

**St.-Martin-in-the-Fields Vestry Agenda  
March 17, 2024  
West Parish Hall**

_____The Rev Alan Bentrup, Rector	_____Bob Bess (25)	-----Rebecca Haynes (27)
_____The Rev Gavin Tomlin, Curate, AR	_____Carlie Briggs (27)	_____Bryan Hedrick (26)
_____Mary Beth Butler, Sr. Warden (25)	_____Shawn Casey (27)	_____Elizabeth Jordan (26)
_____Rick Schulz, Jr Warden (25)	_____Eloise Frye (25)	_____Glenda Morehead, Clerk
_____Dick Seeber, Jr Warden (26)	_____Bob Garrity (27)	_____Gary Wilkinson, Finance Chair
_____DJ Mitchell, Treasurer (25)		

1. Opening Prayer – Rector
2. Prayer Shawl Ministry Fundraiser Proposal – Kathy Wilkinson
3. Consideration of the Minutes
4. Finance Committee Report – Gary Wilkinson
  - a. Committee Meeting Report
  - b. Acceptance of Treasurer’s Report
  - c. \_\_\_\_\_
5. Junior Wardens’ Reports
  - a. \_\_\_\_\_
  - b. Remote Controlled Brackets for Service Screens
6. Senior Warden’s Report
7. Curate’s Report
8. Rector’s Report
  - a. Vestry Orientation
  - b. May 5 Music Concert
  - c. \_\_\_\_\_
9. Master Plan Update
  - a. Vestry Vote
10. Announcements
11. Closing Prayer
12. Adjournment

**NEXT REGULAR VESTRY MEETING APRIL 21, 2024 12 PM WEST PARISH HALL**

## **The Prayer Shawl Ministry Proposal for Unique Boutique III**

The Prayer Shawl Ministry is requesting Rector and Vestry approval to hold a "Unique Boutique III" on or around the 1st Sunday of Advent (December 1, 2024).

The Prayer Shawl Ministry is alive and well. We are working hard to fulfill our mission of giving items to those in need of comfort and support.

Prayer Shawl relies on donations of yarn and money to fulfill this mission. We are not a line item in the Parish Budget. All monetary donations go into a temporarily restricted fund.

Some of the costs associated with our mission include: purchasing of yarn, tissue paper, ribbon, bags, cards and sometimes postage. The average cost of a gift bagged prayer shawl donation is \$20 to \$25, scarves \$8 to \$10, ear warmers \$3 to \$4, and soap sacks 3 for \$4. We average distributing 35 to 37 shawls per year.

The Boutique would include (but not limited to) a sale of items made and donated by members, a raffle and possibly a bake sale.

The requirements for the raffle will be researched by the Finance Committee. All permits would be filed to be in compliance. We would provide appropriate people to count the money at the end of the sale.

Respectfully submitted,  
Kathy Wilkinson  
Prayer Shawl Ministry

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

February 18, 2024

**Present:** Alan Bentrup - Rector, Rick Schutz – Jr. Warden, Dick Seeber – Jr. Warden, DJ Mitchell – Treasurer, Bob Bess, Carlie Briggs, Shawn Casey, Eloise Frye, Bob Garrity, Bryan Hedrick, Elizabeth Jordan, Glenda Morehead – Clerk, Gary Wilkinson – Finance Committee Chair.

**Also Present:** Tony Kroll, Linda Seeber.

**Not Present:** Gavin Tomlin – Curate, Mary Beth Butler – Senior Warden.

A meeting of the Vestry of St. Martin-in-the-Fields Episcopal Church was held Sunday, February 18, 2024, in the West Parish Hall.

The meeting opened with prayer at 12:00 PM by the Rector who chaired the meeting.

### **Consideration of the Minutes**

DJ Mitchell moved the minutes of the January 21, 2024, vestry meeting, the January 28, 2024, Annual Meeting and the January 28, 2024, called vestry meeting be approved as corrected. Rick Schutz seconded the motion and the motion carried.

### **Finance Committee Report and Acceptance of the Treasurer's Report**

**Finance Committee Report:** Gary Wilkinson reported the following from the committee's meeting via Zoom yesterday:

**Update on High Yield Savings:** As a business St. Martin's cannot set up a high interest savings account. They are only available to individuals. Treasury Coupons are available that yield more than 5%. An account can be set up with Baird to accept the Treasury Coupons. The committee recommends this approach to the vestry.

**Stewardship Plans:** Bennett Cepak stated that in the 2024 pledge campaign 66% of pledges came in on paper, only 34% via the website. The committee recommends that for 2025 pledge cards be used again.

**Possible Redistribution of Baird Funds:** Bryan Hedrick has analyzed our investments in Baird. A redistribution of funds into more high-yield accounts would have the potential for more income for St. Martin's. A recommendation to the vestry will be forthcoming soon.

Bob Bess moved the vestry approve the recommendations of the committee. The recommendations were approved.

**Treasurer's Report Accepted:** DJ Mitchell moved the report be accepted as distributed. Bob Bess seconded the motion and the report was accepted.

### **Housing Allowance Resolutions Adopted:**

DJ Mitchell moved the vestry adopt the following resolution:

Whereas the Rev Alan Bentrup is employed as a minister of the gospel at St. Martin-in-the-Fields Episcopal Church in Keller, Texas, which does not provide a residence for him, the vestry resolves that of the total compensation of \$123,492.00 to be paid to the Rev Alan Bentrup during 2024, that \$42,000.00 be designated a housing allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986,

And be it further resolved that \$42,000.00 of compensation is designated as housing allowance for this and all future years, unless otherwise provided.

Bob Bess seconded the motion and the resolution was adopted.

DJ Mitchell moved the vestry adopt the following resolution.

