

**St. Martin-in-the-Fields Vestry Agenda June 19, 2023**  
**7 PM on Zoom**

<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 meeting held May 21, 2023
3. Finance Committee Report – Gary Wilkinson
  - a Approval of Treasurer's Report
4. Junior Wardens' Reports
5. Senior Warden Report
6. Rector's Reports
7. Announcements
  - a Rector & Vestry Forum following worship next Sunday, June 25
8. Closing Prayer – The Rev Alan Bentrup
9. Adjournment

**NEXT REGULAR VESTRY MEETING AUGUST 20, 2023 12:00 PM WEST PARISH HALL.**  
(no meeting scheduled for July)

**ST. MARTIN-IN-THE-FIELDS VESTRY MEETING**  
**May 21, 2023**

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

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

**Not Present:** Jen Duncan, Becky Snell-Bolerjack, Glenda Morehead, Clerk

A regular meeting of the Vestry of St. Martin-in-the-Fields Episcopal Church was held Sunday, May 21, 2023 in the West Parish Hall. The meeting was opened in prayer by the Rector at 12:05 pm.

Rector Alan Bentrup appointed Tina Morehead as Clerk for the meeting.

**Consideration of Minutes**

DJ Mitchell moved the Vestry approve the minutes of the April 23<sup>rd</sup> meeting as written. Bob Bess seconded the motion; 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. Pointed out that income continues to outpace expenses.

**Reservations for 2024 Delegates to Diocesan Convention** St Martin has prepaid for reservations to 2024 Diocesan Convention to make sure delegates have hotel rooms as needed. This expense will be listed in Finance reports as for 2024 through the remainder of 2023 and carried through as a line item on the 2024 budget.

**Update on Interment Costs** St Martin's charges for interment in the Memorial Garden mirror those of other Episcopal churches in the area, most notably Trinity Episcopal's charge for columbaria and interment.

**Outside Audit:** Info was provided to independent auditor. Wilkinson will follow up with auditor to ensure audit will be completed according to Diocesan deadlines.

**Rector's letter of agreement corrected** In compliance with canons of EDOT, letter of agreement with the rector has been corrected regarding Self Employment Tax. St. Martin will no longer withhold half of the Self Employment Tax as taxes, the Rector is responsible for paying all Self Employment Tax to the IRS himself. Gross annual stipend payment is the same as before. Motion was made by DJ Mitchell for changes to be made, seconded by Mary Beth Butler; motion carried.

**Treasurer's Report Accepted:** Bob Bess moved the Treasurer's report be accepted; DJ Mitchell seconded the motion; motion carried.

**Review of Master Plan**

DJ Mitchell provided an update on the Master Plan for expansion of Sanctuary, moving of offices, as previously outlined. "Moving of walls" projected to start in fall, first phase will be moving offices to Parish Hall areas. Dick Seeber moved that communication be sent out to the parish regarding updated Master Plan after DJ finalizes the copy in the coming week. Motion was seconded by Liz Jordan; motion carried.

### **Jr. Wardens' Report**

**Mower:** Dick Seeber assisted Constance with Fever United in taking ownership of St. Martin's large industrial lawn mower.

**Storage shed** was reorganized once mower was removed, and materials for Good News Garden were moved into the shed.

**Secondary fencing in playground to be removed.** Rick Schultz confirmed with the State that the shorter secondary fencing inside the playground is NOT a state requirement for the playground to be used by the Church only. (as opposed to use by preschool.) Fever United has someone who will remove the fence at no charge to St. Martin.

### **Sr. Warden Report**

The playground and memorial garden will be maintained by the Green Team monthly. They have reviewed the state requirements regarding upkeep of the pea gravel inside the playground and those will be followed to ensure compliance.

### **Rector's Report**

**Bishops' Visits:** On May 28, Bishop Suffragan Kai Ryan will make an official visit to baptize, confirm, receive, and accept reaffirmations. She will meet with the Vestry briefly and informally after the service. A total of 23 persons being baptized, confirmed, received, and reaffirming their dedications are a record for St. Martin.

**Curate Update:** We have been assigned a Curate who will start July 1st. Information will be provided to the Congregation in a few weeks, until then no information is to be shared by Vestry members.

**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.

**Next Vestry meeting to be held Monday June 19, 2023 at 7 PM via Zoom so as to not conflict with Fathers' Day on June 18<sup>th</sup>.**

Bob Bess 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 12:48 PM.

Respectfully submitted,  
Tina Morehead  
Clerk pro tem

June 14, 2023

Keller, Texas

**Financial Notes for the Period ending May 31, 2023**

Our Unrestricted Cash Fund balance on May 31, 2023, totaled \$90,299, up from the balance at the end of April of \$80,579. May's Pledge income exceeded the plan by \$2,612, coming in at month's end at \$34,443. Non-pledge income for the month came in only \$425 below plan, at \$3,325. Total revenues for May were \$39,035, which is \$1,871 above plan. Year-to-date, total revenues equal \$219,406, \$3,120 under plan. At the end of April, year-to-date total revenues were \$5,015 below plan.

