

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

**Agenda**  
**Vestry Meeting · February 21, 2017**  
**6:00 pm – 7:30 pm**

**Gathering**

**Opening Prayer and Call to Order**

- 1. Election of Clerk of the Vestry**
- 2. Welcome of New Vestry Members**
- 3. Review and Approval of January Vestry Minutes**
- 4. Rector's Time**

Updating Website with 2017 Wardens and Vestry Members

Parochial Report

Request regarding visit from Juanita Perez-Williams

Steinway Piano – Syracuse Stage

- 5. Ministry Reports**

Finance Ministry Monthly Report

Property Ministry Monthly Report

Sustainability Ministry Report

Capital Campaign Committee Report

Outreach Ministries Reports

Food Pantry Ministry

Grace Project Ministry

- 6. Other Business**

March Vestry Retreat

Scheduling

Agenda – Visioning through 2020

Shrove Tuesday

Ash Wednesday – Holy Eucharist with Imposition of Ashes at 7:00 pm

Lenten Formation – Sunday mornings during Lent at 10:45 am

- 7. 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?'*

## **Vestry Top Ten List**

### *How to Understand the Responsibilities of the Vestry*

Just as the Great Commission—“Go therefore into the world to make disciples of all nations”—does not go into great detail on how exactly to accomplish that mission, so the canons of the Episcopal Church are not particularly specific about the responsibilities of vestries.

The vestry “shall be agents and legal representatives of the Parish in all matters concerning its corporate property and the relations of the parish to its clergy” (Canon 14). That’s the whole thing.

To provide a little more meat on the bones of how ought a vestry to act—here is a Top Ten list of how to understand the responsibilities of vestries:

1. **Those of us on vestries should explicitly seek God’s guidance in our work.** While a vestry has legal and fiscal responsibilities (and must take them seriously), a vestry is not a board of directors for a business or a not-for-profit. The work of the vestry can be done only as it is grounded in the Spirit. Too often we are not intentional and reflective about our work. How then do we remind ourselves that the work of the vestry is God’s work? We might light a candle to remind us of the presence of Christ. We might end the meetings with Compline. We might share spiritual reflections as a regular part of the agenda. We do begin and end the meetings with prayer.
2. **The vestry must seek means to form community.** A vestry is a group of individuals, called to work in the church, together. Most likely, vestry members will come from different backgrounds and have various agendas. Finding common ground, centered on the spiritual life of individuals and of the vestry as a group, then, is fundamental to successful work as a vestry.
3. **A vestry should act in concert with the rector.** The rector is a member of the vestry. The rector chairs the vestry. The rector has canonical authority (e.g., use of space) for certain matters in the church. The rector is NOT a CEO hired by a board of directors to direct a staff carrying out the mandates of the board. Rather the rector is a *partner* with the vestry in the mutual discernment of mission. In concert with the bishop, the vestry determines the means for calling the rector and negotiating a memorandum of agreement. But after that, it’s a partnership.
4. **The vestry is not a representative body.** Thinking of vestry membership as one from Christian education, one from the choir, one from the Scouts, etc., where we vote *our* interests, will only get us into trouble. The vestry is a group of individuals seeking to discern, with the rector, what the parish is called to do and to have oversight of that work.
5. **A vestry must define its OWN mission, vision, values, and goals.** There are many organizing principles for outlining the work of the vestry. What is most important is that the vestry define its own direction. Vestries are well served by being intentional about their agenda and work.

6. **Vestries must set strict time limits on buildings and grounds discussions.** Vestries often move their attention to the concrete. It is a lot easier to spend a year's worth of meetings hashing out the problems with the old carpet (which people may trip on as they enter meetings) than it is to decide to FIX the carpet and move on to what the parish is called to do. Set strict time limits on buildings and grounds discussions, form a committee—and get on with attending to the rest of the life of the church.
7. **Hold yourself, and one another, accountable.** Have vestry members committed to the tithe as the standard for giving? Does anyone talk about pledging in concrete terms?
8. **Vestries should celebrate.** Annual picnics, receptions, outings, dinners, and other celebratory events should be part of vestry life.
9. **Have formal rituals.** We're a liturgical church. We like this stuff. It's meaningful to us. Begin (and maybe end) service on the vestry with a formal ritual in a worship service. It's what we do well. And it matters.
10. **Seek continuity and embrace change.** In many parishes, the “old guard” controls the vestry. In others, there is so much turn over that the continuity that allows for living out a mission is lost, with the parish reinventing itself every year. It is a delicate balance—to provide continuity and to bring in “new blood” and new ideas. But it's a balance we need to constantly work on. And being about balance...it's even Anglican!

– *Adapted from Scott Evenbeck*

## Grace Episcopal Church

### Vestry Meeting Minutes January 17, 2017

Prepared by Terri Jennings, Clerk to the Vestry

**Present:** Rev. Johanna, Imants Reks, Sarah Reks, Sabrina Coleman, Rosa Clark, Mike Hungerford, Paul deLima, John Auwaerter, Ernestine Patterson, Judith Brooks, Chuck Vanderpool.

Rev. Johanna opened the meeting with prayer at 6:01pm.

**Approval of December 2016 Vestry Minutes:** Minutes were reviewed and approved with no changes.

**Finance Committee Report:** Imants Reks reviewed the Statement of Financial Position report. The full report is contained in the January Vestry packet. Discussion arose regarding several grants and what the accounting methodology will be. A meeting will be set up next week with Finance and Property Committee representatives to look at specific grant accounting requirements. A motion was made by Mike Hungerford to accept the Finance Report for audit; 2<sup>nd</sup> by Rosa Clark. Motion so moved.