Whereas the Rev. Gavin Tomlin is employed as a minister of the gospel at St. Martin-in-the-Fields Episcopal Church in Keller, Texas, which does not provide a residence for him, the vestry resolves that of the total compensation of \$68,508.00 to be paid to the Rev. Gavin Tomlin during

2024, that \$30,000.00 be designated a housing allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

And be it further resolved that \$30,000.00 of compensation is designated as housing allowance for this and all further years, unless otherwise provided.

Bob Bess seconded the motion and the resolution was adopted.

### **Junior Wardens' Reports**

The written report is attached and made a part of these minutes.

**Replacement of Outside Signs:** The outside signs need to be changed. The wording will be determined and the work can be done for around \$200.00. The vestry endorsed the replacement of the signs.

**Installation of Remote Control of Worship Screens:** Rick Schutz and Bob Bess are researching the cost, source for, and other details for making the worship screens movable as needed.

### **Senior Warden's Report**

The written report of Senior Warden Mary Beth Butler is attached to and made a part of these minutes. She has reminded vestry members to sign up for VPiC duties.

### **Curate's Report**

Curate Gavin Tomlin has gone to take the eucharist to a hospitalized member of the congregation.

### **Rector's Report**

The Rector's written report is attached to and made a part of these minutes.

**Vestry Orientation:** Bentrup reminded vestry members they function as the Board of Directors of St. Martin's. He plans to use the recently revised "Vestry Resource Guide" as a study guide in orientation. It is important to remember the adage "The vestry speaks with one voice." St. Martin's vestry members are the leaders of the church. They are not all expected to think alike. If they disagree with any decision of the vestry, they can and should vote in opposition – during the meeting. But when the meeting is over, they remember that the decisions are those of the vestry as a whole. He asked that vestry members read the first 2 chapters of the guide before the next meeting.

### **Master Plan Update**

DJ Mitchell reported that bids have been received from three contractors who qualify for consideration to do the first phase of St. Martin's reconstruction. The committee will meet February 21, 2024 to consider the bids, make a decision and bring a draft contract to the vestry for their consideration at the next vestry meeting.

DJ Mitchell moved the meeting be adjourned, Elizabeth Jordan 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

March 10, 2024  
Southlake, Texas

**Financial Notes for the Period**  
**Ending February 2024**

As of January 2024, the Unrestricted Cash Fund totaled \$149,878. At the end of February 2024, the Unrestricted Cash Fund improved slightly to \$150,699.

As you may recall, January revenues from all sources totaled \$97,672, including pre-paid 2024 pledges of \$50,050. Total February revenues continued apace, seeing receipts totaling \$52,574, or \$17,030 above plan. Pledge income for February was \$9,010 above plan. Non-pledge income of \$3,421 fell short of plan by \$3,682 but Plate Income of \$1,364 was above plan by \$364. The Diocesan payment of \$10,106 to support the position and work of the Curate was also received in February.

February Office, Communications, and Worship expenses were all under plan. Building and Grounds February expenses totaled \$10,088 and were over plan by \$1,638. As you may recall, January's Building and Grounds overrun was associated with the payment of \$4,650 in insurance premium. Monies set aside for Insurance in February helped offset maintenance expenses of \$7,582 which were over plan by \$6,682 due to plumbing, floor, and parking lot repair work. Please note that while \$900 a month is set aside for maintenance activities, an additional \$7,700 is set aside in June, August, and September to address over the course of the year the natural bumpiness of maintenance activities. However, because repair costs exceeding budget is a trend that started last year, it may be prudent for the Junior Wardens to draft a list of likely repairs as a way of assessing whether budgeted amounts are sufficient for the rest of the year.

Unbudgeted Miscellaneous expenses of \$261 were incurred to pay for the stoles given to the Curate upon his ordination. While quarterly Outreach payments of \$3,000 have been budgeted in March, June, September, and December, contributions to the Presbyterian Night Shelter, Union Gospel Mission and other organizations totaling \$2,713 were made in February. That said, there is no current expectation that Outreach expenses will exceed the plan over the course of the year.

Program expenses were \$354 above plan, due primarily to Christian Formation and Hospitality expenses. Payroll expenses were \$168 over plan due to the payment of Workers Compensation Insurance costs of \$347. Sufficient monies are budgeted in October to cover this and related expenses over the next ten months. Neither overrun is large enough to be worrisome.

For February net Income, or total revenues minus total expenses, was a positive \$2,454. Net income year-to-date totals \$55,597, or \$12,211 better than planned.

As a point of information, the \$100,000 the Vesty instructed the Financial Manager to transfer to T-Bills has been completed by Baird. These T-Bills will mature on June 25, 2024, and will be earning an annual interest rate of 5.222%.

**St. Martin-in-the-Fields**  
**Statement of Assets, Liabilities and Fund Balance**  
As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
UNRESTRICTED FUNDS	
100 · General Fund	147,584.75
102 · Deposits in Transit	3,114.04
Total UNRESTRICTED FUNDS	150,698.79
TEMPORARILY RESTRICTED FUNDS	
103 · Benevolence Funds	
Curate's Benevolence Fund	5,397.00
Rector's Benevolence Fund	3,455.81
Total 103 · Benevolence Funds	8,852.81
104 · Savings - Veritex Bank	63,538.31
106 · Veritex - Building Fund	60,605.67
107 · Memorial Garden Account	6,616.16
Total TEMPORARILY RESTRICTED FUNDS	139,612.95
PERMANENTLY RESTRICTED FUNDS	
109 · R.W. Baird Capital Funds	612,778.17
110 · R.W. Baird Endowment Fund	111,272.70
Total PERMANENTLY RESTRICTED FUNDS	724,050.87
Total Checking/Savings	1,014,362.61
Total Current Assets	1,014,362.61
Other Assets	
14000 · Bldg. & Content	852,600.85
14020 · Improvements	652,639.71
14100 · New Sanctuary Costs	244,127.71
15000 · Land	750,000.00
Total Other Assets	2,499,368.27
<b>TOTAL ASSETS</b>	<b>3,513,730.88</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
39000 · Retained Earnings	210,196.06
Net Income	73,909.16
Total Equity	3,513,730.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,513,730.88</b>