As for May expenses, Buildings and Grounds expenses came in \$742 below plan. Communication expenses were \$26 below plan. Payroll expenses were \$2,180 below plan.

- Office expenses were \$344 above plan, primarily due to a one-time payment of subscription fees and higher than budgeted copier expenses. Year-to-date, Office expenses are \$1,629 below plan.
- Worship expenses ended the month \$1,400 above plan, entirely due to the purchase of A/V equipment. However, \$1,455 for A/V equipment can be found as a July expense in the January 2023 approved budget. Year-to-date Worship expenses are \$1,538 above plan, again solely due to the timing of the A/V equipment purchase and the \$987 purchase of Bibles, as reported in April. If trends do not change, projected Worship expenses may end the year slightly above plan.
- Program expenses exceeded plan in May by \$514, due entirely to the timing of VBS, Hospitality, and Vestry Retreat expenses. For the year, VBS has spent almost exactly what has been budgeted. Hospitality expenses are \$222 under plan, and Vestry retreat expenses are \$358 under plan. However, while year-to-date Program expenses remain \$1,937 above plan, due to the uncertainty of the timing of some Program expenses, the Program budget has \$15,695 set aside in December against an average year-to-date monthly spending trend of \$1,508.
- Total expenses for May were \$690 under plan. Year-to-date, they are \$12,014 under plan.

The attached updated budget summary captures actual revenues and expenses through May 31<sup>st</sup> and then takes us month-by-month to year's end. For estimating future expenses only, this summary includes minor changes, mostly due to the rounding of numbers, and:

- Eliminates A/V expenses in July, since the budgeted amount (and a little more) was spent in May.
- Eliminates June and July VBS expenses since the budgeted amount was spent in May.
- Shifts the February purchase of a new computer under Office Expenses to August.
- Reflects the May catch-up and June through December revised rector salary, tax, and pension expenses, as discussed and approved in concept during the May Vestry meeting.

The Vestry approved 2023 parish budget has been revised only to include Vestry approved changes in Rector compensation. Other changes found in the attached summary are for your information only.



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

	May 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
UNRESTRICTED FUNDS	
100 · General Fund	89,935.65
102 · Deposits in Transit	363.10
Total UNRESTRICTED FUNDS	90,298.75
TEMPORARILY RESTRICTED FUNDS	
103 · Benevolence Funds	
Curate's Benevolence Fund	250.00
Rector's Benevolence Fund	4,343.05
Total 103 · Benevolence Funds	4,593.05
104 · Savings - Veritex Bank	64,290.76
106 · Veritex - Building Fund	101,430.67
107 · Memorial Garden Account	8,285.16
Total TEMPORARILY RESTRICTED FUNDS	178,599.64
PERMANENTLY RESTRICTED FUNDS	
109 · Capital Funds	
R.W. Baird Capital Funds	552,578.60
109 · Capital Funds - Other	4,664.92
Total 109 · Capital Funds	557,243.52
110 · R.W. Baird Endowment Fund	88,440.97
Total PERMANENTLY RESTRICTED FUNDS	645,684.49
Total Checking/Savings	914,582.88
Total Current Assets	914,582.88
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>3,362,796.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
32000 · Fund Balance	3,229,625.64
Net Income	133,170.51
Total Equity	3,362,796.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,362,796.15</b>

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

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	<u>Jan - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
400 · Pledge	194,485.40	196,234.00	-1,748.60
402 · Non-pledge	16,161.00	18,750.00	-2,589.00
403 · Plate	5,138.60	3,541.62	1,596.98
408 · Other Contributions - Operating	2,358.54	2,875.00	-516.46
410 · Other Income	1,262.47	1,125.00	137.47
<b>Total Income</b>	<u>219,406.01</u>	<u>222,525.62</u>	<u>-3,119.61</u>
Gross Profit	219,406.01	222,525.62	-3,119.61
Expense			
602 · Building & Grounds	17,866.48	23,683.00	-5,816.52
604 · Miscellaneous	1,108.15	7,000.00	-5,891.85
610 · Office Expense	9,465.25	11,094.00	-1,628.75
612 · Communication	559.73	650.00	-90.27
615 · Worship	4,162.69	2,625.00	1,537.69
620 · Program Expenses	7,542.14	5,605.00	1,937.14
650 · Payroll Expenses	103,855.93	105,917.50	-2,061.57
<b>Total Expense</b>	<u>144,560.37</u>	<u>156,574.50</u>	<u>-12,014.13</u>
Net Ordinary Income	<u>74,845.64</u>	<u>65,951.12</u>	<u>8,894.52</u>
Net Income	<u><u>74,845.64</u></u>	<u><u>65,951.12</u></u>	<u><u>8,894.52</u></u>



