

St. Martin-in-the-Fields Vestry Agenda May 21, 2023

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

1. Opening Prayer – Rector
2. Consideration of Minutes for April 23, 2023
3. Finance Committee Report – Gary Wilkinson
 - a Approval of Treasurer's Report
4. Master Plan Update DJ Mitchell
 - a HVAC Work
5. Junior Wardens' Reports
 - a. Playground discussion
6. Senior Warden Report
7. Rector's Reports
 - a Update on Curate
8. Announcements
 - a _____
 - b _____
 - c _____
9. Closing Prayer – The Rev Alan Bentrup
10. Adjournment

NEXT REGULAR VESTRY MEETING JUNE 18, 2023 12:00 PM WEST PARISH HALL.

ST. MARTIN-IN-THE-FIELDS VESTRY MEETING
April 23, 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, Jen Duncan, Bryan Hedrick, Liz Jordan, Melissa Kurkul (via Zoom), Becky Snell-Bolerjack

Also Present: Gary Wilkinson, Finance Committee Chair

Not Present: Glenda Morehead, Clerk

A regular meeting of the Vestry of St. Martin-in-the-Fields Episcopal Church was held Sunday, April 23, 2023, in the West Parish Hall. The meeting opened with prayer by the Rector at 12:02 PM.

Eagle Scout Proposal

Mr. Ethan Holland presented a proposal for his Eagle Scout project. Holland's written and oral presentation detailed his plans for cleaning and repainting the surface of the Labyrinth and adding plantings to its border. His booklet is attached and made a part of these minutes. DJ Mitchell moved the vestry approve Holland's project. Liz Jordan seconded the motion, and the motion carried

Consideration of Minutes

Dick Seeber moved the Vestry approve the minutes of the March 26 meeting. Rick Schultz seconded the motion, and the motion carried.

Finance Committee Report & Treasurer's Report

Finance Committee Report: Gary Wilkinson presented the report, indicating that the parish is currently in a favorable position.

Interment Costs Discussion about the costs for interment in the Memorial Garden was tabled until a later date.

Outside Audit: Wilkinson repeated that the parish audit will begin after the tax season is over.

Treasurer's Report Accepted: DJ Mitchell moved the Treasurer's report be accepted, Becky Snell seconded the motion, and the motion carried.

Jr. Wardens' Report

Grubby Sunday: Dick Seeber thanked all who worked on Grubby Sunday.

Mower: St. Martin's owns a large industrial lawn mower which remains unused since the agreement with Fever United to mow the property for 10 years. Options include selling it with proceeds to go the General Fund, or offering it to Fever. Dick Seeber will contact Fever about the matter.

Green Team Reactivation: Rex Angle and Chris Mullaney are willing to reorganize a Green Team to handle regular maintenance of shrubs and plantings. Bob Bess will contact them.

Playground/GaGa Ball Area: These areas have not been kept up and need to be weeded and re-evaluated. Vestry agreed that multiple fences in the playground are not needed.

Master Plan Update

DJ Mitchell presented the document "Thoughts on Next Steps in Building Renovation" which is attached to and made a part of these minutes. The proposal includes HVAC design and Parish

Hall improvements and design drawings for church to 30% to ensure best stewardship of resources. Bob Bess moved that Mitchell be authorized to proceed as described with VLK Architects. Dick Seeber seconded the motion, and the motion carried.

Sr. Warden Report

Bob Bess thanked participants in Grubby Sunday, the DeClerk funeral, and Easter celebrations. He stated better communication with the cleaning staff of expectations during high usage periods is needed. He asked that when Vestry members see an area that needs further attention by the cleaning staff they send a photo and description to the Junior Wardens. A new handheld mike is needed and will cost approximately \$1,000.

Rector's Report

Vestry Retreat Follow Up: Rector Alan Bentrup thanked members for attending the Retreat.

Curate Update: Bentrup said that he is waiting to receive more information from the Diocese.