**St. Martin-in-the-Fields**  
**Summary Revenues and Expenses Budget vs. Actual YTD**  
 January through February 2024

	<u>Jan - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Pledge	123,849.36	103,237.00	20,612.36
402 · Non-pledge	10,431.00	14,206.00	-3,775.00
403 · Plate	2,532.00	2,000.00	532.00
408 · Other Contributions - Operating	12,889.64	10,726.00	2,163.64
410 · Other Income	543.81	10.00	533.81
<b>Total Income</b>	<u>150,245.81</u>	<u>130,179.00</u>	<u>20,066.81</u>
<b>Gross Profit</b>	150,245.81	130,179.00	20,066.81
<b>Expense</b>			
602 · Building & Grounds	17,398.57	12,250.00	5,148.57
604 · Miscellaneous	260.60	0.00	260.60
606 · Diocesan Assessment	6,133.50	6,134.00	-0.50
608 · Outreach	2,713.29	0.00	2,713.29
610 · Office Expense	4,587.66	6,110.00	-1,522.34
612 · Communication	257.88	1,500.00	-1,242.12
615 · Worship	597.69	925.00	-327.31
620 · Program Expenses	5,033.38	1,470.00	3,563.38
650 · Payroll Expenses	57,665.84	58,404.00	-738.16
<b>Total Expense</b>	<u>94,648.41</u>	<u>86,793.00</u>	<u>7,855.41</u>
<b>Net Ordinary Income</b>	<u>55,597.40</u>	<u>43,386.00</u>	<u>12,211.40</u>
<b>Net Income</b>	<u><u>55,597.40</u></u>	<u><u>43,386.00</u></u>	<u><u>12,211.40</u></u>

**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual**  
February 2024

	Feb 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Pledge	35,980.68	26,971.00	9,009.68
402 · Non-pledge	3,421.00	7,103.00	-3,682.00
403 · Plate	1,364.00	1,000.00	364.00
408 · Other Contributions - Operating			
Covered Credit Card Fees	174.98	0.00	174.98
Curate Grant	10,106.25	0.00	10,106.25
Flowers	175.00		
Other Contributions	1,000.00	0.00	1,000.00
408 · Other Contributions - Operating - Other	60.00	470.00	-410.00
<b>Total 408 · Other Contributions - Operating</b>	<b>11,516.23</b>	<b>470.00</b>	<b>11,046.23</b>
410 · Other Income			
Interest - General Fund	251.76	0.00	251.76
VBS Registration	40.00		
<b>Total 410 · Other Income</b>	<b>291.76</b>	<b>0.00</b>	<b>291.76</b>
<b>Total Income</b>	<b>52,573.67</b>	<b>35,544.00</b>	<b>17,029.67</b>
<b>Gross Profit</b>	<b>52,573.67</b>	<b>35,544.00</b>	<b>17,029.67</b>
<b>Expense</b>			
602 · Building & Grounds			
Cleaning Service	866.68	950.00	-83.32
Insurance Prop/Liab	0.00	4,650.00	-4,650.00
Maintenance	7,582.20	900.00	6,682.20
Supplies	14.61	250.00	-235.39
Utilities	1,624.30	1,700.00	-75.70
<b>Total 602 · Building &amp; Grounds</b>	<b>10,087.79</b>	<b>8,450.00</b>	<b>1,637.79</b>
604 · Miscellaneous	260.60	0.00	260.60
606 · Diocesan Assessment	3,066.75	3,067.00	-0.25
608 · Outreach			
Presbyterian Night Shelter	1,000.00		
Union Gospel Mission	1,000.00		
608 · Outreach - Other	713.29		
<b>Total 608 · Outreach</b>	<b>2,713.29</b>	<b>0.00</b>	<b>2,713.29</b>
610 · Office Expense			
Bookkeeping	452.45	500.00	-47.55
Bulk Mail Permit / P.O. Box	182.00		
Copier	0.00	460.00	-460.00
Curate - Prof Expenses	615.90	570.00	45.90
Office Supplies	25.89	125.00	-99.11
Postage	68.00	480.00	-412.00
Rector Professional Expense	627.55	570.00	57.55
Subs/Software Licenses	542.95	350.00	192.95
Telephone/Internet	207.98	215.00	-7.02
<b>Total 610 · Office Expense</b>	<b>2,722.72</b>	<b>3,270.00</b>	<b>-547.28</b>
612 · Communication			
Advertising/Marketing	0.00	1,200.00	-1,200.00
Website	103.95	150.00	-46.05
<b>Total 612 · Communication</b>	<b>103.95</b>	<b>1,350.00</b>	<b>-1,246.05</b>
615 · Worship			
Altar Guild	365.84	200.00	165.84
Flowers	64.86	75.00	-10.14
Liturgy	0.00	175.00	-175.00



**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual**  
February 2024

	Feb 24	Budget	\$ Over Budget
<b>Total 615 · Worship</b>	430.70	450.00	-19.30
<b>620 · Program Expenses</b>			
Christian Formation	470.32	0.00	470.32
EYC/Youth	90.42	0.00	90.42
Godly Play	0.00	500.00	-500.00
Hospitality	736.87	300.00	436.87
Nametags	0.00	10.00	-10.00
Nursery Supplies	0.00	25.00	-25.00
Vestry Retreat	191.32	300.00	-108.68
<b>Total 620 · Program Expenses</b>	1,488.93	1,135.00	353.93
<b>650 · Payroll Expenses</b>			
Children's Minister	1,638.00	1,638.00	0.00
Curate - Stipend/Housing	5,709.76	5,709.00	0.76
Nursery Staff	436.83	415.00	21.83
Organist/Choir Director	1,575.00	1,575.00	0.00
Other-DD Fees/Background Checks	63.96	25.00	38.96
Parish Administrator	4,025.00	4,026.00	-1.00
Payroll Taxes	602.43	601.00	1.43
Pension - Curate	1,027.76	1,028.00	-0.24
Pension - Rector	1,746.81	1,852.00	-105.19
Rector Stipend/Housing	10,115.70	10,291.00	-175.30
Staff Medical	1,394.00	1,355.00	39.00
Staff Pension	362.25	362.00	0.25
Workers /Comp Insurance	347.00	0.00	347.00
Youth Minister	200.00	200.00	0.00
<b>Total 650 · Payroll Expenses</b>	29,244.50	29,077.00	167.50
<b>Total Expense</b>	50,119.23	46,799.00	3,320.23
<b>Net Ordinary Income</b>	2,454.44	-11,255.00	13,709.44
<b>Net Income</b>	2,454.44	-11,255.00	13,709.44