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

	May 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Pledge	34,443.05	31,831.00	2,612.05
402 · Non-pledge	3,325.00	3,750.00	-425.00
403 · Plate	618.25	708.34	-90.09
408 · Other Contributions - Operating			
Covered Credit Card Fees	72.51	100.00	-27.49
Flowers	100.00	125.00	-25.00
Keller Al-Anon	120.00		
Other Contributions	0.00	275.00	-275.00
<b>Total 408 · Other Contributions - Operating</b>	<b>292.51</b>	<b>500.00</b>	<b>-207.49</b>
410 · Other Income			
Amazon Smile Donations	141.31		
Interest - General Fund	134.94		
VBS Registration	80.00		
410 · Other Income - Other	0.00	375.00	-375.00
<b>Total 410 · Other Income</b>	<b>356.25</b>	<b>375.00</b>	<b>-18.75</b>
<b>Total Income</b>	<b>39,035.06</b>	<b>37,164.34</b>	<b>1,870.72</b>
<b>Gross Profit</b>	<b>39,035.06</b>	<b>37,164.34</b>	<b>1,870.72</b>
<b>Expense</b>			
602 · Building & Grounds			
Cleaning Service	866.68	950.00	-83.32
Holy Mowers	0.00	500.00	-500.00
Maintenance	1,208.33	900.00	308.33
Supplies	473.36	450.00	23.36
Utilities	1,079.89	1,570.00	-490.11
<b>Total 602 · Building &amp; Grounds</b>	<b>3,628.26</b>	<b>4,370.00</b>	<b>-741.74</b>
610 · Office Expense			
Bookkeeping	246.89	400.00	-153.11
Copier	506.99	375.00	131.99
Office Supplies	85.97	125.00	-39.03
Postage	0.00	75.00	-75.00
Rector Professional Expense	438.23	403.00	35.23
Subs/Software Licenses			
Adobe	18.39		
Breeze	67.00		
Computer CPR	114.00		
QuickBooks/Payroll	594.29		
Zoom	31.98		
Subs/Software Licenses - Other	0.00	350.00	-350.00
<b>Total Subs/Software Licenses</b>	<b>825.66</b>	<b>350.00</b>	<b>475.66</b>
Supplies-Other	9.99		
Telephone/Internet	207.98	250.00	-42.02
<b>Total 610 · Office Expense</b>	<b>2,321.71</b>	<b>1,978.00</b>	<b>343.71</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	1,379.00	0.00	1,379.00
Altar Guild	276.30	200.00	76.30
Flowers	145.00	125.00	20.00
Lectionary Inserts	0.00	25.00	-25.00
Liturgy	0.00	50.00	-50.00

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

	May 23	Budget	\$ Over Budget
Total 615 - Worship	1,800.30	400.00	1,400.30
620 - Program Expenses			
Children - VBS	109.21	0.00	109.21
Forward Day by Day	0.00	40.00	-40.00
Hospitality	327.96	200.00	127.96
Nametags	0.00	50.00	-50.00
Nursery Supplies	0.00	25.00	-25.00
Vestry Retreat	391.92	0.00	391.92
Total 620 - Program Expenses	829.09	315.00	514.09
650 - Payroll Expenses			
Children's Minister	1,560.00	1,560.00	0.00
Deacon Stipend	0.00	100.00	-100.00
Nursery Staff	330.50	415.00	-84.50
Organist/Choir Director	1,500.00	1,500.00	0.00
Other-DD Fees/Background Checks	24.25	62.00	-37.75
Parish Administrator	3,833.34	3,833.00	0.34
Payroll Taxes	552.61	559.00	-6.39
Pension - Rector	1,500.00	1,612.00	-112.00
Rector Continuing Educ.	0.00	250.00	-250.00
Rector Stipend/Housing	12,158.34	12,156.50	1.84
Staff Medical	-55.00	1,242.00	-1,297.00
Staff Pension	345.01	390.00	-44.99
Supply Organist	0.00	250.00	-250.00
Total 650 - Payroll Expenses	21,749.05	23,929.50	-2,180.45
Total Expense	30,432.36	31,122.50	-690.14
Net Ordinary Income	8,602.70	6,041.84	2,560.86
Net Income	8,602.70	6,041.84	2,560.86