**Review and Approval of Proposed Budget 2017:** Imants Reks reviewed the Draft 2017 Budget (Draft is contained in January Vestry packet). The Proposed 2017 Budget will be presented to the Congregation. The 2017 pledge total is equivalent to last year (approximately \$96,000) with one less pledging unit (33 to 32 pledges). It was noted that we lost two significant pledges in 2016 due to the passing of these devoted parishioners. There are three new pledging units and some decreases in previous pledge amounts from regular pledgers. The projected total income is approximately \$142,000. The Vestry recommended that the Food Pantry budget for 2017 be increased from \$7000 to \$8500. In reviewing the need for Office/Support help, Rosa Clark suggested contacting the "Experience Works" program, which helps place retired seniors in employment situations. Rosa suggested that this program may be able to supplement office personnel, and potentially offset some administrative costs in the upcoming budget year. Rev. Johanna will follow-up and contact the program to determine if this might be an option.

Discussion regarding Rector Compensation for 2017 Budget Year: Rev. Johanna recused herself from this discussion. The five year plan developed by Grace included efforts to move Rev. Johanna to a full-time position. The wardens, Sarah Reks and Judith Brooks, informed the vestry that they had discussed with Rev. Johanna the Finance Committee's recommendation that based on the projected income for 2017 Grace could not increase her hours from 28 hours/week to 30 hours/week despite our desire to do so. They also informed her that this decision was not based on her job performance and that she would receive a raise. Rev. Johanna was understanding of

this difficult decision. The Vestry had a very thoughtful discussion about the amount of increase for Rev, Johanna's compensation. It was acknowledged by all how very much Rev. Johanna is appreciated; we are all grateful for her leadership, compassion, pastoral ministry and all she does for the congregation of Grace Church. The reality of Grace Church finances was also discussed at length supported by 5 year data analysis of income and pledging by Imants Reks. A 2.5% increase, as well as a vote of confidence was agreed upon. A formal letter of the compensation change will be sent to Rev. Johanna.

Revisions to Proposed Budget 2017: Vestry members will meet briefly on January 29<sup>th</sup> after Sunday Service to vote on the final 2017 budget.

**Nominating Committee Report:** The Nominating Committee (Mike Hungerford, Sabrina Coleman and Rev. Johanna) presented the proposed slate of Wardens and Vestry Members for upcoming year/terms. The Proposed Slate is included in the January Vestry packet. There was discussion regarding the new candidates, and the rationale for their selection. It was noted that John Auwaerter graciously agreed to a second term.

Motion made by Imants Reks to accept the proposed slate to be presented to the congregation at the Annual Meeting on January 29, 2017; Seconded by Rosa Clark. Vestry voted unanimously to accept slate to be presented to Grace Congregation 1/29/17.

**Capital Campaign Committee Report:** The Committee Report from meeting of 1/5/17 was reviewed. The committee decided not to use the services of the ECF to produce the Feasibility Study. The cost was prohibitive and the committee felt that they could produce a good product themselves with only the cost of printing. These materials for the Feasibility Study phase of the Capital Campaign are included in the Vestry packet. The Vestry commended the committee for the excellent work and detail put into these materials. A motion was made by Sarah Reks to accept the Feasibility Study Materials as is, 2<sup>nd</sup> by Ernestine Patterson. Motion so moved.

**Outreach Ministry-Food Pantry:** Rosa Clark gave this report. Numbers of meals served continues to be high; it was agreed that the 2017 budget will help with the increased Food Pantry expenditures. Food Pantry is looking for volunteers, and also needs Spanish speaking volunteers to assist on Thursday mornings.

#### **Other Business:**

Shrove Tuesday (February 28): Shrove Tuesday last year was a success, and Rev. Johanna suggested making this another festive and fun event. One suggestion is playing Grace Family Feud, and several people have volunteered to help develop the questions. More volunteers will be needed to host this event. More details coming in the near future.

Lenten Formation. Rev. Johanna has a learning series on the Apostle's Creed and plans to use this as part of Lenten Formation for all ages. Program specifics and scheduling to be worked out.

Letter of Thanks and Gift to the Presiding Bishop: Sarah Reks and Judith Brooks have composed a letter of thanks to send to Presiding Bishop for his visit and service to Grace Church. A special photo taken during the service will be framed and sent with the letter.

ACTS: It was noted there have been significant changes in the structure and leadership of the ACTS organization. Several Vestry members who have been involved in specific projects relayed there was minimal or non-existent follow-up and/or support from ACTS on significant social justice issues. Rev. Johanna recommended withdrawing Grace's annual financial support of \$500 from ACTS, and following up with a formal letter. Motion to withdraw financial support made by Judith Brooks, 2<sup>nd</sup> by Sarah Reks. Motion so moved.

New Sexton: Richard Lambertson has begun working at Grace Church and Vestry members who have worked with him (primarily Chuck Vanderpool and Paul deLima) feel he is doing a good job, and seems to know what needs to be done. Rev. Johanna and others mentioned that the church cleanliness has noticeably improved. Overall, he is working out very well.

#### Communications Coordinator.

Rev. Johanna recommended that the position of Communications Coordinator (currently filled by Sarah Almond) be changed from a flat rate to an hourly rate to better reflect the reality of time utilized for specific tasks. No vote needed, however all Vestry in agreement with this recommendation.