Seminarian: Tony Kroll, a seminarian from Bexley-Seabury, Chicago, will be assigned to a field education course at St. Martin's for one to two years starting in September.

Bishops' Visits: On May 28 St. Martin's summer schedule begins – one service at 9:15 AM. On that day Bishop Suffragan Kai Ryan will make an official visit to baptize, confirm, receive, and accept reaffirmations. One of those she will baptize is her great-niece. She will meet with the Vestry briefly after the service. Bishop Marianne Budde, Diocese of Washington, DC will also be with us that day and will confirm her niece.

Special Gift: Bob Garrity has given a gift of \$25,000 to the church, with the allocation to be at the Rector's discretion. Bentrup announced that he plans to allocate \$20,000 to the emergency fund, \$1,000 to the Eagle Scout Projects Fund, \$2,000 to his discretionary fund, and \$2,000 to cover the cost of interment of Jordan DeClerk. The Vestry endorsed the Rector's plan and expressed St. Martin's gratitude to Garrity for his gift.

Dick Seeber moved the meeting be adjourned. DJ Mitchell seconded the motion and the motion carried. The meeting closed with prayer by the Rev. Alan Bentrup at 1:23 PM.

Respectfully submitted,
Mary Beth Butler
Clerk pro tem

Hurst, Texas
May 18, 2023

Notes on the April 2023 Financial Statements of St. Martin-in-the-Fields Church

Total Unrestricted Cash Funds fell in April to \$80,554 from \$99,832. If you recall, at the direction of the Vestry, \$25,000 was moved from the Unrestricted Cash Fund to the Temporarily Restricted Emergency Fund (\$20,000), Eagle Scout Maintenance Fund (\$1,000), Benevolence Fund (\$2,000) and Memorial Garden Fund (\$2,000) accounts. Not surprisingly, the Temporarily Restricted Fund balance increased from \$158,425 to \$182,418. Attached to these notes you will find an accounting of the movement of funds into and out of the Unrestricted Cash and Temporarily Restricted funds.

Income for April totaled \$8,638. However, this number requires some explanation. Total of Pledge, Non-pledge, and Plate income of \$32,609 exceeded budget by \$2,082. However, with the transfer of March's one-time gift of \$25,000 to the Temporarily Restricted fund, less \$287 in income from donations to the Quiet Committee, the cost of VBS and two other undesignated "other Contributions", total income found in this month's financial statement significantly understates actual income.

With respect to expenses, they ended the month at \$28,637. Buildings and Grounds, Office, and Payroll expenses were all below budget. Total expenses for April were also below budget by \$1,187. However, Worship expenses exceeded budget by \$987 due to the purchase of Bibles, which are now in the pews. Program expenses exceeded budget by \$2,951 due to \$1,760 in VBS expenses which are budgeted for in June and July in the amount of \$1,800 and \$1,473 for hotel reservations related to next year's annual convention, for which no monies have been set aside in 2023.

Year-to-date, total income stands at \$180,346, of which \$160,042 can be attributed to Pledges. Though April, total income is below budget \$5,015, of which \$4,361 of that shortfall can be attributed to Pledge income.

Year-to-date expenses stand at \$114,128, which is \$11,323 below budget. Of the three expense groups which are currently exceeding their budgets (i.e., Worship, Programs, and Payroll), the only material number comes from Program Expenses, which is \$1,423 above budget. Whether current Program Expenses will be offset by lower spending in the future is a question. But with current overall spending patterns, an overrun in Program Expenses of less than \$2,000 should not be of concern at this point in the year.