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

	Jan - May 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 - Pledge	194,485.40	196,234.00	-1,748.60
402 - Non-pledge	16,161.00	18,750.00	-2,589.00
403 - Plate	5,138.60	3,541.62	1,596.98
408 - Other Contributions - Operating			
Covered Credit Card Fees	616.74	500.00	116.74
Flowers	905.00	1,000.00	-95.00
Keller Al-Anon	240.00		
Other Contributions	341.80	1,375.00	-1,033.20
408 - Other Contributions - Operating - Other	255.00		
<b>Total 408 - Other Contributions - Operating</b>	<b>2,358.54</b>	<b>2,875.00</b>	<b>-516.46</b>
410 - Other Income			
Amazon Smile Donations	242.73		
Building Use	30.00		
Interest - General Fund	555.74		
VBS Registration	400.00		
410 - Other Income - Other	34.00	1,125.00	-1,091.00
<b>Total 410 - Other Income</b>	<b>1,262.47</b>	<b>1,125.00</b>	<b>137.47</b>
<b>Total Income</b>	<b>219,408.01</b>	<b>222,525.62</b>	<b>-3,119.61</b>
<b>Gross Profit</b>	<b>219,408.01</b>	<b>222,525.62</b>	<b>-3,119.61</b>
<b>Expense</b>			
602 - Building & Grounds			
Cleaning Service	4,533.40	4,750.00	-216.60
Holy Mowers	0.00	500.00	-500.00
Insurance Prop/Liab	4,270.75	3,833.00	437.75
Maintenance	2,076.83	4,500.00	-2,423.17
Supplies			
Janitorial Supplies	473.36		
Supplies - Other	424.86	2,250.00	-1,825.14
<b>Total Supplies</b>	<b>898.22</b>	<b>2,250.00</b>	<b>-1,351.78</b>
Utilities	6,087.28	7,850.00	-1,762.72
<b>Total 602 - Building &amp; Grounds</b>	<b>17,866.48</b>	<b>23,683.00</b>	<b>-5,816.52</b>
604 - Miscellaneous			
Miscellaneous - Other	0.00	7,000.00	-7,000.00
604 - Miscellaneous - Other	1,108.15		
<b>Total 604 - Miscellaneous</b>	<b>1,108.15</b>	<b>7,000.00</b>	<b>-5,891.85</b>
610 - Office Expense			
Bookkeeping	1,753.81	2,000.00	-246.19
Copier	2,387.30	1,875.00	512.30
Office Equipment	0.00	1,200.00	-1,200.00
Office Supplies	408.37	625.00	-216.63
Postage	480.00	375.00	105.00
Rector Professional Expense	1,672.88	2,019.00	-346.14
Subs/Software Licenses			
Adobe	91.95		
Breeze	335.00		
Computer CPR	570.00		
QuickBooks/Payroll	594.29		
Zoom	153.90		
Subs/Software Licenses - Other	0.00	1,750.00	-1,750.00
<b>Total Subs/Software Licenses</b>	<b>1,745.14</b>	<b>1,750.00</b>	<b>-4.86</b>
Supplies-Other	9.99		
Telephone/Internet	1,007.78	1,250.00	-242.22
<b>Total 610 - Office Expense</b>	<b>9,465.25</b>	<b>11,094.00</b>	<b>-1,628.75</b>
612 - Communication			
Website	559.73	650.00	-90.27
<b>Total 612 - Communication</b>	<b>559.73</b>	<b>650.00</b>	<b>-90.27</b>
615 - Worship			
A/V Equipment	1,850.49	0.00	1,850.49

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

	Jan - May 23	Budget	\$ Over Budget
Acolyte Guild	47.31	0.00	47.31
Altar Guild	654.40	1,000.00	-345.60
Flowers	580.41	1,000.00	-419.59
Lectionary Inserts	0.00	125.00	-125.00
Liturgy	1,030.08	250.00	780.08
Music Ministry	0.00	250.00	-250.00
<b>Total 615 - Worship</b>	<b>4,162.69</b>	<b>2,625.00</b>	<b>1,537.69</b>
<b>620 - Program Expenses</b>			
Children - VBS	1,869.51	0.00	1,869.51
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	80.00	-80.00
Godly Play	18.68	0.00	18.68
Hospitality	777.68	1,000.00	-222.32
Nametags	98.25	250.00	-151.75
Nursery Supplies	170.67	125.00	45.67
Tokens- Appreciation Gifts	0.00	300.00	-300.00
Vestry Retreat	391.92	750.00	-358.08
<b>Total 620 - Program Expenses</b>	<b>7,542.14</b>	<b>5,605.00</b>	<b>1,937.14</b>
<b>650 - Payroll Expenses</b>			
Children's Minister	7,800.00	7,800.00	0.00
Deacon Stipend	0.00	500.00	-500.00
Nursery Staff	1,257.50	2,075.00	-817.50
Organist/Choir Director	7,500.00	7,500.00	0.00
Other-DD Fees/Background Checks	135.83	310.00	-174.17
Parish Administrator	19,166.70	19,165.00	1.70
Payroll Taxes	2,733.08	2,795.00	-61.92
Pension - Rector	7,500.00	8,072.00	-572.00
Rector Continuing Educ.	514.07	500.00	14.07
Rector Stipend/Housing	48,041.70	48,040.50	1.20
Staff Medical	6,205.00	6,210.00	-5.00
Staff Pension	1,725.05	1,950.00	-224.95
Supply Clergy	250.00	500.00	-250.00
Supply Organist	0.00	500.00	-500.00
Workers /Comp Insurance	1,027.00	0.00	1,027.00
<b>Total 650 - Payroll Expenses</b>	<b>103,855.93</b>	<b>105,917.50</b>	<b>-2,061.57</b>
<b>Total Expense</b>	<b>144,560.37</b>	<b>156,574.50</b>	<b>-12,014.13</b>
<b>Net Ordinary Income</b>	<b>74,845.64</b>	<b>65,951.12</b>	<b>8,894.52</b>
<b>Net Income</b>	<b>74,845.64</b>	<b>65,951.12</b>	<b>8,894.52</b>