Paid Office Support: Grace Church actively seeking candidates for paid Office Support to supplement volunteer help. Recommendations welcome.

***Closing Prayer:*** Rev. Johanna closed the meeting with prayer. Meeting ended at 7:44pm

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

	<u>Jan 17 Actual</u>	<u>2017 Budget</u>	<u>2016 Actual Thru Jan</u>	<u>2017 Annual Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · Pledge and Plate Income</b>				
41110 · Pledge Income	31,730.00	15,000.00	14,834.00	95,736.00
41112 · Plate Offerings	273.59	380.00	394.85	6,000.00
41112.5 · Unrestricted Gifts	0.00	0.00	0.00	500.00
41113 · Non-Pledged Contributions	1,207.00	800.00	927.00	9,000.00
41114 · Special Offerings- Heat	30.00	100.00	103.00	500.00
41114.1 · Special Offerings	0.00	0.00	0.00	0.00
41114.3 · Special Offerings-Flowers	0.00	0.00	0.00	300.00
<b>Total 41000 · Pledge and Plate Income</b>	<b>33,240.59</b>	<b>16,280.00</b>	<b>16,258.85</b>	<b>112,036.00</b>
<b>41200 · Buildings and Grounds Use</b>				
41211 · Church Space Use	35.00	300.00	314.00	8,000.00
41212 · Parking Lot Use	1,392.00	1,500.00	1,846.00	10,000.00
41214 · SU Event Parking	1,080.00	600.00	640.00	5,000.00
<b>Total 41200 · Buildings and Grounds Use</b>	<b>2,507.00</b>	<b>2,400.00</b>	<b>2,800.00</b>	<b>23,000.00</b>
<b>41300 · Events Fundraising &amp; Outreach</b>				
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	0.00	0.00	0.00	0.00
41350 · Concerts	0.00	0.00	0.00	0.00
41360 · General Fundraising	0.00	0.00	0.00	0.00
<b>Total 41300 · Events Fundraising &amp; Outreach</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>41400 · Other Income</b>				
41410 · Interest Income	0.00	0.00	0.00	40.00
41440 · Grants	0.00	0.00	0.00	0.00
41450 · Reimbursed Expenses	965.00	0.00	0.00	0.00
41460 · Miscellaneous Funds	0.00	0.00	0.00	0.00
<b>Total 41400 · Other Income</b>	<b>965.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.00</b>
<b>41600 · Temporarily Restricted Income</b>				
41680 · Grace Prison Ministry Project	0.00	0.00	0.00	250.00
41650 · Outreach Collections	0.00	0.00	0.00	0.00
41670 · Temp Restricted Inc - Memorial	0.00	0.00	0.00	0.00
41610 · Food Pantry Donations	260.00	440.00	440.00	5,000.00
41611 · Priest Discretionary Fund Incom	200.00	200.00	12.00	750.00
41660 · Restricted Gifts	0.00	0.00	0.00	1,000.00
<b>Total 41600 · Temporarily Restricted Income</b>	<b>460.00</b>	<b>640.00</b>	<b>452.00</b>	<b>7,000.00</b>
<b>Total Income</b>	<b>37,172.59</b>	<b>19,320.00</b>	<b>19,510.85</b>	<b>142,076.00</b>
<b>Expense</b>				
<b>59100 · Grant Expenses</b>				
59112 · Trinity Wall Street Grant	0.00	0.00	0.00	0.00

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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>
<b>51680 · Miscellaneous Expenses</b>				
51688 · Gifts & Honorariums	0.00	0.00	0.00	1,000.00
51687 · Hospitality Ministry	0.00	0.00	0.00	0.00
51685 · Fundraising Expense	0.00	0.00	0.00	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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>51670 · Pastoral Ministries</b>				
51675 · Priest Discretionary Fund	0.00	200.00	31.37	750.00
51672 · Travel Expense	0.00	0.00	0.00	0.00
<b>Total 51670 · Pastoral Ministries</b>	<b>0.00</b>	<b>200.00</b>	<b>31.37</b>	<b>750.00</b>
<b>51640 · Memberships</b>				
51642 · Other Memberships	0.00	50.00	35.00	50.00
51641 · ACTS	0.00	0.00	0.00	0.00
<b>Total 51640 · Memberships</b>	<b>0.00</b>	<b>50.00</b>	<b>35.00</b>	<b>50.00</b>
<b>51635 · Outreach Ministries</b>				
51639 · Grace Prison Ministry Project	0.00	0.00	165.23	250.00
51638 · Outreach	0.00	500.00	650.97	1,000.00
51637 · Grace Food Pantry	0.00	50.00	49.81	8,500.00
<b>Total 51635 · Outreach Ministries</b>	<b>0.00</b>	<b>550.00</b>	<b>866.01</b>	<b>9,750.00</b>
<b>51615 · Worship Ministries</b>				
51622 · Worship Supplies	0.00	0.00	0.00	0.00
51621 · Acolyte Supplies	0.00	0.00	0.00	0.00
51620 · Flowers	0.00	0.00	0.00	200.00
51619 · Altar Guild Supplies	0.00	0.00	0.00	1,300.00
51618 · Instrument Maintenance	0.00	0.00	0.00	100.00
51617 · Music	0.00	0.00	0.00	0.00
51616 · Musician Stipend	750.00	750.00	0.00	8,550.00
<b>Total 51615 · Worship Ministries</b>	<b>750.00</b>	<b>750.00</b>	<b>0.00</b>	<b>10,150.00</b>
<b>51400 · Diocesan Responsibilities</b>				
51430 · Diocesan Conferences, Workshops	0.00	0.00	0.00	500.00
51420 · Diocesan Quota	0.00	0.00	0.00	0.00
51410 · Diocesan Assessments	583.33	563.00	500.00	6,755.00
<b>Total 51400 · Diocesan Responsibilities</b>	<b>583.33</b>	<b>563.00</b>	<b>500.00</b>	<b>7,255.00</b>
<b>51600 · Communication Ministries</b>				
51611 · Website	0.00	0.00	0.00	200.00
51610 · Bulletins	0.00	0.00	0.00	0.00
51612 · Advertising and Promotion	0.00	0.00	0.00	250.00
<b>Total 51600 · Communication Ministries</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>450.00</b>