St. Martin-in-the-Fields

April Cash Flow

		3/31 unrestricted cash	\$	99,831.67	3/31 restricted cash	\$	158,425.07
April	Transferred to Restricted accounts			(25,000.00)			25,000.00
	Cash transfer for March TR Activity			(485.20)			485.20
	Operating income			8,638.06	TR Income		29,794.50
	plus reclassified income			25,000.00	funds transferred		(25,000.00)
				<u>33,638.06</u>	actual April Receipts		<u>4,794.50</u>
	P/R Liability adjustment			(0.02)			
	Operating Expenses			<u>(28,637.46)</u>	Less TR Disbursements		(5,958.92)
	cash increase			38,638.64			
	Unrestricted cash at 4/30 should be		\$	79,347.05	TR Funds at 4/30/23 should be	\$	182,745.85
	Actual unrestricted Cash			80,554.05	Actual Temp restricted cash		182,417.85
	Difference		\$	1,207.00	Difference		(328.00)
	Annuity \$ in GF			<u>(879.00)</u>			
	Need to Transfer for April		\$	328.00			
	Children's Programs		\$	250.00	March donation not transferred		
	Eagle Scout Project (memorials)		\$	78.00			

St. Martin-in-the-Fields
Statement of Assets, Liabilities and Fund Balance
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
UNRESTRICTED FUNDS	
100 · General Fund	78,623.50
102 · Deposits in Transit	1,930.55
Total UNRESTRICTED FUNDS	80,554.05
TEMPORARILY RESTRICTED FUNDS	
103 · Benevolence Funds	
Curate's Benevolence Fund	250.00
Rector's Benevolence Fund	6,986.05
Total 103 · Benevolence Funds	7,236.05
104 · Savings - Veritex Bank	68,040.98
106 · Veritex - Building Fund	101,430.67
107 · Memorial Garden Account	5,710.15
Total TEMPORARILY RESTRICTED FUNDS	182,417.85
PERMANENTLY RESTRICTED FUNDS	
109 · Capital Funds	
R.W. Baird Capital Funds	555,825.50
Total 109 · Capital Funds	555,825.50
110 · R.W. Baird Endowment Fund	88,778.20
Total PERMANENTLY RESTRICTED FUNDS	644,603.70
Total Checking/Savings	907,575.60
Total Current Assets	907,575.60
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
TOTAL ASSETS	3,355,788.87
LIABILITIES & EQUITY	
Equity	
32000 · Fund Balance	3,229,625.64
Net Income	126,163.23
Total Equity	3,355,788.87
TOTAL LIABILITIES & EQUITY	3,355,788.87

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

	Jan - Apr 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
400 • Pledge	160,042.35	164,403.00	-4,360.65
402. • Non-pledge	12,836.00	15,000.00	-2,164.00
403 • Plate	4,520.35	2,833.28	1,687.07
408 • Other Contributions - Operating	2,041.03	2,375.00	-333.97
410 • Other Income	906.22	750.00	156.22
Total Income	180,345.95	185,361.28	-5,015.33
Gross Profit	180,345.95	185,361.28	-5,015.33
Expense			
602 • Building & Grounds	14,238.22	19,313.00	-5,074.78
604 • Miscellaneous	1,108.15	7,000.00	-5,891.85
610 • Office Expense	7,143.54	9,116.00	-1,972.46
612 • Communication	455.78	520.00	-64.22
615 • Worship	2,362.39	2,225.00	137.39
620 • Program Expenses	6,713.05	5,290.00	1,423.05
650 • Payroll Expenses	82,106.88	81,988.00	118.88
Total Expense	114,128.01	125,452.00	-11,323.99
Net Ordinary Income	66,217.94	59,909.28	6,308.66
Net Income	66,217.94	59,909.28	6,308.66