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

	May 23	Jan - May 23
Other Income/Expense		
Other Income		
800 · Temp Restr (Designated) Income		
809 - Passthrough Funds Receive		
4 Saints Food Pantry	1,351.00	1,351.00
Bishop's Discretionary Fund	438.00	438.00
Good Friday	0.00	486.00
Lenten Project	0.00	1,001.00
Total 809 - Passthrough Funds Receive	1,789.00	3,276.00
Benevolence Funds		
Rector Benevolence Fund	157.00	4,836.80
Total Benevolence Funds	157.00	4,836.80
Children's Programs	0.00	1,410.00
Daughters of the King	185.00	1,026.00
Eagle Scout Project	100.00	2,650.00
Scout Project Maintenance	0.00	1,000.00
Emergency Fund	0.00	20,000.00
Memorial Garden (incl rebates)	2,600.00	7,455.00
Memorial Gifts	0.00	100.00
Prayer Shawl Ministry	0.00	100.00
Youth Programs	200.00	200.00
Total 800 · Temp Restr (Designated) Income	5,031.00	42,053.80
810 · Other Temp Restricted Income		
Memorial Garden	0.00	215.00
T.R. Interest Income	42.95	147.30
Total 810 · Other Temp Restricted Income	42.95	362.30
980 · Permanently Restricted Capital		
Memorial Funds/Building Fund	0.00	150.00
Total 980 · Permanently Restricted Capital	0.00	150.00
Total Other Income	5,073.95	42,566.10
Other Expense		
850 · Designated Funds Disbursed		
Benevolence Funds Disbursed	2,800.00	8,845.42
Children's Programs	555.08	1,194.87
Christmas Outreach	3,000.00	4,200.00
Daughters of the King	8.99	363.99
Eagle Scout Funds	0.00	1,033.24
EYC Savings	898.95	1,277.84
Memorial Garden Disbursements	24.99	1,500.60
Prayer Shawl	0.00	159.14
Service Sunday	115.15	564.12
Total 850 · Designated Funds Disbursed	7,403.16	19,139.22
859 · Passthrough Funds Disbursed		
4 Saints Food Pantry	1,251.00	3,294.15
Diocese of Jerusalem (Good Fri)	0.00	494.00
Lenten Project Disbursement	0.00	901.00
Total 859 · Passthrough Funds Disbursed	1,251.00	4,689.15
Total Other Expense	8,654.16	23,828.37
Net Other Income	-3,580.21	18,737.73
Net Income	-3,580.21	18,737.73



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

	May 23	Jan - May 23
Other Income/Expense		
Other Income		
910 · P. R. Endowment Income		
Annuity	879.00	4,395.00
Dividends/Interest	117.27	564.42
Invest Mgmt Fees	0.00	-375.04
Unrealized Gain/Loss	-9,192.75	-4,150.44
Total 910 · P. R. Endowment Income	-8,196.48	433.94
980 · Permanently Restricted Capital		
Dividends/Interest	826.43	4,405.49
Invest Mgmt Fees	0.00	-1,350.59
Realized Gain/Loss in Sale	0.00	-1,460.61
Unrealized Gain/Loss	9,329.84	37,558.91
Total 980 · Permanently Restricted Capital	10,156.27	39,153.20
Total Other Income	1,959.79	39,587.14
Net Other Income	1,959.79	39,587.14
Net Income	1,959.79	39,587.14