**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual YTD**  
 January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Pledge	123,849.36	103,237.00	20,612.36
402 · Non-pledge	10,431.00	14,206.00	-3,775.00
403 · Plate	2,532.00	2,000.00	532.00
408 · Other Contributions - Operating			
Christmas	1,000.00	0.00	1,000.00
Covered Credit Card Fees	423.39	0.00	423.39
Curate Grant	10,106.25	10,106.00	0.25
Flowers	175.00		
Other Contributions	1,000.00	0.00	1,000.00
408 · Other Contributions - Operating - Other	185.00	620.00	-435.00
<b>Total 408 · Other Contributions - Operating</b>	<b>12,889.64</b>	<b>10,726.00</b>	<b>2,163.64</b>
410 · Other Income			
Interest - General Fund	503.81	0.00	503.81
VBS Registration	40.00		
410 · Other Income - Other	0.00	10.00	-10.00
<b>Total 410 · Other Income</b>	<b>543.81</b>	<b>10.00</b>	<b>533.81</b>
<b>Total Income</b>	<b>150,245.81</b>	<b>130,179.00</b>	<b>20,066.81</b>
<b>Gross Profit</b>	<b>150,245.81</b>	<b>130,179.00</b>	<b>20,066.81</b>
<b>Expense</b>			
602 · Building & Grounds			
Cleaning Service	1,733.36	1,900.00	-166.64
Insurance Prop/Liab	4,604.75	4,650.00	-45.25
Maintenance	8,084.35	1,800.00	6,284.35
Supplies	14.61	500.00	-485.39
Utilities	2,961.50	3,400.00	-438.50
<b>Total 602 · Building &amp; Grounds</b>	<b>17,398.57</b>	<b>12,250.00</b>	<b>5,148.57</b>
604 · Miscellaneous	260.60	0.00	260.60
606 · Diocesan Assessment	6,133.50	6,134.00	-0.50
608 · Outreach			
Presbyterian Night Shelter	1,000.00		
Union Gospel Mission	1,000.00		
608 · Outreach - Other	713.29		
<b>Total 608 · Outreach</b>	<b>2,713.29</b>	<b>0.00</b>	<b>2,713.29</b>
610 · Office Expense			
Bookkeeping	942.86	1,000.00	-57.14
Bulk Mail Permit / P.O. Box	182.00		
Copier	576.26	920.00	-343.74
Curate - Prof Expenses	615.90	1,140.00	-524.10
Office Supplies	155.08	250.00	-94.92
Postage	173.60	530.00	-356.40
Rector Professional Expense	669.11	1,140.00	-470.89
Subs/Software Licenses	856.89	700.00	156.89
Telephone/Internet	415.96	430.00	-14.04
<b>Total 610 · Office Expense</b>	<b>4,587.66</b>	<b>6,110.00</b>	<b>-1,522.34</b>
612 · Communication			
Advertising/Marketing	0.00	1,200.00	-1,200.00
E-Mail Marketing	49.98	0.00	49.98
Website	207.90	300.00	-92.10
<b>Total 612 · Communication</b>	<b>257.88</b>	<b>1,500.00</b>	<b>-1,242.12</b>
615 · Worship			

**St. Martin-in-the-Fields**  
**Revenues and Expenses Budget vs. Actual YTD**  
 January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget
Altar Guild	446.83	400.00	46.83
Flowers	150.86	175.00	-24.14
Liturgy	0.00	350.00	-350.00
<b>Total 615 · Worship</b>	<b>597.69</b>	<b>925.00</b>	<b>-327.31</b>
<b>620 · Program Expenses</b>			
Children - VBS	335.56	0.00	335.56
Children / Sunday School	8.99	0.00	8.99
Christian Formation	1,247.81	0.00	1,247.81
Diocesan Council	1,680.00	0.00	1,680.00
EYC/Youth	90.42	0.00	90.42
Godly Play	0.00	500.00	-500.00
Hospitality	1,238.84	600.00	638.84
Nametags	0.00	20.00	-20.00
Nursery Supplies	0.00	50.00	-50.00
Quiet Committee	80.00	0.00	80.00
Tokens- Appreciation Gifts	160.44	0.00	160.44
Vestry Retreat	191.32	300.00	-108.68
<b>Total 620 · Program Expenses</b>	<b>5,033.38</b>	<b>1,470.00</b>	<b>3,563.38</b>
<b>650 · Payroll Expenses</b>			
Children's Minister	3,237.00	3,276.00	-39.00
Curate - Stipend/Housing	11,419.52	11,418.00	1.52
Nursery Staff	608.83	830.00	-221.17
Organist/Choir Director	3,112.50	3,150.00	-37.50
Other-DD Fees/Background Checks	423.66	50.00	373.66
Parish Administrator	7,954.17	8,052.00	-97.83
Payroll Taxes	1,163.76	1,202.00	-38.24
Pension - Curate	2,055.52	2,056.00	-0.48
Pension - Rector	3,493.62	3,704.00	-210.38
Rector Stipend/Housing	20,073.88	20,582.00	-508.12
Staff Medical	2,760.50	2,710.00	50.50
Staff Pension	715.88	724.00	-8.12
Supply Organist	0.00	250.00	-250.00
Workers /Comp Insurance	347.00	0.00	347.00
Youth Minister	300.00	400.00	-100.00
<b>Total 650 · Payroll Expenses</b>	<b>57,665.84</b>	<b>58,404.00</b>	<b>-738.16</b>
<b>Total Expense</b>	<b>94,648.41</b>	<b>86,793.00</b>	<b>7,855.41</b>
<b>Net Ordinary Income</b>	<b>55,597.40</b>	<b>43,386.00</b>	<b>12,211.40</b>
<b>Net Income</b>	<b>55,597.40</b>	<b>43,386.00</b>	<b>12,211.40</b>