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<b>51300 · Office, Admin &amp; Supplies</b>				
51370 · Copying Costs	0.00	0.00	0.00	0.00
51397 · Professional Fees	262.50	312.50	262.50	3,200.00
51310 · Office Supplies	60.11	40.00	37.99	1,000.00
51396 · Interest Expense	0.00	0.00	0.00	0.00
51335 · Depreciation Expense	0.00	0.00	0.00	0.00
51325 · Computer/Office Eq Expenses	0.00	0.00	0.00	150.00
51313 · Automobile Expense	0.00	0.00	0.00	0.00
51381 · Dues and Subscriptions	0.00	0.00	0.00	300.00
51395 · Bank Service Charges	0.00	0.00	0.00	150.00
51350 · Equipment Maint Contract	0.00	128.00	127.91	2,300.00
51330 · Church Phone and Internet	206.80	150.00	126.63	1,800.00
51320 · Postage and Delivery	47.00	0.00	0.00	100.00
<b>Total 51300 · Office, Admin &amp; Supplies</b>	<u>576.41</u>	<u>630.50</u>	<u>555.03</u>	<u>9,000.00</u>
<b>51200 · Buildings and Grounds</b>				
<b>51220 · Rectory</b>				
51270 · Rectory Internet and Phone	0.00	0.00	0.00	700.00
51222 · Water-Sewer- Rectory	422.19	515.00	510.75	900.00
51260 · Property Taxes	0.00	0.00	247.61	50.00
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	0.00	0.00	0.00	4,000.00
51221 · Utilities- Gas & Elec	219.60	245.00	0.00	2,100.00
<b>Total 51220 · Rectory</b>	<u>641.79</u>	<u>760.00</u>	<u>758.36</u>	<u>7,750.00</u>
<b>51205 · Church</b>				
51208 · Lula & Lift Maint. Inspection	0.00	0.00	0.00	1,100.00
51209 · Fire Alarm - Church	0.00	0.00	0.00	1,200.00
51219 · Prop Taxes	0.00	0.00	0.00	200.00
51263 · Capital Expenses	0.00	0.00	0.00	0.00
51900 · Miscellaneous	0.00	0.00	0.00	0.00
51218 · Insurance	0.00	0.00	0.00	5,023.00
51239 · Grounds Mainten-Plowing	0.00	250.00	0.00	1,500.00
51238 · Grounds Mainten-Equipment	0.00	0.00	0.00	100.00
51237 · Grounds Mainten-Materials	99.98	75.00	62.76	750.00
51217 · Repairs & Maintenance	1,085.50	150.00	74.00	4,000.00
51216 · Maintenance Supplies	0.00	0.00	0.00	500.00
51215 · Security	0.00	0.00	0.00	0.00
51214 · Contracted Services	38.50	38.50	38.50	462.00
51212 · Water & Sewer	442.80	515.00	529.74	900.00
51234 · Waste Removal	0.00	0.00	0.00	480.00
51210 · Utilities-Gas & Electric	870.04	1,100.00	1,012.80	7,000.00
<b>Total 51205 · Church</b>	<u>2,536.82</u>	<u>2,128.50</u>	<u>1,717.80</u>	<u>23,215.00</u>
<b>Total 51200 · Buildings and Grounds</b>	<b>3,178.61</b>	<b>2,888.50</b>	<b>2,476.16</b>	<b>30,965.00</b>
<b>51130 · Priest Expenses</b>				