ST MARTIN IN THE FIELDS EPISCOPAL CHURCH											
		Balance at	Apr	May	Jun	Year to Date	Apr	May	Jun	Year to Date	Balance at
TEMPORARY RESTRICTED FUND ACTIVITY AND BALANCES		12/31/2022	Receipts	Receipts	Receipts	Receipts	Disbursements	Disbursements	Disbursements	Disbursements	5/31/2023
MEMORIAL GIFTS											
MEMORIAL FUNDS - DESIGNATED (FONT)		\$ 5,403.36				-				-	5,403.36
MEMORIAL FUNDS - PEWS		29.31				-				-	29.31
MEMORIAL FUNDS - UNDESIGNATED		2,419.88				100.00				-	2,519.88
		-				-					
BUILDING & GROUNDS		-				-					
EAGLE SCOUT PROJECTS		665.26	1,155.00	100.00		2,650.00				(1,033.24)	2,282.02
SCOUT PROJECT MAINTENANCE		-	1,000.00			1,000.00				-	1,000.00
GOOD NEWS GARDEN GRANT		496.18				-				-	496.18
EMERGENCY RESERVE FUND		12,554.14	20,000.00			20,000.00				-	32,554.14
GARDEN GUILD FUNDS		1,524.67				-				-	1,524.67
OUTREACH						-				-	-
4 SAINTS FOOD PANTRY		1,125.00		1,451.00		1,451.00		(1,251.00)		(2,376.00)	200.00
BUILDING BRIDGES GRANT		-				-				-	-
ORDINATION GIFTS - AYO		467.50				-				-	467.50
OUTREACH - CHRISTMAS		9,472.77				-		(3,000.00)		(4,200.00)	5,272.77
PRAYER SHAWL MINISTRY		994.45	100.00			100.00				(159.14)	935.31
RISE AGAINST HUNGER (STOP HUNGER NOW)		-				-				-	-
UNION GOSPEL MISSION		50.00				-				-	50.00
SEMINARIAN FUND		100.00				-				-	100.00
SERVICE SUNDAY - UGM LUNCHES		2,302.83				-	(214.02)	(115.15)		(564.12)	1,738.71
		-				-					
PROGRAMS		-				-					
CHILDREN'S PROGRAMS		126.01	1,160.00			1,410.00	(153.99)	(555.08)		(1,194.87)	341.14
EASTER 2021 (YOUTH)		151.81				-				-	151.81
EASTER 2022 - FORMATION		23.06				-				-	23.06
DAUGHTERS OF THE KING		428.56	659.00	285.00		1,126.00	(280.00)	(8.99)		(363.99)	1,190.57
EYC SAVINGS / YOUTH PROGRAMS		1,878.68		200.00		200.00	(378.89)	(898.95)		(1,277.84)	800.84
EYE 2020		279.00				-				-	279.00
HONORARIUM FUND		575.00				-				-	575.00
STEPHEN MINISTRY FUND		1,162.47				-				-	1,162.47
YOUTH MISSION TRIP (TRUNK OR TREAT, DONATIONS)		2,989.71				-				-	2,989.71
		-				-					
WORSHIP		-				-					
MUSIC MINISTRY		917.10				-				-	917.10
ORGAN FUND		1,077.98				-				-	1,077.98
Interest on Savings Account		60.93	54.50	42.95		147.30				-	208.23
TOTAL TEMPORARILY RESTRICTED FUNDS		\$ 47,275.66	24,128.50	2,078.95	-	\$ 28,184.30	(1,026.90)	(5,829.17)	-	\$ (11,169.20)	64,290.76
IN SAVINGS ACCOUNT											







14-Jun-23										
St. Martin in the Fields	Actual								Actual YTD	Original
2023 Budget Version 8.0	YTD								Plus Remaining	Budgeted
	Thru May	June	July	August	September	October	November	December	Budget	Totals
<b>Income:</b>										
Pledge Income	194,485	26,257	25,700	26,819	27,257	26,080	31,821	29,039	387,458	389,206
Non Pledge Income	16,161	3,750	3,750	3,750	3,750	3,750	3,750	3,750	42,411	45,000
Plate Receipts	5,139	708	708	708	708	708	708	708	10,095	8,500
Other Contribuitons - Operating	2,359	500	500	500	500	500	500	875	6,234	2,750
(Thanksgiving and Easter Speical Offerings)	-	-	-	-	-	-	6,000	-	6,000	10,000
Other Income - Church	1,262	375	375	375	375	375	375	1,125	4,637	4,500
<b>Total Operating Income</b>	<b>219,406</b>	<b>31,590</b>	<b>31,033</b>	<b>32,152</b>	<b>32,590</b>	<b>31,413</b>	<b>43,154</b>	<b>35,497</b>	<b>456,835</b>	<b>459,956</b>
<b>Expenses:</b>										
<b>Buildings and Grounds</b>										
Cleaning Services	4,533	950	950	950	950	950	950	950	11,183	11,400
Cintas Systems Monitoring	-	-	-	-	2,800	-	-	-	2,800	2,800
Holy Mowers	-	-	-	-	-	-	-	-	-	500
Insurance (Quarterly) * New Amt	4,271	3,833	-	-	3,833	-	-	3,833	15,770	15,332
Maintenance	2,077	900	900	900	900	900	900	900	8,377	10,800
Memorial Garden Maintenance	-	-	-	-	-	-	-	-	-	-
Property Tax (Annual)	-	-	-	-	-	-	-	4,000	4,000	4,000
Sexton	-	-	-	-	-	-	-	-	-	-
Supplies	898	450	450	450	450	450	450	450	4,048	5,400
Utilities	6,087	1,570	2,570	2,570	2,570	1,570	1,570	1,570	20,077	21,840
<b>Total Building and Grounds</b>	<b>17,866</b>	<b>7,703</b>	<b>4,870</b>	<b>4,870</b>	<b>11,503</b>	<b>3,870</b>	<b>3,870</b>	<b>11,703</b>	<b>66,255</b>	<b>72,072</b>
<b>Misc., Audit &amp; Debt Retirement</b>	<b>1,109</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,109</b>	<b>7,000</b>
Diocesan Assessment (was \$5,575/mo)	-	-	-	-	-	-	-	-		
or \$66,900 per year										
<b>Outreach</b>										
Outreach - Other	-	-	-	-	-	-	-	-	-	
Presby. Night Shelter (Quarterly)	-	-	-	-	-	-	-	-	-	
Seminary Support	-	-	-	-	-	-	-	-	-	
St. Lukes Food Pantry (Quarterly)	-	-	-	-	-	-	-	-	-	
Union Gospel Mission (Quarterly)	-	-	-	-	-	-	-	-	-	
<b>Total Outreach</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Office</b>										
Bookkeeping/Credit Card Fees	1,754	400	400	400	400	400	400	400	4,554	4,800
Bulk Mail Permit/PO Box Rent	-	-	-	-	-	-	-	-	-	-