**St. Martin-in-the-Fields**  
**Temporarily Restricted Fund Activity**  
February 2024

	Feb 24	Jan - Feb 24
<b>Other Income/Expense</b>		
<b>Other Income</b>		
800 · Temp Restr (Designated) Income		
809 - Passthrough Funds Receive		
4 Saints Food Pantry	100.00	1,250.00
Lenten Project	2,182.73	2,182.73
Ordination Gifts	100.00	2,923.00
<b>Total 809 - Passthrough Funds Receive</b>	<u>2,382.73</u>	<u>6,355.73</u>
<b>Benevolence Funds</b>		
Curate Benevolence Fund	150.00	350.00
Rector Benevolence Fund	155.00	455.00
<b>Total Benevolence Funds</b>	<u>305.00</u>	<u>805.00</u>
Daughters of the King	0.00	21.00
Eagle Scout Project	25.00	355.00
Memorial Garden (incl rebates)	900.00	900.00
Memorial Gifts	460.00	1,073.00
Music Ministry	300.00	300.00
<b>Total 800 · Temp Restr (Designated) Income</b>	<u>4,372.73</u>	<u>9,809.73</u>
810 · Other Temp Restricted Income		
Memorial Garden	2,186.00	2,186.00
T.R. Interest Income	41.90	86.12
<b>Total 810 · Other Temp Restricted Income</b>	<u>2,227.90</u>	<u>2,272.12</u>
<b>Total Other Income</b>	<u>6,600.63</u>	<u>12,081.85</u>
<b>Other Expense</b>		
850 · Designated Funds Disbursed		
Benevolence Funds Disbursed	1,000.00	1,354.00
Children's Programs	56.49	138.12
Daughters of the King	275.00	275.00
Eagle Scout Funds	820.94	820.94
EYC Savings	34.62	34.62
Memorial Garden Disbursements	5,814.00	5,814.00
Prayer Shawl	0.00	67.03
<b>Total 850 · Designated Funds Disbursed</b>	<u>8,001.05</u>	<u>8,503.71</u>
859 · Passthrough Funds Disbursed		
4 Saints Food Pantry	0.00	1,731.00
<b>Total 859 · Passthrough Funds Disbursed</b>	<u>0.00</u>	<u>1,731.00</u>
<b>Total Other Expense</b>	<u>8,001.05</u>	<u>10,234.71</u>
<b>Net Other Income</b>	<u>-1,400.42</u>	<u>1,847.14</u>
<b>Net Income</b>	<u><u>-1,400.42</u></u>	<u><u>1,847.14</u></u>

**St. Martin-in-the-Fields**  
**Permanently Restricted Fund Activity**  
February 2024

	Feb 24	Jan - Feb 24
<b>Other Income/Expense</b>		
<b>Other Income</b>		
<b>910 · P. R. Endowment Income</b>		
Annuity	0.00	1,758.00
Dividends/Interest	155.84	308.49
Invest Mgmt Fees	2.38	-235.69
Unrealized Gain/Loss	3,156.50	3,756.39
<b>Total 910 · P. R. Endowment Income</b>	3,314.72	5,587.19
<b>980 · Permanently Restricted Capital</b>		
Dividends/Interest	895.37	1,796.74
Invest Mgmt Fees	10.86	-726.56
Unrealized Gain/Loss	11,607.91	9,807.25
<b>Total 980 · Permanently Restricted Capital</b>	12,514.14	10,877.43
<b>Total Other Income</b>	15,828.86	16,464.62
<b>Net Other Income</b>	15,828.86	16,464.62
<b>Net Income</b>	15,828.86	16,464.62

