

*...renew our vision of who we are and what you are calling us to do....*

Agenda  
Vestry Meeting · August 15, 2017  
6:00 pm – 7:30 pm

**Gathering**  
**Opening Prayer and Call to Order**

**1. Review Approval of June Vestry Meeting Minutes**

**2. Ministry Reports**

Finance Ministry Monthly Report

Vestry Approval for Report to be submitted for Audit

Property Ministry Monthly Report

Vestry Approval for Gary Wright to complete the work on the  
rectory porch Spring/2018

Sustainability Ministry Report

Capital Campaign Committee Report

Outreach Ministries Reports

Food Pantry

Grace Project Ministry

Wednesday Supper Ministry

**3. 'Confirm not Conform' Adult Formation**

Review of Materials

Fall Calendar

Date for Introduction/Spiritual and Maybe Religious

Facilitators/Plan for Program

Organization of Gathering: Setup, Food, Beverages, Clean up

**4. Closing Prayer**

***WE ARE A TEAM. OUR SUCCESS RELIES ON EVERYONE'S PARTICIPATION.***

*Are we firmly focused on our mission? Are we moving forward on the goals and expectations we set? Where is there measurable progress? Where are we stuck? Are we honoring our group norms and vestry covenant? Do we deal directly with disagreement? How are we handling conflict? Do we enjoy one another, laugh, and have fun together? Are we too immersed in vestry concerns to draw strength and hope from worship? Are we saying 'thank you?'*

**Grace Episcopal Church**  
**Vestry Meeting Minutes June 20, 2017**

Prepared by Terri Jennings-Minnifield

**Present:** Rev. Johanna, John Auwaerter, Mike Hungerford, Rosa Clark, Dan Bilow, Judith Brooks, Sabrina Coleman, Ernestine Patterson.

**Excused/Absent:** Stacey Balduf, Damon Gilstrap, Chuck Vanderpool

Rev. Johanna opened the meeting with prayer at 6:07pm.

**Review and Approval of May 16, 2017 Vestry Minutes:** Following Vestry review, a motion was made by John Auwaerter to approve the minutes as presented; 2<sup>nd</sup> by Dan Bilow.

**Ministry Reports**

Finance Committee: Ernestine Patterson reviewed this report (full report is in June Vestry package).

Grace Project expenses should be showing; will be checked out and corrected by Finance Committee; Rev. Johanna will look at what has been submitted and Ernestine will look through Expenditure Requests forms.

Ernestine requested letter be drafted from Vestry to authorize Audit to be done. Rev. Johanna asked Terri Jennings to draft this.

A motion to approve the Finance Report for audit was made by Judith Brooks, 2<sup>nd</sup> by Sabrina Coleman.

Property Committee: John Auwaerter reviewed this report (full report in June Vestry package). One item for Vestry approval: the Property Committee recommends taking down two trees in Walsh Garden that are not healthy and may cause damage. This would be done with careful consideration of the remains in Walsh Garden. The request is for an amount not to exceed \$2500., and money from Orange Grove account can be used for this. Mike Hungerford made a motion to approved this request, 2<sup>nd</sup> by Sabrina Coleman; motion so moved.

Capital Campaign Committee: Rev. Johanna shared the ASK Phase is underway and the ASK Brochure is now on the Grace website. The Diocese has agreed to extend the Bridge loan expiration to 12/31/17. The Capital Campaign Committee report was reviewed and is in the June Vestry package.

Sustainability Report: Judith Brooks reviewed this report (full report is in June Vestry package). Summer Lunch program to begin at Grace, and breakfast will be added. There is need for volunteers to staff this program; a follow-up meeting is scheduled. Civic Morning Musicals moving from Everson to Grace and Park Central. Doantions to be made to Grace to cover costs.

Food Pantry: Rosa Clark reviewed this report. In May, Food Pantry volunteers attended two workshops, one at Food Bank and one at Eastside Food Consortium.

**Other Business:**

Vestry Recommendation following discussion: A. Lewis may be in congregation but not in a leadership position (which includes participating in choir or as a musician at Grace. A motion to accept this recommendation was made by Mike Hungerford, 2<sup>nd</sup> by Sabrina Coleman.

Memorial Committee: There was discussion to have a committee to look at how Grace might use restricted funds. Topic to be revisited.

Recognition: After 10 years of faithful and dedicated service, Imants Reks is stepping down as chair of the Finance Committee; to be further discussed in near future.

Rector's Schedule: Rev. Johanna reviewed her schedule and provided a break-down of tasks and hours. Rev. Johanna will be adhering to her 24 hr./per week schedule and will need help from Vestry and others to contain her hours relative to parish needs; she will be taking vacation time in August. Hours to be announced. Judith and Sabrina will be planning services in her absence. Rev. Johanna will get pastoral coverage in her absence.

There is no Vestry meeting in July. Next Vestry meeting is Tuesday 8/15/17 at 6:00pm.

Rev. Johanna closed the meeting with prayer at 8:16pm.