Rector Cell Phone	-	70	70	70	70	70	70	70	490	840
Rector Professional Expenses	1,673	333	333	333	333	333	333	333	4,006	4,000
Curate Professional Expenses	-	-	100	100	100	100	100	100	600	600
Copier Expenses	2,387	375	375	375	375	375	375	375	5,012	4,500
Office Equipment - Other	-	-	-	1,200	-	-	-	-	1,200	1,200
Office Supplies	408	125	125	125	125	125	125	125	1,283	1,500
Postage	480	75	75	75	75	75	75	75	1,005	900
Repairs	-	-	-	-	-	-	-	400	400	400
Subscription Software License	1,745	350	350	350	350	350	350	350	4,195	4,200
Supplies Other	10	-	-	-	-	-	-	-	10	-
Telephone/Internet	1,008	250	250	250	250	250	250	250	2,758	3,000
<b>Total Office</b>	<b>9,465</b>	<b>1,978</b>	<b>2,078</b>	<b>3,278</b>	<b>2,078</b>	<b>2,078</b>	<b>2,078</b>	<b>2,478</b>	<b>25,513</b>	<b>25,940</b>
<b>Communication</b>										
Website Maintenance	560	130	130	130	130	130	130	130	1,470	1,560
Advertising/Marketing	-	-	-	-	-	-	-	-	-	-
E-Mail Marketing	-	-	-	-	-	-	-	-	-	-
<b>Total Communication</b>	<b>560</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>130</b>	<b>1,470</b>	<b>1,560</b>
<b>Worship</b>										
Acolyte Guild	47	-	150	-	-	-	-	-	197	150
Altar Guild	654	200	200	200	200	200	200	200	2,054	2,400
Choir/Organ	-	250	-	-	250	-	-	250	750	1,000
Flowers	580	125	125	125	125	125	125	500	1,830	2,250
Lectionary Inserts		25	25	25	25	25	25	25	175	300
Liturgy	1,030	50	50	50	50	50	50	50	1,380	600
Other	-	-	-	-	-	-	-	-	-	-
A/V Improvements	1,851	-	-	-	-	-	-	-	1,851	1,455
<b>Total Worship</b>	<b>4,162</b>	<b>650</b>	<b>550</b>	<b>400</b>	<b>650</b>	<b>400</b>	<b>400</b>	<b>1,025</b>	<b>8,237</b>	<b>8,155</b>
<b>Programs</b>										
Sunday School/Childrens Program	264	-	-	-	-	-	-	3,800	4,064	3,800
Godly Play	19	-	-	-	-	-	-	700	719	700
Youth Program	15	-	-	-	-	-	-	5,700	5,715	5,700
Vacation Bible School	1,870	-	-	-	-	-	-	-	1,870	1,800
Adult Christian Formation	149	-	-	-	-	-	-	5,000	5,149	5,000
Diocesan Convention	3,788	-	-	-	-	-	-	-	3,788	3,100
Forward Day by Day Subscription	-	40	-	-	40	-	-	40	120	160
Hospitality	778	200	200	200	200	200	200	200	2,178	2,400
Name Tags	98	50	50	50	50	50	50	50	448	600
Nursery Supplies	170	25	25	25	25	25	25	25	345	300
Staff Retreat	-	-	-	-	-	-	-	-	-	250