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

	Apr 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
400 · Pledge	26,035.80	26,069.00	-33.20
402 · Non-pledge	4,475.00	3,750.00	725.00
403 · Plate	2,098.25	708.34	1,389.91
408 · Other Contributions - Operating			
Covered Credit Card Fees	141.70	100.00	41.70
Flowers	130.00	500.00	-370.00
Other Contributions	-24,733.20	275.00	-25,008.20
Total 408 · Other Contributions - Operating	-24,461.50	875.00	-25,336.50
410 · Other Income			
Interest - General Fund	270.51		
VBS Registration	220.00		
410 · Other Income - Other	0.00	375.00	-375.00
Total 410 · Other Income	490.51	375.00	115.51
Total Income	8,638.06	31,777.34	-23,139.28
Gross Profit	8,638.06	31,777.34	-23,139.28
Expense			
602 · Building & Grounds			
Cleaning Service	886.68	950.00	-83.32
Insurance Prop/Liab	438.00	0.00	438.00
Maintenance	275.00	900.00	-625.00
Supplies	63.80	450.00	-386.20
Utilities	919.75	1,570.00	-650.25
Total 602 · Building & Grounds	2,563.23	3,870.00	-1,306.77
610 · Office Expense			
Bookkeeping	387.92	400.00	-12.08
Copier	418.16	375.00	43.16
Office Supplies	0.00	125.00	-125.00
Postage	0.00	75.00	-75.00
Rector Professional Expense			
Rector Cell Phone	70.00	70.00	0.00
Rector Auto	0.00	333.00	-333.00
Rector Professional Expense - Other	227.37		
Total Rector Professional Expense	297.37	403.00	-105.63
Subs/Software Licenses	231.37	350.00	-118.63
Telephone/Internet	189.98	250.00	-60.02
Total 610 · Office Expense	1,524.80	1,978.00	-453.20
612 · Communication			
Website	143.93	130.00	13.93
Total 612 · Communication	143.93	130.00	13.93
615 · Worship			
Altar Guild	122.70	200.00	-77.30
Flowers	331.36	125.00	206.36
Lectionary Inserts	0.00	25.00	-25.00
Liturgy	933.30	50.00	883.30
Total 615 · Worship	1,387.36	400.00	987.36
620 · Program Expenses			
Children - VBS	1,760.30	0.00	1,760.30
Diocesan Convention	1,472.66	0.00	1,472.66
Hospitality	237.75	200.00	37.75
Nametags	55.00	50.00	5.00
Nursery Supplies	0.00	25.00	-25.00
Tokens- Appreciation Gifts	0.00	300.00	-300.00
Total 620 · Program Expenses	3,525.71	575.00	2,950.71
650 · Payroll Expenses			
Children's Minister	1,560.00	1,560.00	0.00
Deacon Stipend	0.00	100.00	-100.00
Nursery Staff	0.00	415.00	-415.00

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

	Apr 23	Budget	\$ Over Budget
Organist/Choir Director	1,500.00	1,500.00	0.00
Other-DD Fees/Background Checks	14.92	62.00	-47.08
Parish Administrator	3,833.34	3,833.00	0.34
Payroll Taxes	527.32	559.00	-31.68
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	0.00	250.00	-250.00
Total 650 - Payroll Expenses	19,492.43	20,497.00	-1,004.57
Total Expense	28,637.46	27,450.00	1,187.46
Net Ordinary Income	-19,999.40	4,327.34	-24,326.74
Net Income	-19,999.40	4,327.34	-24,326.74