**Grace Episcopal Church**  
**Statement of Financial Position**  
 January through July 2017

Ordinary Income/Expense	Jan - July 17 Actual	2017 Budget thru July	2016 Actual Thru July	2017 Annual Budget
<b>Income</b>				
41000 · Pledge and Plate Income				
41110 · Pledge Income	70,983.00	55,846.00	73,370.41	95,736.00
41112 · Plate Offerings	2,443.43	3,500.00	3,480.95	6,000.00
41112.5 · Unrestricted Gifts	20.00	291.65	500.00	500.00
41113 · Non-Pledged Contributions	6,582.00	5,250.00	6,396.30	9,000.00
41114 · Special Offerings- Heat	334.00	291.65	328.00	500.00
41114.1 · Special Offerings	0.00	0.00	66.00	0.00
41114.3 · Special Offerings-Flowers	370.00	175.00	165.00	300.00
<b>Total 41000 · Pledge and Plate Income</b>	<b>80,732.43</b>	<b>65,354.30</b>	<b>84,306.66</b>	<b>112,036.00</b>
41200 · Buildings and Grounds Use				
41211 · Church Space Use	3,776.00	4,666.65	4,424.00	8,000.00
41212 · Parking Lot Use	6,522.00	5,833.35	6,646.00	10,000.00
41214 · SU Event Parking	2,550.00	2,916.65	2,308.00	5,000.00
<b>Total 41200 · Buildings and Grounds Use</b>	<b>12,848.00</b>	<b>13,416.65</b>	<b>13,378.00</b>	<b>23,000.00</b>
41300 · Events Fundarising & Outreach				
41365 · MLK Dinner	0.00	0.00	0.00	0.00
41310 · Wine & Food Event	0.00	0.00	0.00	0.00
41320 · Chocolate Sale	0.00	0.00	0.00	0.00
41340 · Wednesday Dinners	15.00	0.00	0.00	0.00
41350 · Concerts	107.00	0.00	0.00	0.00
41360 · General Fundraising	0.00	0.00	0.00	0.00
<b>Total 41300 · Events Fundarising &amp; Outreach</b>	<b>122.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
41400 · Other Income				
41410 · Interest Income	24.48	23.35	21.60	40.00
41440 · Grants	0.00	0.00	0.00	0.00
41450 · Reimbursed Expenses	970.76	0.00	195.00	0.00
41460 · Miscellaneous Funds	0.00	0.00	0.00	0.00
<b>Total 41400 · Other Income</b>	<b>995.24</b>	<b>23.35</b>	<b>216.60</b>	<b>40.00</b>
41600 · Temporarily Restricted Income				
41680 · Grace Prison Ministry Project	0.00	145.85	1,149.00	250.00
41650 · Outreach Collections	0.00	0.00	0.00	0.00
41670 · Temp Restricted Inc - Memorial	575.00	0.00	125.00	0.00
41610 · Food Pantry Donations	3,435.00	2,916.65	2,120.99	5,000.00
41611 · Priest Discretionary Fund Incom	1,600.00	437.50	355.50	750.00
41660 · Restricted Gifts	110.00	583.35	1,025.00	1,000.00
<b>Total 41600 · Temporarily Restricted Income</b>	<b>5,720.00</b>	<b>4,083.35</b>	<b>4,775.49</b>	<b>7,000.00</b>
<b>Total Income</b>	<b>100,417.67</b>	<b>82,877.65</b>	<b>102,676.75</b>	<b>142,076.00</b>
<b>Expense</b>				
59100 · Grant Expenses				
59112 · Trinity Wall Street Grant	0.00	0.00	0.00	0.00
59110 · Atlantic States Environ Grent	0.00	0.00	0.00	0.00
<b>Total 59100 · Grant Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
51680 · Miscellaneous Expenses				
51688 · Gifts & Honorariums	70.11	583.35	400.00	1,000.00
51687 · Hospitality Ministry	0.00	0.00	0.00	0.00
51685 · Fundraising Expense	0.00	0.00	131.00	0.00
51682 · Grace House Expenses	0.00	0.00	0.00	0.00
51681 · Parish Entertainment	0.00	0.00	0.00	0.00
<b>Total 51680 · Miscellaneous Expenses</b>	<b>70.11</b>	<b>583.35</b>	<b>531.00</b>	<b>1,000.00</b>

**Grace Episcopal Church**  
**Statement of Financial Position**  
 January through July 2017

	Jan - July 17 Actual	2017 Budget thru July	2016 Actual Thru July	2017 Annual Budget
<b>51670 · Pastoral Ministries</b>				
51675 · Priest Discretionary Fund	1,469.42	437.50	715.67	750.00
51672 · Travel Expense	0.00	0.00	0.00	0.00
<b>Total 51670 · Pastoral Ministries</b>	<b>1,469.42</b>	<b>437.50</b>	<b>715.67</b>	<b>750.00</b>
<b>51640 · Memberships</b>				
51642 · Other Memberships	75.00	29.15	35.00	50.00
51641 · ACTS	0.00	0.00	650.00	0.00
<b>Total 51640 · Memberships</b>	<b>75.00</b>	<b>29.15</b>	<b>685.00</b>	<b>50.00</b>
<b>51635 · Outreach Ministries</b>				
51639 · Grace Prison Ministry Project	699.86	145.85	408.37	250.00
51638 · Outreach	600.00	583.35	650.97	1,000.00
51637 · Grace Food Pantry	5,445.62	4,958.35	3,622.43	8,500.00
<b>Total 51635 · Outreach Ministries</b>	<b>6,745.48</b>	<b>5,687.55</b>	<b>4,681.77</b>	<b>9,750.00</b>
<b>51615 · Worship Ministries</b>				
51622 · Worship Supplies	83.21	0.00	58.25	0.00
51621 · Acolyte Supplies	0.00	0.00	0.00	0.00
51620 · Flowers	215.56	116.65	147.89	200.00
51619 · Altar Guild Supplies	967.35	758.35	615.76	1,300.00
51618 · Instrument Maintenance	0.00	58.35	0.00	100.00
51617 · Music	0.00	0.00	39.00	0.00
51616 · Musician Stipend	5,400.00	4,987.50	5,100.00	8,550.00
<b>Total 51615 · Worship Ministries</b>	<b>6,866.12</b>	<b>5,920.85</b>	<b>5,960.90</b>	<b>10,150.00</b>
<b>51400 · Diocesan Responsibilities</b>				
51430 · Diocesan Conferences, Workshops	0.00	291.65	0.00	500.00
51420 · Diocesan Quota	0.00	0.00	0.00	0.00
51410 · Diocesan Assessments	4,083.31	3,940.40	3,500.00	6,755.00
<b>Total 51400 · Diocesan Responsibilities</b>	<b>4,083.31</b>	<b>4,232.05</b>	<b>3,500.00</b>	<b>7,255.00</b>
<b>51600 · Communication Ministries</b>				
51611 · Website	129.34	116.65	0.00	200.00
51610 · Bulletins	0.00	0.00	0.00	0.00
51612 · Advertising and Promotion	0.00	145.85	143.50	250.00
<b>Total 51600 · Communication Ministries</b>	<b>129.34</b>	<b>262.50</b>	<b>143.50</b>	<b>450.00</b>
<b>51300 · Office, Admin &amp; Supplies</b>				
51370 · Copying Costs	0.00	0.00	0.00	0.00
51397 · Professional Fees	1,812.50	1,866.65	1,787.50	3,200.00
51310 · Office Supplies	697.55	583.35	352.87	1,000.00
51396 · Interest Expense	-2.39	0.00	0.00	0.00
51335 · Depreciation Expense	0.00	0.00	0.00	0.00
51325 · Computer/Office Eq Expenses	0.00	87.50	157.99	150.00
51313 · Automobile Expense	0.00	0.00	0.00	0.00
51381 · Dues and Subscriptions	256.00	175.00	35.00	300.00
51395 · Bank Service Charges	30.00	87.50	270.00	150.00
51350 · Equipment Maint Contract	0.00	1,341.65	895.37	2,300.00
51330 · Church Phone and Internet	1,061.18	1,050.00	1,453.14	1,800.00
51320 · Postage and Delivery	47.00	58.35	49.00	100.00
<b>Total 51300 · Office, Admin &amp; Supplies</b>	<b>3,901.84</b>	<b>5,250.00</b>	<b>5,000.87</b>	<b>9,000.00</b>
<b>51200 · Buildings and Grounds</b>				
51220 · Rectory				
51270 · Rectory Internet and Phone	425.82	408.35	354.85	700.00
51222 · Water-Sewer- Rectory	616.79	525.00	510.75	900.00
51260 · Property Taxes	32.38	29.15	35.98	50.00