ST MARTIN IN THE FIELDS EPISCOPAL CHURCH											
	Balance at	Jan	Feb	Mar	Year to Date	Jan	Feb	Mar	Year to Date	Balance at	
TEMPORARY RESTRICTED FUND ACTIVITY AND BALANCES	12/31/2023	Receipts	Receipts	Receipts	Receipts	Disbursements	Disbursements	Disbursements	Disbursements	2/29/2024	
<b>MEMORIAL GIFTS</b>											
MEMORIAL FUNDS - DESIGNATED (FONT)	\$ 5,403.36				-				-	5,403.36	
MEMORIAL FUNDS - PEWS	29.31				-				-	29.31	
MEMORIAL FUNDS - UNDESIGNATED	4,419.68	613.00	460.00		1,073.00				-	5,492.68	
	-				-						
<b>BUILDING &amp; GROUNDS</b>											
EAGLE SCOUT PROJECTS	807.37	330.00	25.00		355.00		(820.94)		(820.94)	341.43	
SCOUT PROJECT MAINTENANCE	449.02				-				-	449.02	
GOOD NEWS GARDEN GRANT	496.18				-				-	496.18	
EMERGENCY RESERVE FUND	32,554.14				-				-	32,554.14	
GARDEN GUILD FUNDS	1,524.67				-				-	1,524.67	
	-				-				-		
<b>OUTREACH</b>											
4 SAINTS FOOD PANTRY	-				-				-	-	
BUILDING BRIDGES GRANT	-				-				-	-	
ORDINATION GIFTS - AYO	717.50				-				-	717.50	
OUTREACH - CHRISTMAS	5,272.77				-				-	5,272.77	
PRAYER SHAWL MINISTRY	1,010.07				-	(67.03)			(67.03)	943.04	
RISE AGAINST HUNGER (STOP HUNGER NOW)	-				-				-	-	
UNION GOSPEL MISSION	150.00				-				-	150.00	
SEMINARIAN FUND	100.00				-				-	100.00	
SERVICE SUNDAY - UGM LUNCHES	462.46				-				-	462.46	
	-				-				-		
<b>PROGRAMS</b>											
CHILDREN'S PROGRAMS	87.26				-	(81.63)	(56.49)		(138.12)	(50.86)	
EASTER 2021 (YOUTH)	-				-				-	-	
EASTER 2022 - FORMATION	-				-				-	-	
DAUGHTERS OF THE KING	1,532.66	21.00			21.00		(275.00)		(275.00)	1,278.66	
EYC SAVINGS / YOUTH PROGRAMS	1,000.00				-		(34.62)		(34.62)	965.38	
EYE 2020	279.00				-				-	279.00	
HONORARIUM FUND	575.00				-				-	575.00	
STEPHEN MINISTRY FUND	1,117.12				-				-	1,117.12	
YOUTH MISSION TRIP (TRUNK OR TREAT, DONATIONS)	2,756.00				-				-	2,756.00	
	-				-				-		
<b>WORSHIP</b>											
MUSIC MINISTRY	711.21		300.00		300.00				-	1,011.21	
ORGAN FUND	1,077.98				-				-	1,077.98	
Interest on Savings Account	506.14	44.22	41.90		86.12				-	592.26	
<b>TOTAL TEMPORARILY RESTRICTED FUNDS</b>	<b>\$ 63,038.90</b>	<b>1,008.22</b>	<b>826.90</b>	<b>-</b>	<b>\$ 1,835.12</b>	<b>(148.66)</b>	<b>\$ (1,187.05)</b>	<b>-</b>	<b>\$ (1,335.71)</b>	<b>\$ 63,538.31</b>	
<b>IN SAVINGS ACCOUNT</b>											

9

<b>TEMPORARILY RESTRICTED FUND ACTIVITY AND BALANCES</b>											
		<b>Balance at</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Year to Date</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Year to Date</b>	<b>Balance at</b>
		<b>12/31/2023</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Receipts</b>	<b>Disbursements</b>	<b>Disbursements</b>	<b>Disbursements</b>	<b>Disbursements</b>	<b>2/29/2024</b>
<b>TEMPORARILY RESTRICTED FUNDS IN OTHER ACCOUNTS</b>											
PREPAID 2023 PLEDGES IN GENERAL FUND		50,050.00				-	(50,050.00)			(50,050.00)	-
BUILDING FUND - VERITEX BANK		60,605.67				-				-	60,605.67
MEMORIAL GARDEN ACCOUNT		9,344.16		3,086.00		3,086.00		(5,814.00)		(5,814.00)	6,616.16
RECTOR BENEVOLENCE FUND ACCOUNT		4,354.81	300.00	155.00		455.00	(354.00)	(1,000.00)		(1,354.00)	3,455.81
CURATE BENEVOLENCE FUND ACCOUNT/Ord Gifts		2,124.00	3,023.00	250.00		3,273.00				-	5,397.00
<b>TOTAL T. R. FUNDS IN OTHER ACCOUNTS</b>		<b>\$ 76,428.64</b>	<b>3,323.00</b>	<b>3,491.00</b>	<b>-</b>	<b>\$ 6,814.00</b>	<b>(354.00)</b>	<b>(6,814.00)</b>	<b>-</b>	<b>\$ (7,168.00)</b>	<b>\$ 76,074.64</b>
<b>PASS-THROUGH FUNDS COLLECTED / DISBURSED (Gen Fund)</b>											
BISHOP'S DISCRETIONARY FUND						-				-	-
LENTEN PROJECT		100.00		2,182.73		2,182.73				-	2,282.73
4SAINTS EPISCOPAL FOOD PANTRY		631.00	1,150.00	100.00		1,250.00	(1,731.00)			(1,731.00)	150.00
GOOD FRIDAY OFFERING		236.00				-					236.00
<b>TOTAL PASSTHROUGH FUNDS TO BE DISBURSED</b>		<b>967.00</b>	<b>1,150.00</b>	<b>2,282.73</b>	<b>-</b>	<b>3,432.73</b>	<b>(1,731.00)</b>			<b>\$ (1,731.00)</b>	<b>2,668.73</b>
<b>TOTAL TEMPORARILY RESTRICTED FUNDS</b>		<b>\$ 140,434.54</b>	<b>\$ 5,481.22</b>	<b>\$ 6,600.63</b>	<b>\$ -</b>	<b>\$ 12,081.85</b>	<b>\$ (2,233.66)</b>	<b>\$ (8,001.05)</b>	<b>\$ -</b>	<b>\$ (10,234.71)</b>	<b>\$ 142,281.68</b>

## Senior Warden Report

March 2024

It's an exciting time in the life of this parish. Watching our young people run out for Children's Chapel is a powerful image. What are we running toward as a parish family, and in our lives in Christ?

I'll pass a Vestry Person In Charge (VPIC) sign-up sheet at every meeting. Please sign up, either there or online at Ministry Scheduler Pro (MSP).

VPICs ensure that our Vestry has a representative at each service. This is not only in case of emergency and to do specific tasks, but to listen to members and visitors and hear their concerns and ideas. Think of your VPIC shift as Vestry office hours. Reach out to folks you don't know and help them feel welcome.

MSP is an important tool for us as Vestry, ensuring that we are flexible in stepping in for one another as needed. Please let me know if you need help with that.