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

	Jan - Apr 23	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
400 - Pledge	160,042.35	164,403.00	-4,360.65
402 - Non-pledge	12,836.00	15,000.00	-2,164.00
403 - Plate	4,520.35	2,833.28	1,687.07
408 - Other Contributions - Operating			
Covered Credit Card Fees	544.23	400.00	144.23
Flowers	805.00	875.00	-70.00
Keller Al-Anon	120.00		
Other Contributions	316.80	1,100.00	-783.20
408 - Other Contributions - Operating - Other	255.00		
Total 408 - Other Contributions - Operating	2,041.03	2,375.00	-333.97
410 - Other Income			
Amazon Smile Donations	101.42		
Building Use	30.00		
Interest - General Fund	420.80		
VBS Registration	320.00		
410 - Other Income - Other	34.00	750.00	-716.00
Total 410 - Other Income	906.22	750.00	156.22
Total Income	180,345.95	185,361.28	-5,015.33
Gross Profit	180,345.95	185,361.28	-5,015.33
Expense			
602 - Building & Grounds			
Cleaning Service	3,666.72	3,800.00	-133.28
Insurance Prop/Liab	4,270.75	3,833.00	437.75
Maintenance	868.50	3,600.00	-2,731.50
Supplies	424.86	1,800.00	-1,375.14
Utilities	5,007.39	6,280.00	-1,272.61
Total 602 - Building & Grounds	14,238.22	19,313.00	-5,074.78
604 - Miscellaneous			
Miscellaneous - Other	0.00	7,000.00	-7,000.00
604 - Miscellaneous - Other	1,108.15		
Total 604 - Miscellaneous	1,108.15	7,000.00	-5,891.85
610 - Office Expense			
Bookkeeping	1,506.92	1,600.00	-93.08
Copier	1,880.31	1,500.00	380.31
Office Equipment	0.00	1,200.00	-1,200.00
Office Supplies	322.40	500.00	-177.60
Postage	480.00	300.00	180.00
Rector Professional Expense	1,234.63	1,616.00	-381.37
Subs/Software Licenses			
Adobe	73.56		
Breeze	268.00		
Computer CPR	456.00		
Zoom	121.92		
Subs/Software Licenses - Other	0.00	1,400.00	-1,400.00
Total Subs/Software Licenses	919.48	1,400.00	-480.52
Telephone/Internet	799.80	1,000.00	-200.20
Total 610 - Office Expense	7,143.54	9,116.00	-1,972.46
612 - Communication			
Website	455.78	520.00	-64.22
Total 612 - Communication	455.78	520.00	-64.22
615 - Worship			
A/V Equipment	471.49	0.00	471.49
Acolyte Guild	47.31	0.00	47.31
Altar Guild	378.10	800.00	-421.90
Flowers	435.41	875.00	-439.59
Lectionary Inserts	0.00	100.00	-100.00
Liturgy	1,030.08	200.00	830.08
Music Ministry	0.00	250.00	-250.00

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

	Jan - Apr 23	Budget	\$ Over Budget
Total 615 - Worship	2,362.39	2,225.00	137.39
620 - Program Expenses			
Children - VBS	1,760.30	0.00	1,760.30
Children / Sunday School	263.97	0.00	263.97
Christian Formation	148.85	0.00	148.85
Diocesan Convention	3,787.64	3,100.00	687.64
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	449.72	800.00	-350.28
Nametags	98.25	200.00	-101.75
Nursery Supplies	170.67	100.00	70.67
Tokens- Appreciation Gifts	0.00	300.00	-300.00
Vestry Retreat	0.00	750.00	-750.00
Total 620 - Program Expenses	6,713.05	5,290.00	1,423.05
650 - Payroll Expenses			
Children's Minister	6,240.00	6,240.00	0.00
Deacon Stipend	0.00	400.00	-400.00
Nursery Staff	927.00	1,660.00	-733.00
Organist/Choir Director	6,000.00	6,000.00	0.00
Other-DD Fees/Background Checks	111.58	248.00	-136.42
Parish Administrator	15,333.36	15,332.00	1.36
Payroll Taxes	2,180.47	2,236.00	-55.53
Pension - Rector	6,000.00	6,460.00	-460.00
Rector Continuing Educ.	514.07	250.00	264.07
Rector Stipend/Housing	35,883.36	35,884.00	-0.64
Staff Medical	6,260.00	4,968.00	1,292.00
Staff Pension	1,380.04	1,560.00	-179.96
Supply Clergy	250.00	500.00	-250.00
Supply Organist	0.00	250.00	-250.00
Workers /Comp Insurance	1,027.00	0.00	1,027.00
Total 650 - Payroll Expenses	82,106.88	81,988.00	118.88
Total Expense	114,128.01	125,452.00	-11,323.99
Net Ordinary Income	66,217.94	59,909.28	6,308.66
Net Income	66,217.94	59,909.28	6,308.66