**Grace Episcopal Church**  
**Statement of Financial Position**  
 January through July 2017

	Jan - July 17 Actual	2017 Budget thru July	2016 Actual Thru July	2017 Annual Budget
51255 · Rectory Expenses	0.00	0.00	0.00	0.00
51250 · Insurance-Rectory	0.00	0.00	0.00	0.00
51230 · Repairs & Maintenance	69.95	2,333.35	2,987.50	4,000.00
51221 · Utilities- Gas & Elec	1,282.31	1,225.00	1,278.00	2,100.00
<b>Total 51220 · Rectory</b>	<b>2,427.25</b>	<b>4,520.85</b>	<b>5,167.08</b>	<b>7,750.00</b>
<b>51205 · Church</b>				
51208 · Lula & Lift Maint. Inspection	696.40	641.65	722.00	1,100.00
51209 · Fire Alarm - Church	625.00	700.00	614.00	1,200.00
51219 · Prop Taxes	152.46	116.65	169.40	200.00
51263 · Capital Expenses	0.00	0.00	0.00	0.00
51900 · Miscellaneous	0.00	0.00	75.00	0.00
51218 · Insurance	2,511.50	2,930.10	2,392.00	5,023.00
51239 · Grounds Mainten-Plowing	607.00	875.00	979.00	1,500.00
51238 · Grounds Mainten-Equipment	251.14	58.35	0.00	100.00
51237 · Grounds Mainten-Materials	327.82	437.50	156.59	750.00
51217 · Repairs & Maintenance	3,162.96	2,333.35	1,810.68	4,000.00
51216 · Maintenance Supplies	279.14	291.65	85.91	500.00
51215 · Security	0.00	0.00	0.00	0.00
51214 · Contracted Services	269.50	269.50	269.50	462.00
51212 · Water & Sewer	616.68	525.00	770.10	900.00
51234 · Waste Removal	240.00	280.00	240.00	480.00
51210 · Utilities-Gas & Electric	4,248.50	4,083.35	4,354.13	7,000.00
<b>Total 51205 · Church</b>	<b>13,988.10</b>	<b>13,542.10</b>	<b>12,638.31</b>	<b>23,215.00</b>
<b>Total 51200 · Buildings and Grounds</b>	<b>16,415.35</b>	<b>18,062.95</b>	<b>17,805.39</b>	<b>30,965.00</b>
<b>51130 · Priest Expenses</b>				
51143 · Priest Equity Accrual	600.00	700.00	600.00	1,200.00
51142 · Priest Professional Expenses	105.00	175.00	195.00	300.00
51140 · Priest Sabbatical	600.00	350.00	300.00	600.00
51151 · Supply Priest Stipend	0.00	116.65	150.00	200.00
51138 · Pension Fund	6,356.60	6,732.85	3,853.71	11,542.00
51137 · Priest Continuing Education	350.00	291.65	150.00	500.00
51134 · Priest Health Savings Acct	0.00	0.00	0.00	0.00
51132 · Priest Health Insurance	0.00	0.00	6,398.00	0.00
51135 · Priest SECA	1,209.32	2,537.50	1,209.32	4,350.00
<b>Total 51130 · Priest Expenses</b>	<b>9,220.92</b>	<b>10,903.65</b>	<b>12,856.03</b>	<b>18,692.00</b>
<b>51160 · Payroll Expenses</b>				
51162 · Workers Compensation	880.00	262.50	446.00	450.00
51190 · Payroll Service Fees	277.18	350.00	344.77	600.00
51164 · Employer Fica	0.00	218.75	289.24	375.00
51163 · Disability Insurance	141.45	72.90	122.86	125.00
51165 · State Unemployment	0.00	0.00	0.00	0.00
<b>Total 51160 · Payroll Expenses</b>	<b>1,298.63</b>	<b>904.15</b>	<b>1,202.87</b>	<b>1,550.00</b>
<b>51100 · Salaries &amp; Benefits</b>				
51180 · Part Time Program Director	1,750.00	0.00	0.00	0.00
51170 · Secretary Stipend	190.00	0.00	0.00	0.00
51125 · Sexton Stipend	2,795.00	2,625.00	2,720.00	4,500.00
51110 · Priest Stipend	25,004.00	25,004.00	17,621.94	42,864.00
51120 · Office Salaries	2,557.50	4,550.00	3,780.00	7,800.00
51100 · Salaries & Benefits - Other	0.00	0.00	0.00	0.00
<b>Total 51100 · Salaries &amp; Benefits</b>	<b>32,296.50</b>	<b>32,179.00</b>	<b>24,121.94</b>	<b>55,164.00</b>
<b>51625 · Christian Formation</b>				
51631 · Program Director	0.00	0.00	0.00	0.00