As we walk the road of Lent together, I am grateful for each one of you and hold you in my prayers. Vestry service is a responsibility that takes time and energy. It makes a difference!

Respectfully,

Mary Beth Butler

Sr. Warden

940-206-6138 / marybethbutler@gmail.com



## **Junior Warden's Monthly Report**

**February/March 2024**

### **COMPLETED:**

**Repaired "soft spot" on altar floor.**

**Purchased five new 60" round tables to replace broken ones.**

**Main line water leak caused by removal of a "Porta Potty".  
(Southlake caused the issue and repaired the problem)**

**Consolidated Parish Hall Electrical closet and Church  
Maintenance closet to improve efficiency and better track  
resources.**

**Modified front door sign with new service times and Rector  
information (added Gavin as Associate Rector).**

### **PENDING:**

**Twenty Parish Hall chairs were found to have ripped/severely  
worn cushions.**

**They have been taken out of service and placed in the  
Parish Hall Electrical Closet.**

**New marine based material will be purchased and the seats  
will be repaired. (Approximate cost less than \$100.00)**

## **Rector's Report – March 2024**

*The Rev. Alan D. Bentrup*

### **Pastoral Care Updates**

- **Baptisms** in February: 0 (Total in 2024: 1)
- **Burials** in February: 1 (Total in 2024: 1)
- **Prayer Shawls** delivered in February: 3 (Total in 2024: 7)
- **Quiet Committee** meals in February: 2 (Total in 2024: 7)

### **Worship updates**

- 28 people at the Fields worship; moving to 5pm and looking for Alliance location
- Derek Webb concert May 5; no additional insurance required (See Church Insurance email attached)

### **Formation updates**

- Mission, Vision, and Values working timeline:
  - Summary of vestry retreat attached
  - 7:00 pm on Wednesday, April 3: Vestry Zoom to discuss
  - 9:30 am on Sunday, April 7: Congregational forum to discuss
  - April 21 vestry meeting: Draft language for review
  - Summer: Language and artwork finalized
  - September: New “identity” launched

### **Outreach updates**

- 26 people participated in March's Service Sunday (including two first-time guests)
- 464 cans of corn donated in February
- \$6,000 donated to RIP Medical Debt campaign so far
- Not able to install new lighted marquee sign, per City of Southlake ordinances. Anika is investigating non-lighted sign options

### **Administrative updates**

- Tony Kroll has received curacy options; to be ordained deacon June 15

### **Action items**

-

### **Upcoming Dates**

Mar 17	Vestry meeting; Youth Group
Mar 24	Palm Sunday
Mar 31	Easter Sunday
April 3	Vestry Zoom (7pm) on Mission/Vision/Values)
April 7	Congregational Forum on Mission/Vision/Values
April 7	Easter Festival; The Fields worship
April 21	Vestry meeting; Youth group
May 5	The Fields worship; Derek Webb concert
May 19	Pentecost / Summer Kickoff / Senior Sunday / Vestry meeting
June 3-9	Alan on vacation
June 10-13	Vacation Bible School (evening)
June 14	Family Night
June 16	VBS Sunday
June 17	Vestry meeting via Zoom
July 7	Alan preaching at The Well Church; Gavin serving at Camp Allen
July 21	No vestry meeting
Aug 11	Back to School Sunday
Aug 18	Vestry meeting / Youth group
Sept 8	Formation resumes
Sept 15	Vestry meeting; Youth group
Oct 19	Fall Festival (tentative)
Oct 20	Vestry meeting; Youth group
Nov 10	Feast of St. Martin
Nov 17	Vestry meeting; Youth group
Dec 1	First Sunday of Advent
Dec 8	Feast of St. Nicholas
Dec 15	Vestry meeting; Youth group

### **Worship attendance**

Date	8:30	10:30	LEV	Other	Online	Total	5wk Avg	52wk Avg	In-Person Avg	Visitors
2/4	36	133	1		32	202	186	173	142	14
2/11	23	124			48	195	181	174	142	9
2/18	27	107	7		57	198	192	175	142	7
2/25	35	117	6		36	194	194	176	143	
3/3	40	124	1	28	33	226	203	177	144	2
3/10	23	110	1		39	173	197	177	144	7

### **Historical ASA**

2012 - 215

2013 - 199

2014 - 178

2015 - 224

2016 - 239

2017 - 187

2018 - 157

2019 - 156

2020 - 60

2021 - 68

2022 - 114

2023 - 140 in person, 170 total

**Bentrup, Alan** <alan.bentrup@stmartininthefields.org>

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**RE: Concert insurance question**

1 message

**Scheffler, John** <JScheffler@cpg.org>

Wed, Mar 13, 2024 at 6:25 PM

To: "Bentrup, Alan" &lt;alan.bentrup@stmartininthefields.org&gt;

Hi Alan, there is nothing extra that you should need. Your policy does cover people who are on your property should they get hurt (slip & fall type). You may wish to consider extra security or people/parishioners to assist in directing traffic and people around the campus. If its dark extra lighting for people to be able to see safely.

John Scheffler MBA, ARM

Vice President Client Services

Church Insurance Agency Corporation

917-763-1731 (cell)

[jscheffler@cpg.org](mailto:jscheffler@cpg.org)

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**From:** Bentrup, Alan <alan.bentrup@stmartininthefields.org>**Sent:** Wednesday, March 13, 2024 3:23 PM**To:** Scheffler, John <JScheffler@cpg.org>**Subject:** Concert insurance question

**CAUTION:** This email originated from outside of CPG. Don't open unexpected links or attachments and check expected ones carefully.

Hi John,

I got your name from the Diocese of Texas website. We're hosting a small(ish) concert on a Sunday evening, and I'm wondering if there is any additional insurance certificate we would need on top of our normal Church Insurance policy.