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51143 · Priest Equity Accrual	0.00	0.00	0.00	1,200.00
51142 · Priest Professional Expenses	0.00	0.00	0.00	300.00
51140 · Priest Sabbatical	0.00	0.00	0.00	600.00
51151 · Supply Priest Stipend	0.00	0.00	0.00	200.00
51138 · Pension Fund	0.00	2,885.50	1,284.57	11,542.00
51137 · Priest Continuing Education	0.00	0.00	0.00	500.00
51134 · Priest Health Savings Acct	0.00	0.00	0.00	0.00
51132 · Priest Health Insurance	0.00	0.00	914.00	0.00
51135 · Priest SECA	172.76	362.50	172.76	4,350.00
<b>Total 51130 · Priest Expenses</b>	<u>172.76</u>	<u>3,248.00</u>	<u>2,371.33</u>	<u>18,692.00</u>
<b>51160 · Payroll Expenses</b>				
51162 · Workers Compensation	665.00	400.00	394.00	450.00
51190 · Payroll Service Fees	29.02	30.00	14.57	600.00
51164 · Employer Fica	0.00	31.25	41.32	375.00
51163 · Disability Insurance	0.00	0.00	0.00	125.00
51165 · State Unemployment	0.00	0.00	0.00	0.00
<b>Total 51160 · Payroll Expenses</b>	<u>694.02</u>	<u>461.25</u>	<u>449.89</u>	<u>1,550.00</u>
<b>51100 · Salaries &amp; Benefits</b>				
51180 · Part Time Program Director	250.00	0.00	0.00	0.00
51170 · Secretary Stipend	20.00	0.00	0.00	0.00
51125 · Sexton Stipend	400.00	400.00	320.00	4,500.00
51110 · Priest Stipend	3,509.08	3,572.00	2,054.84	42,864.00
51120 · Office Salaries	0.00	650.00	540.00	7,800.00
51100 · Salaries & Benefits - Other	0.00			
<b>Total 51100 · Salaries &amp; Benefits</b>	<u>4,179.08</u>	<u>4,622.00</u>	<u>2,914.84</u>	<u>55,164.00</u>
<b>51625 · Christian Formation</b>				
51631 · Program Director	0.00	0.00	0.00	0.00
51630 · Child Care	0.00	0.00	0.00	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	50.00	6.07	250.00
<b>Total 51625 · Christian Formation</b>	<u>0.00</u>	<u>50.00</u>	<u>6.07</u>	<u>350.00</u>
<b>Total Expense</b>	<u>10,134.21</u>	<u>14,013.25</u>	<u>10,205.70</u>	<u>145,126.00</u>
<b>Net Ordinary Income</b>	27,038.38	5,306.75	9,305.15	-3,050.00
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>42000 · Donations &amp; Other</b>				
42168 · Capital Campaign Income	400.00	0.00	0.00	0.00
42167 · Grace Prison Ministry Prj Grant	0.00	0.00	3,000.00	0.00
42166 · Cap Proj Grant - Tower	0.00	0.00	25,000.00	0.00
42170 · Sabbatical Income	0.00	0.00	0.00	0.00
42190 · Unrestricted Donations	0.00	0.00	20.00	0.00

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

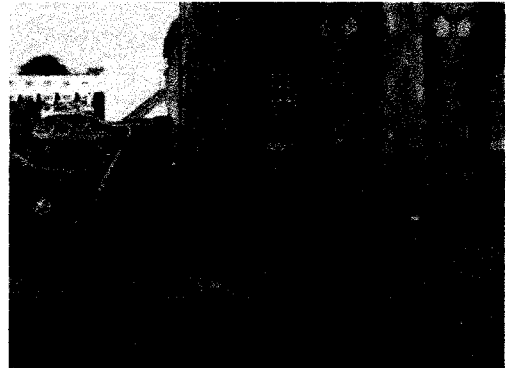
	Jan 17 Actual	2017 Budget	2016 Actual Thru Jan	2017 Annual Budget
42180 · Restricted Donations	0.00	0.00	0.00	0.00
<b>Total 42000 · Donations &amp; Other</b>	<b>400.00</b>	<b>0.00</b>	<b>28,020.00</b>	<b>0.00</b>
49200 · Restoration Income	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>400.00</b>	<b>0.00</b>	<b>28,020.00</b>	<b>0.00</b>
<b>Other Expense</b>				
52000 · Donations & Other Expenses				
52142 · Capital Campaign Expenses	0.00	0.00	0.00	0.00
52145 · Grace Prison Ministry Proj Exp	0.00	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>0.00</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>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>400.00</b>	<b>0.00</b>	<b>28,020.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>27,438.38</b>	<b>5,306.75</b>	<b>37,325.15</b>	<b>-3,050.00</b>

The committee met on February 11, 2017; Chuck Vanderpool, Paul deLima, and John Auwaerter attending.

**Items for Vestry Discussion/Approval:**

**Bike Rack:** The committee proposes installing a five-bike bike rack in the lawn in front of the parish house (lounge). There is presently no adequate place to secure bikes. The rack pictured is available for \$163.85 (plus shipping) and would require concrete filled post holes (which committee members could install). The rack would go just off the sidewalk between the parish house and parking lot. While the rack is below the cost necessary for vestry approval, it does constitute and change in appearance to the church grounds.

The committee discussed installing a more traditional-looking bike rack (more rectangular), but these require either a concrete pad, or if not secured, could be stolen. The proposed design is inconspicuous and can be mown around.



**Parish House Window Treatments:** The committee discussed the need to provide blinds, shades, or curtains on windows in the parish house. The committee is proposing 2" white blinds for the two west windows in the upper conference room (vestry meeting room), since the evening sunlight is especially problematic. These cost about \$50 each and could be installed by committee members. In the parish hall, Oakerhater parlor, and front office, the committee would like to know how the vestry feels about the need for window treatments, and how a decision about the type should be made. Shades, blinds, or curtains would help control heat in the summer and could make the rooms more appealing throughout the year (feel a bit barren now).

**Other Items and Updates**

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

Crawford & Stearns is continuing work on the architectural plans and compiling information from the engineer and haz-mat consultants. The existing conditions plans for the tower are presently about 75% complete. According to Randy Crawford, the timing for completion of the architectural plans and bid packages in time for construction this year is looking problematic (from bid to time of construction is a minimum of 12 weeks; construction would need to begin in summer to allow for fall completion). It is looking like construction may be postponed to 2018.