**Grace Episcopal Church**  
**Statement of Financial Position**  
 January through July 2017

	Jan - July 17 Actual	2017 Budget thru July	2016 Actual Thru July	2017 Annual Budget
51630 · Child Care	0.00	58.35	50.00	100.00
51629 · Adult Education	0.00	0.00	0.00	0.00
51628 · Youth Group	0.00	0.00	0.00	0.00
51626 · Church School Curriculum & Supp	0.00	145.85	6.07	250.00
<b>Total 51625 · Christian Formation</b>	<b>0.00</b>	<b>204.20</b>	<b>56.07</b>	<b>350.00</b>
<b>Total Expense</b>	<b>82,372.02</b>	<b>84,656.90</b>	<b>77,261.01</b>	<b>145,126.00</b>
<b>Net Ordinary Income</b>	<b>18,045.65</b>	<b>-1,779.25</b>	<b>25,415.74</b>	<b>-3,050.00</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
42000 · Donations & Other				
42168 · Capital Campaign Income	30,920.33	0.00	0.00	0.00
42167 · Grace Prison Ministry Prj Grant	0.00	0.00	3,000.00	0.00
42166 · Capital Project - State Grant	0.00	0.00	35,000.00	0.00
42165 · Capital Proj Donations - Tower	0.00	0.00	1,500.00	0.00
42170 · Sabbatical Income	0.00	0.00	0.00	0.00
42190 · Unrestricted Donations	1,233.00	0.00	1,923.00	0.00
42180 · Restricted Donations	15,335.00	0.00	100.00	0.00
<b>Total 42000 · Donations &amp; Other</b>	<b>47,488.33</b>	<b>0.00</b>	<b>41,523.00</b>	<b>0.00</b>
49200 · Restoration Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>47,488.33</b>	<b>0.00</b>	<b>41,523.00</b>	<b>0.00</b>
<b>Other Expense</b>				
52000 · Donations & Other Expenses				
52142 · Capital Campaign Expenses	1,332.73	0.00	0.00	0.00
52141 · Cap Proj Expenses - State Grant	6,122.00	0.00	0.00	0.00
52150 · Accessibility Project Expenses	0.00	0.00	0.00	0.00
<b>Total 52000 · Donations &amp; Other Expenses</b>	<b>7,454.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
59200 · Restoration Expense	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>7,454.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>40,033.60</b>	<b>0.00</b>	<b>41,523.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>58,079.25</b>	<b>-1,779.25</b>	<b>66,938.74</b>	<b>-3,050.00</b>

Grace Episcopal Church  
Statement of Financial Position  
July 2017

	Jul 17
Ordinary Income/Expense	
Income	
41000 · Pledge and Plate Income	
41110 · Pledge Income	6,376.00
41112 · Plate Offerings	348.10
41112.5 · Unrestricted Gifts	20.00
41113 · Non-Pledged Contributions	940.00
41114 · Special Offerings- Heat	30.00
Total 41000 · Pledge and Plate Income	7,714.10
41200 · Buildings and Grounds Use	
41211 · Church Space Use	115.00
41212 · Parking Lot Use	720.00
Total 41200 · Buildings and Grounds Use	835.00
41300 · Events Fundarising & Outreach	
41350 · Concerts	107.00
Total 41300 · Events Fundarising & Outreach	107.00
41600 · Temporarily Restricted Income	
41670 · Temp Restricted Inc - Memorial	100.00
41610 · Food Pantry Donations	150.00
Total 41600 · Temporarily Restricted Income	250.00
Total Income	8,906.10
Expense	
51670 · Pastoral Ministries	
51675 · Priest Discretionary Fund	639.72
Total 51670 · Pastoral Ministries	639.72
51635 · Outreach Ministries	
51639 · Grace Prison Ministry Project	100.00
Total 51635 · Outreach Ministries	100.00
51615 · Worship Ministries	
51619 · Altar Guild Supplies	20.00
51616 · Musician Stipend	750.00
Total 51615 · Worship Ministries	770.00
51400 · Diocesan Responsibilities	
51410 · Diocesan Assessments	583.33
Total 51400 · Diocesan Responsibilities	583.33
51300 · Office, Admin & Supplies	
51397 · Professional Fees	300.00
51310 · Office Supplies	29.97
51396 · Interest Expense	-1.22
51381 · Dues and Subscriptions	85.00
51330 · Church Phone and Internet	173.06
Total 51300 · Office, Admin & Supplies	586.81
51200 · Buildings and Grounds	
51220 · Rectory	
51260 · Property Taxes	32.38
51221 · Utilities- Gas & Elec	133.92
Total 51220 · Rectory	166.30
51205 · Church	
51219 · Prop Taxes	152.46
51238 · Grounds Mainten-Equipment	229.00