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

	Apr 23	Jan - Apr 23
Other Income/Expense		
Other Income		
800 · Temp Restr (Designated) Income		
809 - Passthrough Funds Receive		
Good Friday	386.00	486.00
Lenten Project	100.00	1,001.00
Total 809 - Passthrough Funds Receive	486.00	1,487.00
Benevolence Funds		
Rector Benevolence Fund	2,325.00	4,679.80
Total Benevolence Funds	2,325.00	4,679.80
Children's Programs	1,160.00	1,410.00
Daughters of the King	659.00	841.00
Eagle Scout Project	1,155.00	2,550.00
Scout Project Maintenance	1,000.00	1,000.00
Emergency Fund	20,000.00	20,000.00
Memorial Garden (incl rebates)	2,855.00	4,855.00
Memorial Gifts	0.00	100.00
Prayer Shawl Ministry	100.00	100.00
Total 800 · Temp Restr (Designated) Inc...	29,740.00	37,022.80
810 · Other Temp Restricted Income		
Memorial Garden	0.00	215.00
T.R. Interest Income	54.50	104.35
Total 810 · Other Temp Restricted Income	54.50	319.35
980 · Permanently Restricted Capital		
Memorial Funds/Building Fund	0.00	150.00
Total 980 · Permanently Restricted Capital	0.00	150.00
Total Other Income	29,794.50	37,492.15
Other Expense		
850 · Designated Funds Disbursed		
Benevolence Funds Disbursed	2,495.42	6,045.42
Children's Programs	153.99	639.79
Christmas Outreach	0.00	1,200.00
Daughters of the King	280.00	355.00
Eagle Scout Funds	0.00	1,033.24
EYC Savings	378.89	378.89
Memorial Garden Disbursements	1,291.60	1,475.61
Prayer Shawl	0.00	159.14
Service Sunday	214.02	448.97
Total 850 · Designated Funds Disbursed	4,813.92	11,736.06
859 · Passthrough Funds Disbursed		
4 Saints Food Pantry	0.00	2,043.15
Diocese of Jerusalem (Good Fri)	494.00	494.00
Lenten Project Disbursement	901.00	901.00
Total 859 · Passthrough Funds Disbursed	1,395.00	3,438.15
Total Other Expense	6,208.92	15,174.21
Net Other Income	23,585.58	22,317.94
Net Income	23,585.58	22,317.94

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

	Apr 23	Jan - Apr 23
Other Income/Expense		
Other Income		
910 · P. R. Endowment Income		
Annuity	879.00	3,516.00
Dividends/Interest	119.77	447.15
Invest Mgmt Fees	-197.18	-375.04
Unrealized Gain/Loss	976.87	5,042.31
Total 910 · P. R. Endowment Income	1,778.46	8,630.42
980 · Permanently Restricted Capital		
Dividends/Interest	830.39	3,579.06
Invest Mgmt Fees	-693.29	-1,350.59
Realized Gain/Loss in Sale	-477.53	-1,460.61
Unrealized Gain/Loss	0.00	28,229.07
Total 980 · Permanently Restricted Capital	-340.43	28,996.93
Total Other Income	1,438.03	37,627.35
Net Other Income	1,438.03	37,627.35
Net Income	1,438.03	37,627.35

Keller, Texas
May 20, 2023

Implementing the Church Master Plan

Phase 1: Replace all air conditioning units.

Phase 2: Relocate the Parish Offices to provide space for future church improvements.

Phase 3: Extend the Sanctuary east through the current office area.

Phase 4: Connect the Sanctuary with the Parish Hall.

Phase 5: Extend the Sanctuary west, relocating in the process the Choir, AV control systems and modifying the west end of the building waiting area and the entrances to the Sanctuary.

Phase 6: Update the interior of the Sanctuary.

Phase 7: Construct the tower and covered walkway from the tower to the Parish Hall.