Sincerely,

Alan

----

**The Rev. Alan D. Bentrup, Rector**

St. Martin-in-the-Fields Episcopal Church

713-553-3358



St. Martin-in-the-Fields  
Mission | Vision | Values  
LettersClark.com  
Mach 12, 2024

Alan,

Thanks for trusting me with the St. Martin story. As high-minded and woo-woo as it sounds, I believe in the power of a story, so I know it's an intimate and personal thing to trust someone with. The vestry working session was a safe and open space, which speaks to the values of St. Martin. It also reaffirmed why we take our kids there every Sunday (or, well, many Sundays).

This document does the following:

- Summarize our conversations to this point.
- Document themes from the working session.
- Provide early drafts of the church's Personas (heroes) and brand language.
- Offer unsolicited recommendations for how this language interacts with the rest of the church.

We can share this document as is with the vestry and solicit feedback, or we can create a new document if you want to leave portions of this out. Most of this, though, I hope evokes some more thought from the stakeholders.

Thanks again for your trust and time,



# St. Martin in the Fields Mission, Vision, and Values

The St. Martin community does not doubt its purpose: to love and serve the people of North Tarrant County with grace and understanding because we have each experienced struggle, forgiveness, and unconditional love through Jesus.

During our working session, this came up time and again in words like:

- Community
- Acceptance
- Love
- Support
- Family
- Home
- Forgiveness
- Kindness
- Sanity
- Peace
- Welcoming
- Hope

But there is (very kind) disagreement on how ideas of love, grace, acceptance, and service are worded. Without unifying language, the organization's purpose and values, its driving story, gets bogged down in descriptions of service projects, committees, and events.

St. Martin is steadfast in the application of its values and identity. Now, we must edit that identity into a message that can be shared in a sermon, over a meal, in a friendly conversation, and in a time of need.

How can we tell a cohesive story in one page, paragraph, sentence, or glance?

## Vestry Working Session Summary

These are the themes that emerged from our work session. The language expressed in the vestry branding exercise fully reflects the language used in formation class, in the pulpit, and during service events.

# Themes

## **Calm-in-chaos:**

- Peace
- Triage
- Calming
- I can breathe
- Wonder
- Life is hard
- Hurt
- Turmoil
- Lifesaver
- Rudder
- Purpose
- Seeking stability
- Structure
- It's dark and ugly out there.
- Sanity

## **Hopeful**

- To plant a garden is to believe in tomorrow
- The soul of this church is so big
- Remind people anyone can have it (God's Love).
- Stirring
- Equitable
- **Courageous**

## **Neighborly**

- Community
- Team sport
- Friends
- Guilt-free
- No walls
- Inviting
- Familiar
- To cause a lot of people to act *toward* Christ.
- Everyone - no exceptions
- Service
- Keep our corner clean.

## **Delightfully Different**

- Enigma
- Human
- Wondering
- Weird
- Free
- Authentic
- Joy
- Done with the status quo
- Exploring
- Alternative
- Comfortable with Uncertainty

# Challenges

One of St. Martin's greatest characteristics will also serve as a barrier to simplicity — it's comfortability with ideological tension.



Neither side of these columns is necessarily positive or negative, but the fact that the St. Martin congregation can hold the columns in tension is invaluable. Communicating these juxtaposing values, however, requires awareness and intention.

### Conflicting Descriptors

Traditional Formal	Forward-looking “Stir up good trouble” Progressive-thinking
Structured	Freedom
Attainable	Aspirational

## Emerging Personas

- Seekers of spiritual and religious truths.
- Retirees in search of a peaceful community to serve.
- Those hurt by the church.
- Lonely people in need of community.
- People in search of structure.
- New community members.
- Young families looking for a safe place to raise kids.

## Mission | Vision | Values Draft 0.5

These are *NOT* the stated mission, vision, and values of St. Martin, but I think it's the right starting point. It's also important to note these include my own bias.

**Mission:** To bring heaven to earth, or at least to Forth Worth.

**Vision:** North Tarrant County looks a little more like God's kingdom because we've inspired our community to feed, house, clothe, welcome, support, and love our neighbors.

**Values:** St. Martin waves the banner for people. We serve others with grace, dignity, and understanding.

# Recommendations

## Campus Expansion Is Storytelling Through Facilities

A campus expansion necessitates a level of brand awareness that is often overlooked. Something as simple as walkway placement or building placards tell a story before visitors ever talk to a congregant.

Similarly, the space itself must reflect the story the church wants to tell. The room design, floor plan, and usage must align with the church's plans for how it intends to interface with the public for the next decade or more.

Creating accessible spaces with cohesive, helpful, and welcoming signage creates an environment where people feel welcomed and are encouraged to engage. The church will invest a great deal of time and money in paint, visual elements, furniture, and signage, so they must reflect the congregation's goals for years to come.

This should be considered in any facilities and branding plans and timelines.

## Community Expansion

St. Martin in the Fields has the kind of built-in, welcoming atmosphere church planters around the world envy. But that atmosphere comes from decades of sweat equity.

St. Martin leadership has explored what it would look like to plant a new church in the North Tarrant Country area for a few reasons:

- Jesus said to (in so many words).
- We believe in the mission, passion, and community-building power of St. Martin.
- Someone is going to, so it might as well be a welcoming and affirming congregation.

St. Martin congregants and planters must understand the ingredients of this successfully inclusive culture to plant a new church based on St. Martin's success. We cannot recreate its organic nature, but if we understand how the St. Martin community functions, we can create an environment conducive to growing a similar community.

We can prep the solid and plow the field for the garden to come.

## Define the Parameters

St. Martin is in the early stages of multiple large undertakings, including renovations, adding an off-site service, refocusing its online story and teaching platform, and engaging in a brand re-evaluation.

While some of these projects are still in the “maybe” stage of development, they are all public-facing and, therefore, all influence the St. Martin brand and reputation. Additionally, each of these projects interacts with the others in ways that could have exponential benefits.

This is a perfect stage to define each project's parameters and begin planning how each will influence the other.

These parameters will also help determine the next steps.