*no record of new Budget*



Grace Episcopal Church  
Statement of Financial Position  
July 2017

	Jul 17
51217 · Repairs & Maintenance	300.00
51214 · Contracted Services	38.50
51210 · Utilities-Gas & Electric	354.07
Total 51205 · Church	1,074.03
Total 51200 · Buildings and Grounds	1,240.33
51130 · Priest Expenses	
51142 · Priest Professional Expenses	105.00
51137 · Priest Continuing Education	350.00
51135 · Priest SECA	172.76
Total 51130 · Priest Expenses	627.76
51160 · Payroll Expenses	
51162 · Workers Compensation	215.00
51190 · Payroll Service Fees	29.10
51164 · Employer Fica	0.00
Total 51160 · Payroll Expenses	244.10
51100 · Salaries & Benefits	
51180 · Part Time Program Director	250.00
51125 · Sexton Stipend	445.00
51110 · Priest Stipend	3,572.00
51120 · Office Salaries	562.50
51100 · Salaries & Benefits - Other	0.00
Total 51100 · Salaries & Benefits	4,829.50
Total Expense	9,621.55
Net Ordinary Income	-715.45
Other Income/Expense	
Other Income	
42000 · Donations & Other	
42168 · Capital Campaign Income	3,669.00
42190 · Unrestricted Donations	720.00
Total 42000 · Donations & Other	4,389.00
Total Other Income	4,389.00
Net Other Income	4,389.00
Net Income	3,673.55

Grace Episcopal Church  
**Balance Sheet**  
 As of July 31, 2017

	Jul 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10007 - Resticted Checking Account	143,980.32
10002 - Tower Account	32,827.16
10004 - Rectors Discretionary Account	1,169.55
10000 - Checking-Operating	19,920.43
10001 - Capital Campaign	32,128.23
<b>Total Checking/Savings</b>	<b>230,025.69</b>
<b>Total Current Assets</b>	<b>230,025.69</b>
Fixed Assets	
15100 - Leasehold Improvements	30,450.00
<b>Total Fixed Assets</b>	<b>30,450.00</b>
<b>TOTAL ASSETS</b>	<b>260,475.69</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 - Accounts Payable	1,454.98
<b>Total Accounts Payable</b>	<b>1,454.98</b>
Other Current Liabilities	
23000 - Deferred Priest Equity/Sabbat.	6,800.00
<b>Total Other Current Liabilities</b>	<b>6,800.00</b>
<b>Total Current Liabilities</b>	<b>8,254.98</b>
<b>Total Liabilities</b>	<b>8,254.98</b>
Equity	
32000 - Unrestricted Net Assets	194,141.46
Net Income	58,079.25
<b>Total Equity</b>	<b>252,220.71</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>260,475.69</b>

*Cash on hand*

The committee met on August 7, 2017, Paul deLima, Dan Bilow, Chuck Vanderpool, and John Auwaerter attending; and on July 26 at the rectory, Paul, Dan, John, Rev. Johanna, and Sarah Reks. Sarah has been assisting with planning rectory repairs.

### Items for Vestry Discussion/Approval:

Rectory Porch Repair (\$18,500): As reported over the past few years, the front porch of the rectory needs extensive repairs to correct structural issues that include bowing of the ceiling/2<sup>nd</sup> floor dormer, tiling and splitting of the columns, and rotting of the floor joists. Because this is a serious structural issue, the committee has identified this as the top priority among the various rectory repairs (see below).

In 2015, the committee received three quotes that ranged from \$5,975 (lowest of Woodford Brothers alternative) to \$17,719 (Gary Wright). The low quotes only addressed part of the problem and included a cost of \$1,000 for exploring the structural issues with the ceiling/dormer. Gary Wright's scope is the only one that provides a comprehensive correction of the structural problems of the porch/dormer, carpentry repairs, and painting (proposal attached). The committee also has high confidence in Gary from his past work at the church. He cannot schedule the work this fall, but can do it the first thing in the spring. So that Gary can schedule this work ahead of other projects that will be coming in, the committee is recommending that the vestry approve his proposal and an amount to address contingencies of not-to-exceed \$18,500. The Finance Committee will determine, based on other work to be done at the rectory, whether these funds come from the Capital Campaign or existing capital reserves.

### Rectory Central Air Conditioning Installation (\$3,500)

The committee is recommending that central air be installed at the rectory, in part because so many of the windows are not operable and generally to enhance the livability of the house. The central a/c will be tied into the existing forced-air furnace. The committee has received three estimates to date ranging from \$4,100 to \$3,100. The committee is requesting the vestry approve a not-to-exceed amount of \$3,500, to be taken from current capital reserves. The current low bid is from Bob Giarrosso, who installed the new furnace last year and is recommended by Dan Bilow.

### Other Items and Updates

Rectory Repairs: Given the success of the Capital Campaign and existing capital reserves of approximately \$40,000, the wardens and Sarah Reks approached the Property Committee in June about advancing much-needed repairs at the rectory (these were on hold pending the outcome of the Capital Campaign). In addition to the rectory porch and central a/c (see above), the committee is gathering estimates on the following priority repairs and improvements. The committee will not have enough information to make recommendations on specific proposals in time for the August vestry meeting except for the first two, but may ask for approval by the vestry before the September meeting in order to get the work scheduled this fall (may also need time for review by the city Landmark Preservation Board). The committee needs to assess the total cost of all the repairs before committing to items except #1 and #2. The following are current estimates to date:

1. Front Porch Repairs: \$18,500 (see above)
2. Central Air Conditioning: \$3,500 (see above)
3. Asphalt driveway reconstruction (very poor condition; requires full reconstruction with new base, asphalt): \$6,522 (Sarah getting two more quotes)
  - May need to be tied in with replacing the garage floor to correct drainage issues
    - Garage floor replacement: \$8,000/Maksi Masonry (need two more quotes)

4. Concrete Entrance Walk (sidewalk to rear door): \$4,000 (Maksi Masonry; Sarah getting two more quotes)
  - Needs to be coordinated with asphalt driveway reconstruction
  - Needs to be coordinated with repair of brick piers of adjoining entry porch
    - Maksi Masonry quote: \$2,522
5. Water Heater (existing unit 20+ years old): \$2,200; Dan is getting two more bids; Sarah received a quotes for \$1,936 and \$2,160
6. Dorset Road Sidewalk and Driveway Apron (very poor condition—heavily cracked, heaved): The committee recommends that this be done by the city and charged to the church taxers (10 year pay-off). John Auwaerter will be contacting the city to obtain an estimate (probably in the \$5,300 range)

Total approximate cost for above priority items: \$34,700 (not counting garage repairs and sidewalk replacement)

Minor repairs: Replacement of leaking bathroom faucets, replacement of faulty outside spigot, repair of kitchen cabinet that is pulling away from the wall, repair of attic window, repair of second floor rear porch door lockset. Gaffney plumbing will be replacing the faucets in the near future. Handyperson is needed to do the other repairs.