An agreement has been signed with VLK Architects and a Notice to Proceed was issued on May 18th to VLK Architects and their subcontractor, BHB, to proceed with Stage A of a four-stage final design effort to advance Phases 1 and 2 of the implementation of the Church's Master Plan, described as follows:

- **State A:** Review existing as-built drawings and inspect both the Parish Halls and the Sanctuary to ensure that the subsequent stages of work do not run afoul of unforeseen conditions -- \$11,970.
- **Stage B:** Complete preliminary design and preliminary construction drawing associated with work to be done in the Parish Halls and the Sanctuary, ensuring in the process that the new air conditioning system can be accommodated within the design objectives outlined in the Parish's adopted Master Plan --\$23,825.
- **Stage C:** Prepare a Request for Proposals for all work to be undertaken, including the purchase and installation of a new air conditioning system and the renovation of the Parish Halls to accommodate the Parish Offices -- \$2,500.
- **Stage D:** Complete final design and final construction drawings for the purchase and installation of a new air conditioning system and the renovation of the Parish Halls to accommodate the Parish Offices – TBD.

As in any building renovation project, care must be taken to understand existing conditions before commitments are made regarding future construction. It is for this reason that the architect and its mechanical engineering subcontractor have not been given authority to proceed past Stage A until they have completed their assessment of our current buildings and their systems and can confirm that adequacy of their proposed scope of work, schedule of work, and budget.

Stage B work will involve the preliminary design of parts of the church and Parish Halls that are in regular use. Parishioners should anticipate that such work will include significant and substantive input from those members of the Parish who work in these areas. Notice to participate will be provided at the appropriate time. Finally, funding is available to undertake all the work described in the VLK proposal of May 9th, as well as the replacement of the current air conditioning system.

Junior Warden's Monthly Report
April/May 2023

Closed Items

- Repaired Toilet in Parish Hall Women's room
- Repaired Toilet in Nursery area
- Transferred ownership of mower (in shed) to Fever United
- Organized shed to allow for additional storage of Good News Garden Materials (i.e., soil, mulch etc.)

Pending Items:

- Air Conditioning in small parish hall
- Ceiling Tiles need replacement in Large and Small Parish Hall

Senior Warden's Report
May 2023

- Thanks to Rex Angle for getting our Green Team together. Thanks to their hard work our playground area is looking better and the Memorial Garden was cleaned up. There are still things to do but we are on a great path to keep up with our property.
- Thank to our Junior Wardens for working with Constance Smith at Fever United to gift our large riding mower to them.
- Thanks to everyone who helped with our Mother's Day Breakfast, it was a great success.
- I am pleased to report that several men met on a recent Saturday morning and discussed the development of a Men's Fellowship group. Thanks to JB Clark for continuing to organize future meetings and communicate with everyone interested.
- In order to continue in my effort to restore and improve our outdoor playground I want to bring our needs to the Building and Grounds committee.

Rector's Report – May 21, 2023

The Rev. Alan D. Bentrup, Rector

Things of note

- Bishop's visitation May 28, 2023
- Informal vestry meeting with Bishop Ryan following the service
- Gavin Tomlin, Curate, begins July 1
 - Diaconal ordination in Houston, Saturday, June 24
 - Priestly ordination at St. Martin's, likely in January
- Tony Kroll, Seminarian begins Sept 1

Upcoming Dates

May 21	Senior Sunday / DOK Installation / 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 11	BBQ Brunch Potluck
June 12-16	VBS
June 18	VBS Sunday / Vestry Meeting
June 24	Gavin Tomlin's ordination (Christ Church, Houston_)
<i>July</i>	<i>No Vestry Meeting</i>
July 9	Summer Celebration (water slide, cookout, ice cream)
July 10-14	City Week at UGM
July 31-Aug 12	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
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
4/23	22	94			15	131	196	132	3
4/30	33	100	1		21	155	200	133	7
5/7	24	119	1		14	158	200	134	3
5/14	25	127	1		30	183	164	135	6

Historical ASA

2012 - 215

2013 - 199

2014 - 178

2015 - 224

2016 - 239

2017 - 187

2018 - 157

2019 - 156

2020 - 60

2021 - 68

2022 - 114