**Sexton:** The committee discussed several minor repair projects that the sexton, Rich Lambertson, could take on as additional work. Rich would bill for this work separately from his sexton job, and the committee would undertake these within the buildings and grounds budget line. Chuck will be discussing the following projects with Rich:

- Repair of interior door to tower
- Temporary repair of tile floor in exonarthex (University Avenue vestibule)
- Moving racks to the food pantry
- Cleaning windows (especially Oakerharther parlor)
- Clean-up of basement (boiler room, rear unfinished room with paint)
- Patching of broken concrete on basement floor in front of elevator

**Wireless Thermostats and Wireless Service**

Dan Bilow has the church wireless thermostats up and running, and will be installing the last two in the Oakerhater parlor and upper church entrance hall in March. To improve wireless services to Rev. Johanna's office, the committee

Grace Episcopal Church  
Property Committee Report --- September 2016 Vestry Meeting

also agreed to have Dan work with CNY Business Systems to install a new wireless antennae where the phone presently exists in the upper hall/top of stairs to church. The cost will be about \$300.

Parish House Basement Floor

The paint on the parish hall basement floor (hallways, food pantry) is not holding up well and looks dirty. Chuck will have Rich mop these floors, but the problems are more than just cleaning. The committee will be looking into having the floors repainted with a more durable paint in a color that hides dirt better.

Parish House Basement Classroom

The SU students have cleaned and repainted the north classroom in the basement. Rich Lambertson repaired an area of failing plaster.

Parking Lot

Chuck will be looking into having the parking lot re-stripped (most of the lines have worn away).

Parish House Door Sensors

There have been problems with the door fob and locking mechanisms on the Madison Street and Welsh Garden/kitchen entrance doors. Murphy Locksmiths replaced the problem on the Welsh Garden door (replaced the strike) and disassembled the Madison Street entrance to assess the problem. The garden door is fixed, but there may still be issues with the Madison Street entrance. Gary Wright will be assessing the locking mechanism to see if it is defective.

Miscellaneous

As detailed in previous reports, the committee is looking into replacement of the rectory water heater and the third (old) furnace in the church (more quotes are needed), a professional cleaning of the church stove (2 estimates have been received), cleaning the church gutters, and installing a volume damper on the heat duct into the sacristy.

Submitted by John Auwaerter

Grace Episcopal Church  
819 Madison Street  
Syracuse, NY 13210

Sustainability Vestry Report 2/21/2017

Committee: Judith Brooks, Rental Coordinator, Rosa Clark and Michael Hungerford

1. Shankevi Dean Owner of Kevi's Treats: Conducting Cooking class twice monthly

Space: Kitchen

Starting date: 2/25/17, 3/11/17, 3/25/17, 4/1/17, 4/15/17, 5/6/17, 5/20/17, 6/3/17, 5/17/17, 7/1/17, 7/15/17, 8/5/17 and 8/19/17 (she will continue after the SU Football schedule comes out. . .)

Time: 2pm – 6pm

2. SCHOLA CANTORUM:

Space: Parish Hall for meeting and laying out Music

Kitchen: Refrigerator to store cold food & beverages

Sanctuary: Rehearsals and Concert

Times: Thurs. 7/6/17: arrival 2 – 5pm rehearsal 5pm – 7pm, Dinner area Restaurants and 7 – 9pm Rehearsal

Fri. 7/7/17: – 9am – 12noon rehearsal, 12noon – 2pm Lunch, 2 – 5pm Rehearsal, 5 – 7pm Dinner and 7 – 9pm Rehearsal

Sat. 7/8/17: 9 -12noon Rehearsal, 12noon – 2pm Lunch, 2 – 5pm Rehearsal and 7 – 9pm Pot-luck Dinner

Sun. 7/9/17: 9:30 – 10:45am sing during our service, 11am – 1pm Lunch, 1 – 2:45pm Rehearsal, 3 - 4:30pm Concert open to the public and 4:30 – 6pm Reception in Parish Hall. . . provided by the Church

Schola Cantorum will request a donation from the Concert Attendees . . . this donation will go to Grace

3. ALLIANCE FOR A GREEN ECONOMY – Andra Leimamis

Event: Environmental Justice Conference:

Date: 3/2/17 – 3/3/17

Time: 8 – 6pm

Space: Parish Hall for the Conference and Kitchen to store water and make coffee

Break-out rooms: Thurs. 3/2/17 Parlor, Upper Conference room and Parish Room 1:30 – 6pm

Break-out rooms: Fri. 3/3/17 Parlor, Upper Conference room and Parish Hall 1 – 4:30pm . . . group closing 4:30 – 6pm

NEW MEMBERS ARE WELCOME!

2/20/2017 JMB

# Grace Episcopal Church Rental Agreement

## Conditions of Use

Please read the Parish Hall Rental Agreement and Conditions of Use carefully. Initial at the bottom of page one and sign in the signature space provided on this page.

### Reservations:

1. All the requirements for rental must be completed and approved by the Church. Required items include but are not limited to the following: signed and completed rental agreement, receipt of rental deposit and fees, photo ID, and certificate of insurance if deemed necessary by the Church.
2. The person signing the rental agreement and/or organization on whose behalf the rental is being made is responsible for compliance with all the conditions of use for the facility.
3. This rental agreement must be signed by a person who is at least twenty-one (21) years of age.
4. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility. **Parking is not available during SU football and Men's Basketball home games.**

### Fees:

1. At the time of reservation, a deposit and/or the rental fee in accordance with the current fee schedule is due and payable along with the completed rental agreement. The Church must be in receipt of the balance of the fees before the facility is considered rented.
2. Any person or organization holding a reservation for the use of the Church facility and desiring to cancel such a reservation may, at the discretion of the Parish Administrator and/or the Rector, be subject to the withholding of *all or a portion of* the deposit/rental costs paid.
3. Renter is responsible for any lost keys and any costs that the Church might incur to *replace and/or re-key* the facility.
4. In the event the facility is left damaged, the renter and/or organization understands and hereby agrees that they will be charged for any and all janitorial and/or repair fees incurred by the Church, and these fees will be billed to the renter and/or organization.