Other repairs needed within next year or so: exterior painting; window repair; storm window repair/replacement; insulation (Paul is looking into a free NYSEDA energy efficiency evaluation)

The committee is also planning to rent a dumpster for clean-out of the rectory garage, basement, and attic on Saturday, September 30 or October 7. Volunteers needed!

#### State EPF Grant for Exterior Masonry Repairs (Tower, Parish House)

Randy and Beth Crawford were at the church the week of August 1 assessing condition of the tower and stucco. Current target dates: Completion of plans and specifications, September 2017; project advertised for bid: October 2017; selection of general contractor: January 2018; construction: April-July 2018.

Parish House Leak: Gary Wright completed temporary repair of the wall and drain pipe on the two-story section of the parish house where leaks were occurring into the storage closet. Gary also cleaned all the gutters. Cost TBD.

Welsh Garden Tree Removals: The two diseased/weakened Norway maple trees were removed the week of August 1 as approved by the Vestry in June, for a cost of \$1,800 taken out of the Orange Grove garden funds (mitigation).

#### Running List of Repairs and Improvements (Church)

The committee is pursuing the following repairs/improvements (resolutions noted where applicable):

- Church furnace replacement (1 of 3 not replaced in 2015): Need to get estimates
- Repair of broken glass and memorial name plates on the church stained-glass windows: The committee discussed this, but postponed the work pending funds needed for tree removals in the Welsh garden.
- Setting up racks in food pantry and repair of concrete floor near elevator: Sexton Rich completed this work.
- Repair of church door into the tower (interior swinging door): Sexton Rich completed these repairs.
- Painting of chapel (old sacristy/upper hall) exterior door and porch (adjacent to Madison St. entrance): Need estimates or volunteer.
- Repair of tile floor at University entrance to church. Need estimates. John Auwaerter is following-up with Beth Crawford to see if she can recommend someone.

Grace Episcopal Church

Property Committee Report --- 8/2017 Vestry Meeting

- Cleaning of kitchen stove: Chuck is contacting someone to professionally clean this, to reduce potential for a grease fire.
- Organ power supply: The organ ceased to turn on, but after a couple weeks did. May be a problem with the stop switch; should be checked next time the organ is tuned.
- Lift to church: Paul deLima has been monitoring the on and off-again issues with operation of the lift, and has posted instructions to avoid problems.

Submitted by John Auwaerter

Grace Episcopal Church, Syracuse, NY 13210  
 Sustainability report: July and August 2017  
 Vestry meeting 8/15/17

Members: Judith Brooks Rental Coordinator, Rosa Clark, Michael Hungerford and  
 Marcia Putman

<u>Groups or Person</u>	<u>Date(s)</u>	<u>Activity or Event(s)</u>	<u>Space</u>
<u>July 2017</u>			
Kevi's Treats	7/1/17 & 7/15/17 2-6pm	Cooking class, manners and conversation	Kitchen
SCSD Meal Program	7/5/17-8/5/17 Mon. - Fri.	Serving Lunch 11:15-1:30	Parish Hall
Schola Cantorum	7/6/17-7/9/17	Workshops, Rehearsals Concert and Reception	Sanctuary and Parish Hall
Syracuse Civic Morning Musicals	7/9/17	Meeting	Parish hall
<u>August 2017</u>			
Kevi's Treats	8/5/17 & 8/19/17 2-6pm	Cooking class, manners and conversation	Kitchen
Hamilton College (F) Orientation	8/17/17-8/18/17 9am - 1pm 18 <sup>th</sup>	Overnights, Tour Syracuse and prepare meals	Parish Hall and Kitchen
Community choir	8/27/17 /3 - 7:30pm	Leadership meeting (Kitchen to heat water for water)	Parish Hall
<u>September 13, 2017 - May 9<sup>th</sup>, 2018</u>			
Syracuse Civic Morning, Musicals	9/13/17-5/9/18	Wednesdays 12:15pm 13 Concerts	Sanctuary & Parlor
Community choir	9/13/17 - 12/6/17	Wednesdays 7pm - 9pm	Parish Hall
Community choir	10/21/17 Saturday	Workshops 9am - 1:30pm	Parish Hall
Community choir	12/9/17 Saturday	Rehearsal 9am - 12noon	Parish Hall
Community choir	11/19/17 Sunday	Pot - luck dinner 5pm - 8pm (Heating soup)	Parish Hall/ Kitchen
Kevi's treats	11/2017 - ?	Cooking class 2pm - 6pm 2 Saturdays @ month	Kitchen

GRACE EPISCOPAL CHURCH  
The Reverend Johanna M. Marcure, Rector

July 19, 2017

Dear Friends,

I write today to share with you exciting news about the status of our 2017 capital campaign, *Grace2020 Renewing the Spirit* of Grace. Fellow parishioners and friends of Grace have made our capital campaign a remarkable success. To date, we have received thirty-six pledges totaling \$106, 358, leaving our capital campaign less than \$20,000 away from reaching our goal of \$125,000.

Our capital campaign is foremost about the people, mission, and ministry of Grace Episcopal Church. If you have not yet had an opportunity to return your pledge card, please prayerfully consider giving generously to our campaign and returning your pledge card before August 27, 2017.

Through your generous and courageous support, we will correct three major problems: deterioration of the stucco on our parish house, cracks in the foundation of our parish house which result in leaking in our food pantry, and structural faults of our tower which pose significant safety hazards. These repairs are necessary in order to preserve our buildings and ensure that they continue to enhance our mission and ministries.

