	EV	Other	Online	Total	5wk Avg	52wk avg	Visitors
2/5	25	103	4		17	149	134	122	5
2/12	19	101	4		14	138	130	123	3
2/19	25	124	1		21	171	142	124	7
2/26	26	106	3		17	152	146	125	5
3/5	22	116	4		25	167	155	126	6
3/12	17	110			16	143	154	127	3
3/19	28	88			20	136	154	128	8
3/26	23	83			30	136	147	129	3
4/2	37	98	1		21	157	148	130	5
4/9	41	178		61	84	364	187	134	20
4/16	25	145	1		23	194	197	135	8

### **Historical ASA**

2012 - 215

2013 - 199

2014 - 178

2015 - 224

2016 - 239

2017 - 187

2018 - 157

2019 - 156

2020 - 60

2021 - 68

2022 - 114