### Equipment/Accessories:

1. This agreement also includes the use of the Church's round and/or long banquet tables, chairs and kitchen equipment.
2. If the number of tables and/or chairs provided or the size and/or type of chairs and/or tables provided does not suit the needs of the renter, then the renter is responsible for securing additional chairs and/or tables.
3. Chairs and tables are not to be taken outside of the facilities for any reason without the approval of the Church.
4. The Church does not provide AV/PA systems. The renter may bring in AV/PA equipment at their own cost.

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Initials

February 2017

**Miscellaneous:**

1. In the event that a facility key is issued, the renter is responsible for picking up said key(s) from the church office during office hours prior to the event. Renter assumes liability and responsibility of the facility once the key is picked up. Renter will return key(s) *on the next day that the church office is open* following the event.
2. The Church is not responsible for any items or equipment brought to the Church by the renter/s.
3. **NO SMOKING is allowed inside the Church facilities.** If people attending the renter's event smoke in the parking lot outside the building, the renter is responsible for cleaning up any smoking debris.

**Indemnification:**

1. The applicant agrees to indemnify, defend and hold harmless Grace Episcopal Church, its agents, officers and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant's rental and use of the Church's facilities.
2. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees and any and all individuals.
3. The undersigned has read and understands the conditions contained herein and made part of the rental agreement and agrees to all of the aforementioned rules, regulations and conditions of use for Grace Episcopal Church facilities.

\_\_\_\_\_  
Signed (Applicant/organization's representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name



**Grace Episcopal Church**  
819 Madison Street  
Syracuse, New York 13210

Renter's Name/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Person in charge of event: \_\_\_\_\_

**EVENT INFORMATION:**

Name of or type of event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Number attending: \_\_\_\_\_  
Time Rental begins: \_\_\_\_\_ Time event ends \_\_\_\_\_  
*(Please allow time for set-up and clean-up. Entry and Exit time is to be negotiated in advance)*

Is the event open to the public?    **Yes**    **No**  
Will there be Music?                    **Yes**    **No**    Live music \_\_\_\_ DJ \_\_\_\_ Audio system \_\_\_\_  
Is alcohol being served?                **Yes**    **No**    Type of alcohol: Beer \_\_\_\_ Wine \_\_\_\_  
*(Note: All stat laws of new York relating to serving alcohol must be enforced.)*

Date application filed with Church: \_\_\_\_\_ Application accepted by: \_\_\_\_\_

**SPACE(S) REQUESTED:**            **(FOR CHURCH USE ONLY)**

Sanctuary: **Yes** **No** Hours: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Rehearsal: **Yes** **No** Performance: **Yes** **No** Wedding: **Yes** **No** Other: \_\_\_\_\_

Parish Hall: **Yes** **No** Hours: \_\_\_\_\_ Rental Fee: \_\_\_\_\_  
*(Parish Hall Rental includes: Tables and Chairs)*

Oakerhater Parlor: **Yes** **No** Hours: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Upper Conference Room: **Yes** **No** Hours: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

Kitchen: **Yes** **No** Hours: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

**Use of Kitchen stove: Yes No - Preparation space: Yes No - Refrigerator: Yes No**  
Total Rental Fee: \_\_\_\_\_

Sexton: **Yes** **No**    Hours: \_\_\_\_\_    Sexton Fee: \_\_\_\_\_  
*(Sexton will be required in most cases . . . min. 2hours)*

Security Deposit 20% of Rental Fee: **Yes** **No**    Security Deposit: \_\_\_\_\_  
*(Security Deposit is refunded if you have not paid for a Sexton and the space was left as found.)*

Total cost for Event: \_\_\_\_\_

Date payment made: \_\_\_\_\_ Advance payment: \_\_\_\_\_  
Date Final payment due: \_\_\_\_\_ Final payment : \_\_\_\_\_

Key given:    **Yes** **No**    If given, was it returned: **Yes** **No**    Rec'd by: \_\_\_\_\_  
Fob given:    **Yes** **No**    If given, was it returned: **Yes** **No**    Rec'd by: \_\_\_\_\_  
Security Deposit refunded: **Yes**    **No**                    Amount of refund: \_\_\_\_\_

## Grace Episcopal Church PROPOSED Rate Sheet Event/Functions

Rates listed below are for groups that do not have Not for Profit status

### **Sanctuary:**

Rehearsals (Four Hours)	\$100.00
Performances/Other Functions (Four Hours)	\$350.00

### **Parish Hall:**

Per Hour	\$60.00
Four Hours	\$200.00
Set up Fee	\$20.00

### **Oakerhater Parlor:**

Per Hour	\$40.00
Four Hours	\$120.00

### **Conference Room :**

Per Hour	\$40.00
Four Hours	\$120.00

### **Kitchen:**

Per Hour	\$50.00
Six Hours	\$250.00

**These rates do not include use of stove top – just the oven**

### **Wedding Reception and other Uses of Parish Hall for up to 6 Hours:**

Priest Fee to marry other than Grace Parishioners	\$ _____
Use of Church for Wedding	\$ _____
With Kitchen as <b>Storage</b>	\$600.00
With Use of Kitchen <b>Equipment</b>	\$800.00

\*Additional \$15.00 per Hour Sexton Fee (minimum 2 Hours)

Depending upon the Date/Time of Event, Grace Church **Reserves the Right** to assign at \$15.00 per Hour the Sexton's fee for the duration of the Event.