Stewardship	-	-	-	-	-	1,500	-	-	1,500	1,500
Appreciation Tokens	-	300	-	-	-	-	-	180	480	480
Vestry Retreat	391	-	-	-	-	-	-	-	391	500
<b>Programs Total</b>	<b>7,542</b>	<b>615</b>	<b>275</b>	<b>275</b>	<b>315</b>	<b>1,775</b>	<b>275</b>	<b>15,695</b>	<b>26,767</b>	<b>26,290</b>
<b>Payroll and Benefits</b>										
Rector Stipend/Housing/SECA	48,042	10,179	9,706	9,706	9,706	9,706	9,706	9,706	116,454	107,652
Rector Auto - see Rector Prof Exp	-	-	-	-	-	-	-	-	-	-
Rector Continuing Education	514	-	-	-	250	-	-	250	1,014	1,000
Rector Medical	-	-	-	-	-	-	-	-	-	-
Rector Sabbatical 2025	-	-	-	-	-	-	-	-	-	-
Curate	-	-	3,333	3,333	3,333	3,333	3,333	3,333	20,000	20,000
Curate Pension	-	-	600	600	600	600	600	600	3,600	3,600
Curate Auto - See Curate Prof Exp	-	-	-	-	-	-	-	-	-	-
Deacon	-	100	100	100	100	100	100	100	700	1,200
Children's Minister	7,800	1,560	1,560	1,560	1,560	1,560	1,560	1,560	18,720	18,720
Youth Minister	-	-	-	-	-	-	-	-	-	-
Youth Minister Continuing Ed.	-	-	-	-	-	-	-	-	-	-
Financial Manager	-	-	-	-	-	-	-	-	-	-
Nursery Staff	1,258	415	415	415	415	415	415	435	4,183	5,000
Organist/Music Director	7,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	18,000
Parish Administrator	19,166	3,833	3,833	3,833	3,833	3,833	3,833	3,837	46,001	46,000
Other DD Fees-Background Checks	136	62	62	62	62	112	58	88	641	815
Payroll Taxes ( formula )	2,733	559	559	559	559	559	559	561	6,648	6,711
Rector Pension	7,500	2,980	1,747	1,747	1,747	1,747	1,747	1,747	20,962	19,377
Supply Organist	-	-	-	-	250	-	-	-	250	750
Staff Christmas Gifts	-	-	-	-	-	-	-	3,000	3,000	3,000
Staff Medical * 2022 amt	6,205	1,242	1,242	1,242	1,242	1,242	1,242	1,242	14,899	14,904
Staff Pension	1,725	390	390	390	390	390	390	390	4,455	4,680
Supply Clergy	250	-	250	-	-	250	-	-	750	1,000
Workers Comp. Insurance	1,027	-	-	-	-	411	-	-	1,438	411
<b>Total Payroll and Benefits</b>	<b>103,856</b>	<b>22,820</b>	<b>25,297</b>	<b>25,047</b>	<b>25,546</b>	<b>25,758</b>	<b>25,043</b>	<b>28,348</b>	<b>281,715</b>	<b>272,820</b>
<b>Total Operating Expenses</b>	<b>144,560</b>	<b>33,896</b>	<b>33,200</b>	<b>41,000</b>	<b>40,223</b>	<b>34,011</b>	<b>31,796</b>	<b>59,380</b>	<b>418,067</b>	<b>413,837</b>
<b>Net Revenues Over (Under) Expenses</b>	<b>74,846</b>	<b>(2,306)</b>	<b>(2,167)</b>	<b>(8,848)</b>	<b>(7,633)</b>	<b>(2,598)</b>	<b>11,358</b>	<b>(23,883)</b>	<b>38,768</b>	<b>46,119</b>



## Junior Warden's Report

June 2023

Replaced Fan Rheostat in church

Replaced all air filters in Parish Hall

Replaced all but 6 filters in Church (20X25 Filters arrived 6/15/23)

Replaced 21 stained and broken ceiling tiles in Parish Hall

Repaired leaking and loose Parish Hall drinking fountain (located between restrooms).

## Senior Warden's Report

June 2023

- Thanks to everyone who was involved in the glorious Pentecost Service. We Baptized 3 and confirmed and received a legion of people interested in confirming their being a part of St. Martin in-the-Fields! This was a landmark day in the history of our parish which included two Bishops to be a part of our service. Thanks again to everyone who stepped up and helped.
- Thank to our Junior Wardens for working daily to maintain and improve our building and grounds.
- 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.
- The Men's Group continues to meet and grow. A great new ministry at St. Martin's
- Please remember when you are the Vestry Person in Charge that we need to check all of the exterior doors to make sure they are closed and locked. We cannot assume that the last person out will handle this job unless we speak to them. In the last month I have been notified on Monday mornings of bathroom lights being left on and some exterior doors being unlocked. Please help me keep up with this important responsibility.

## **Rector's Report – June 19, 2023**

*The Rev. Alan D. Bentrup, Rector*

### **Things of note**

- VBS: 27 kids, 14 youth, 10+ adults
- 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**

June 24	Gavin Tomlin's ordination (Christ Church, Houston)
June 25	Rector & Vestry Forum after worship (mid-year update)
July	<i>No Vestry Meeting</i>
July 8	Men's Group
July 9	Summer Celebration (water slide, cookout, ice cream)
July 10-14	City Week at UGM
July 16	Bob on vacation, music led by JB Clark
July 31-Aug 12	Alan vacation; supply TBD
Aug 13	Backpack Blessings
Aug 20	Vestry Meeting
Aug 27	Anglican Rosary class
Sept 10	Rally Sunday



### **Worship attendance**

Date	8:00	10:30	EV	Other	Online	Total	5wk Avg	52wk avg	Visitors
5/7	24	119	1		14	158	200	134	3
5/14	25	127	1		30	183	164	135	6
5/21	30	118	1		28	177	161	137	3
5/28		195			48	243	183	139	25
6/4		104			15	119	176	140	
6/11		113			22	135	171	140	2

### **Historical ASA**

2012 - 215

2013 - 199

2014 - 178

2015 - 224

2016 - 239

2017 - 187

2018 - 157

2019 - 156

2020 - 60

2021 - 68

2022 - 114