In addition, money raised above the first \$55,000 will be used to respond as we are able to other very important parish needs. Primary parish needs identified during the discernment phase of our capital campaign which may be addressed include: renovations to our rectory, upgrading our parish house basement, improving our Welsh Garden, or refurbishing the entrances to our church.

With continued thanksgiving for you and the ministry we share in Christ, I am

Yours in Christ,

The Rev. Johanna Marcure

## Capital Campaign Committee August Vestry Report

*The only way to get there, without burning out a few, is to continually widen the circle of leadership.  
Constantly invite, and then listen openly for new ideas.  
Empower people to lead and work collaboratively.*

The Capital Campaign Committee met on July 13, 2017 at 5:00 pm.

Present were: Willson Cummer and Rev. Johanna Marcure, co-chairs; Dan Bilow, Lou Clark, and Paul deLima. Wayne Grove, Mike Hungerford, Imants Reks, and Ernestine Patterson were unable to attend.

Willson Cummer began the meeting with a prayer.

Covered on the Agenda:

1. The committee reviewed the current status as of July 13, 2017 of the Ask Phase of the capital campaign: Thirty-six (36) pledges have been received which total \$106,358. A broad breakdown of the pledges received was given.
2. There was some discussion of the current amount of money available for work to be accomplished in addition to the NY State Grant work. As of July 13<sup>th</sup> the amount is thought to be approximately \$35,000. It was noted that the amount of the NY State Grant Work is still TBD. There was mention that Grace may need to set a limit on cost above Grace's 25% matching funds requirement by employing "Value Engineering" on the NY State Grant project.
3. There was some discussion regarding the additional work to be accomplished as a result of the capital campaign. While there was consensus among the committee members that the Rectory ought to have the highest priority there was also some discussion regarding the importance of addressing the use of sacred space in the Welsh Garden. Committee members wondered if perhaps some funds from the capital campaign might be use to hire a landscaper to develop plans for the Welsh Garden which could then be implemented over time as funding becomes available.

The following actions items resulted from the meeting:

1. Rev. Johanna will send a letter reminding those who have not yet returned their pledge cards to prayerfully consider supporting the capital campaign. The letter was written and mailed out to sixty-four (64) individuals on July 19, 2017. A copy of the letter is attached to this report.
2. Willson Cummer accepted the task of communicating the current status of the capital campaign to the congregation via: announcement, Sunday insert, and social media accounts.
3. Members of the capital campaign committee agreed to send handwritten thank you notes all those who have pledged to support our campaign. Rev. Johanna agreed to write out a template for the thank you notes. Packages for committee members were created and given to committee members the week ending July 23, 2017.
4. Paul deLima agreed to speak with Imants Reks regarding the accounting of incoming pledges as well as setting up a system to issue status reports to those who have pledged.
5. The committee will meet again on August 29<sup>th</sup> at 5:00 pm.

The meeting closed with The Lord's Prayer at 6:00 pm.



**GRACE CHURCH FOOD PANTRY: JUNE 2017**

<b>Weeks</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Totals</b>
<b>Households</b>	21	21	23	25	22	112
<b>Children</b>	10	4	22	19	16	71
<b>Adults</b>	23	28	28	30	26	135
<b>Elderly</b>	9	9	8	9	5	40
<b>Total Individuals</b>	42	41	58	58	47	246
<b>TOTAL MEALS</b>	<b>378</b>	<b>369</b>	<b>522</b>	<b>522</b>	<b>423</b>	<b>2214</b>

The Food Pantry received a **Hunger Prevention and Nutrition Assistance Program (HPNAP)** Grant for **\$1,080.00 plus \$300.00** in produce.

Submitted by Rosa Clark

## GRACE CHURCH FOOD PANTRY: May 2017

<b>Weeks</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Totals</b>
<b>Households</b>	15	30	21	33	99
<b>Children</b>	5	18	18	10	51
<b>Adults</b>	24	34	37	35	130
<b>Elderly</b>	7	10	6	15	38
<b>Total Individuals</b>	36	62	61	60	219
<b>TOTAL MEALS</b>	<b>324</b>	<b>558</b>	<b>549</b>	<b>540</b>	<b>1971</b>

Shirley Edge and Barbara Slater attended the East Side Meeting of The Food Consortium. This group meets every 3 -4 months for each food pantry to share ideas and learn how each operates. This month the featured speaker was from The Women's Center.

They also attended a conference at the Holiday Inn sponsored by The Food Bank of Central New York.

Submitted by Rosa Clark

Program Number:

20183

County:

ONONDAGA

Fax to

Annie:

(315)

434-9629

\* Due by the 10th of the month following service.

\*A meal must include 3 of the 5 food groups. (1 of which Must be a fruit or vegetable)

\*Report any service that is not a complete meal on the back side of this report.

Program Name: Grace Episcopal Church FP

Month: July

Year: 2017



Date of Month	Number of Households	# of Children (Ages 0-17)	# of Adults (Ages 18-64)	# of Elderly (Ages 65+)	Total Individuals	Total Meals
1						
2						
3						
4						
5						
6	21	15	18	10	43	387
7						
8						
9						
10						
11						
12						
13	24	4	18	14	36	324
14						
15						
16						
17						
18						
19						
20	28	30	50	9	89	801
21						
22						
23						
24						
25						
26						
27	23	7	31	6	44	396
28						
29						
30						
31						

TOTALS:



Households	Children	Adults	Elderly	Individuals	Meals
96	56	117	39	212	1908

Name:

Phone:

# The Grace Project

## August Vestry Report

### **I. Programming**

The Grace Project continues to offer programming at the Justice Center on Wednesday evenings from 7:00 pm to 8:00 pm.

There have been between 8 and 14 youth participating in the project on Wednesday evenings.

Programming has included learning communication skills, distilling learning from formally incarcerated youth, and development of emotional control.