**Security** deposit of **20%** of all Rental Fees required for each function.

# Grace Episcopal Church Syracuse

## Receipt of Donated Goods

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

The Grace Episcopal Church Syracuse acknowledge with THANKS the Donation of Food to our Food Pantry, clothing articles for the "Clothes Rack" and other items. Thank You for sharing and caring . . .

DESCRIPTION OF ARTICLE(S)	CONDITION	VALUE
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**"Valuation of gifts in kind are the responsibility of the donor. Contributions are deductible for income Purposes to the extent allowed by law."**

Grace Episcopal Church Syracuse  
819 Madison Street  
Syracuse, New York 13210  
315 478-0901

\_\_\_\_\_  
*Signature of Authorized Representative*

**Grace2020**  
**Capital Campaign Committee**  
**February Vestry Report**

**Capital Campaign Committee Members met on February 20, 2017**

**The meeting opened with prayer at 5:30 pm.**

**Present at the meeting were:** Co-chairs Willson Cummer and Rev. Johanna, John Auwaerter, Lou Clark, Paul deLima, and Mike Hungerford, and Ernestine Patterson. Dan Bilow, Wayne Grove, Sheila Newport-Jenkins and Imants Reks were not able to attend.

**Agenda:**

1. Update on Diocesan Foundation loan request to cover the cost of the NY State Grant.

The co-chairs of the committee attended a screening meeting of the Diocesan Foundation Board Member on Thursday, February 16, 2017 to discuss the possibility of Grace securing a loan from the foundation in the amount of \$300,000 to \$350,000 to cover the cost of the NY State Grant work until the grant monies reimbursed Grace for the work. The result of the meeting was that the Foundation would likely grant Grace the loan; although the loan would be approved in 2017 the monies did not have to be taken by Grace until needed, perhaps in the Spring of 2018; since Grace had previously been awarded a \$10,000 grant from the Diocesan Foundation it was agreed that Grace did not have to complete a new application, but instead could submit updated scheduling and financial information to the Board in early March.

2. Review the results of the Feasibility Study Survey.

110 surveys were mailed out to parishioners and friends of Grace.  
46 Surveys were completed and returned by, or just after, February 15th.  
2 Feasibility Study packages were returned as undeliverable.

The amount which could be raised by a capital campaign as indicated by those who responded to the survey was \$108,000.

3. Prepare a recommended for the vestry regarding the amount of the ASK phase of the capital campaign.

The capital campaign committee is recommending that the ASK phase of the capital campaign be set at \$125,000.

4. Prepare a recommendation for the vestry as to the additional work to be accomplished by the capital campaign.

The capital campaign committee is recommending that the identification of additional work to be accomplished be deferred until the actual amount of the NY State Grant work has been determined.

*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.*

**Next Steps:**

1. Committee members will be working to create a brochure with pledge card to be sent to parishioners as part of the ASK phase of the capital campaign.
2. Campaign committee members will be planning and preparing for the capital campaign kickoff tentatively scheduled for Sunday, April 23, 2017. As planning for the kickoff becomes more concrete the capital campaign committee will look to the vestry for discussion and approval of their kickoff plan.
3. The next Capital Campaign meeting is TBD.

The meeting closed with prayer at 7:00 pm.

*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.*

Grace Church Food Pantry Report  
January 2017

	<b>Week 1-Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Totals</b>	
House-Holds	23	22	22	27	<b>94</b>
Children	15	7	14	13	<b>49</b>
Adults	32	20	27	28	<b>107</b>
Elderly	8	10	4	7	<b>29</b>
Total Individuals	55	37	45	49	<b>185</b>
<b>Total Meals</b>	<b>495</b>	<b>333</b>	<b>405</b>	<b>432</b>	<b>1665</b>

Report submitted by Rosa Clark

# The Grace Project February 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.

The Grace Project has been in contact with the one recently released youth. A second youth recently released contacted The Grace Project this morning (February 21). A third youth, released several months ago, is once again in contact with The Grace Project.

## **II. Finances**

No monies were expended from The Grace Project in January.

## **III. Ministry**

Nancy Farrell, Cathie Smith and Faye Williams have attended a four hour orientation at the Justice Center and have been approved to join The Grace Project at the Justice Center on a regular basis.

The Grace Project volunteers, in addition to Wednesday evening programming at the Justice Center, will be meeting on Tuesday evenings at 5:00 pm to further develop programming for the project.

New parishioners Joel Winkelman and Heather Sullivan will be joining The Grace Project at the Justice Center on February 22, 2017. Heather and Joel are working to research and develop a list of restorative justice practices which could be used to replace solitary confinement. In addition to those who volunteer with The Grace Project, others in our community will be invited to participate in this effort.

A conversation began and continues with Rev. Johanna, Mike Hungerford, Langston McKinney and Marsha Weissman regarding writing a grant to receive funding to support a post-release, transitional housing program for the youth participating in The Grace Project. As the work of writing the grant begins it is anticipated that other individuals and organizations will be consulted as to the development of a transitional housing program as a component of The Grace Project.