### **II. Finances**

The Grace Project reimbursed Damon Gilstrap \$100.00 for his work with a recently released young man. Damon drove the young man to appointments, spent time working to get support systems and benefits in place and provided food for the young man and his family.

### **III. Ministry**

Work on orientation materials for those who wish to participate in The Grace Project has been completed. The materials which will be used for orientation are attached to this report.

### **IV. Mentoring**

One youth with three family members was mentored in July. Interactions with five formerly incarcerated youth during the month of July took place.

## The Grace Project (TGP)

### Leadership of TGP

Program Director: The Rev. Johanna Marcure  
Co-chairs: Dr. Sarah Reks and Rabbi Joe Murray

### Mission and Ministry

TGP is a grassroots ministry of Grace Episcopal Church which works to bring about transformation in the lives of impoverished, at-risk young men – one life at a time. TGP is grounded in the concepts of restorative justice, forgiveness, and mutual accountability. TGP's work is collaborative, deeply rooted in Grace Church's rich history of social justice and based on our understanding that all are welcome at God's table and our desire to see the face of Christ in all who we meet.

The objective of TGP is to reduce recidivism among male teenage youthful offenders. TGP offers spiritual guidance as well as hope, direction, ideas, encouragement, and opportunities to learn life skills necessary for success.

TGP is committed to exploring ways in which Grace Church's ministries of formation, hospitality and healing might further inform and strengthen our work. It is our hope that as The Grace Project ministry matures there will be more ways for the Grace community and the Syracuse community at-large to participate in this important work.

### Mentoring

Our experience informs us that developing relationships with the youth while they are incarcerated is essential to our work with the youth outside the justice system. After their release, TGP mentors young men, helping them to negotiate their way through a variety of life circumstances and issues; among them family, education and employment.

Mentoring youth after their release is a time consuming and critical aspect of TGP. It is the expectation of the director of TGP that those who are participating at the Justice Center are also interested and available to mentor youth, post release.

Mentoring is accomplished as needed. Mentoring needs and assignments will be addressed at the monthly meetings of TGP.

## **Programming**

The primary goal of the TGP programming is to establish positive relationships with the youth by consistently offering hospitality, healing and education.

TGP aims to offer programs which:

1. Are geared to encourage those incarcerated to expand their horizons;
2. Offer tools which help them be successful both while they are incarcerated and after they are released;
3. Instill in them the importance and ability to establish positive and dependable support systems.

TGP programs cover a wide variety of areas: goal setting, life-skills, creative problem solving, religion, and education among them.

TGP programs, from time-to-time, may include speakers.

## **Program Development**

The primary philosophy of TGP is that the more perspectives and ideas it takes to create a program, the stronger the program will be and the more the young men will benefit from it.

The secondary philosophy is that there is more than one right way to accomplish our goals.

Both in planning and execution, programming for TGP is very fluid.

Programming is shaped and crafted to meet identified needs of the individuals incarcerated.

New initiatives and ideas for programs are welcome and encouraged.

All new programming will be reviewed and shared with all participating in TGP prior to its use at the Justice Center.

Review of new programming will be scheduled to take place during a monthly project meeting.

## **Program Assessment**

Programs are assessed at TGPs monthly meetings. The facilitator of a program is responsible for taking notes after the program and presenting them to the group at monthly meetings for review/discussion. Programs, along with the notes, are then forwarded to the librarian of TGP for filing.

## Process

Wednesday evening programming consists of:

1. One individual responsible for facilitating the designated program;
2. One individual responsible for monitoring the behavior of the incarcerated; and
3. A third individual responsible for supporting the work of the facilitator.

In the event that a fourth individual is present he/she will float between supporting the facilitator and the monitor as needed.

The individual responsible for monitoring behavior will speak with the guards upon entering Pod2A, understand and express shared expectations for the evening's program - both between the guards and TGP and TGP and the young men.

Programming is not to begin until the ground rules have been established and communicated to all.

Ground rules include: Behavioral expectations while in group and what is expected when the youth come to 819 Madison for help after release.

Attendance will be taken at the end of the evening. Youth will be responsible for signing their name on the sign-in sheet located at the guard's table after the closing prayer or reflection.

Shaking hands at the beginning and end of the program is encouraged.

Recognizing that we, and the youth, are a diverse group of individuals and faith backgrounds, when speaking about religion and/or religious issues we will, whenever possible, intentionally use inclusive language which is welcoming of all faith traditions and beliefs.

When speaking about religion, scripture, or beliefs we will faithfully work to use language which holds space open for beliefs and traditions other than our own.

Proselytizing and/or Evangelism are not part of TGP programming.

## **What to expect as a member of TGP**

TGP recognizes that all who participate bring needed gifts for the success of the program.

Our shared work is intended not only to offer hospitality, healing and formation to the youth, but also to each other.

TGP recognizes that from time-to-time, because we are human, we will step on each other's toes. It is both my responsibility and yours to faithfully address issues as they arise.

My expectation is that we covenant with one another to address issues/concerns in love and good care of one another.

Because of the nature of the ministry, on any given Wednesday TGP faces an issue or situation for the first time. At such times, the facilitator for the program has the primary responsibility of handling the issue/situation as he/she deems appropriate. Others supporting the facilitator should be respectful of the facilitator's direction and support the facilitator, stepping in only at the request of the facilitator.

Opportunity for critique and adjustment to programming will be accomplished at monthly TGP team meetings. If necessary, one may participate at these meetings via Skye or Facetime.

At no time should a member of TGP give the appearance of conflict amongst themselves in the presence of the young men at the Justice Center.

### **Scheduling**

Volunteers from TGP enter the Onondaga County Justice Center each Wednesday evening from 7:00 pm to 8:00 pm for programming.

Weekly participation at the Onondaga Justice Center consists of three individuals from the ministry and on occasion, four individuals.

Scheduling of volunteers will be set at monthly TGP meetings.