

St. Stephen's Vestry Minutes
February 8, 2022

Conducted via ZOOM platform due current surge in COVID.

Present: Fr. Bailey Norman, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Rachel Kirk, Cyril Meredith III, Sandi Robertson, Jim Rousey, Ashton Sims

Absent: Lew Felton, Liz Herbes, Beth Reed, Barbara Steele

Call to Order:

Fr. Bailey Norman called the meeting to order with prayer at 6:32 p.m.

Approval of Agenda: Fr. Bailey Norman

The agenda was approved as submitted (Cyril Meredith, Tom Clary)

Approval of Consent Agenda: Fr. Bailey Norman

Approval of January 22, 2022 Minutes

The minutes were approved as submitted (Judith Delaney, Adam Cavender)

LEADERSHIP REPORTS

Priest-in-Charge: Fr. Bailey Norman

The March ministry review has been postponed due to Michelle Bolt's leave of absence for 6-8 weeks. Bailey is assisting with some of her duties over the next few weeks. The ministry review will be rescheduled for after Holy Week.

Bailey is starting serious planning for Holy Week with Ashton.

Curate: Ashton Sims

Senior Warden: Judith Delaney

Judith had nothing to add to her written report.

Junior Warden: Barbara Steele

Barbara was absent.

ITEMS FOR ACTION

Finance Report: Tom Clary

Approval of the January 2022 Finance Statements was accepted unanimously.

Approval of adding two new line items to Restricted Accounts: Tom Clary

The Outreach Committee requested new designations for Clearfork and Food Basket ministries in the Restricted Accounts to a more accurate record of the funds received and expended for these ministries. The motion was unanimously accepted.

Approval of the January summary financial report to the parish: Tom Clary

January-2022	Budgeted Value	YTD Actual	Actual/Budget - %
Total Income	\$574,116.00	\$71,527.16	12.46%
Total Expenses	\$630,331.00	\$48,954.63	8.00%

The summary was accepted unanimously.

A question about the investment accounts was raised during the January vestry retreat concerning where the principal for the accounts are invested. The principal is invested in the Episcopal Corporation Common Trust fund which includes Episcopal churches in East Tennessee. The website has not been updated in some time. Efforts are underway to obtain more information.

Approval of Fr. Bailey’s Housing/Stipend Designations for 2022: Fr Norman

Fr. Norman declaration of \$24,000 for his 2022 Housing Allowance was approved unanimously (Judith Delaney, Tom Clary)

Approval of Fr. Sim’s Housing/Stipend Designations for 2022: Ashton Sims

Fr. Sim’s declaration of \$29,100 for his 2022 Housing Allowance was approved unanimously (Judith Delaney, Jim Rousey)

ITEMS FOR INFORMATION

Necessary pump repair: Lew Felton

Adam reported in Lew’s absence. The estimate for this repair from current vendor seemed to be a bit high. The decision was made to obtain bids from several other contractors. A second bid was received but the recommendations were a bit different. The second bid suggested a slightly larger pump because of installation of larger air handler. The first contractor will be asked to submit a revised bid for the same recommendations as second contractor.

The business meeting ended at 7:00PM The remainder of the meeting continued the Retreat discussion.

VII. Mission Statement

Bailey Norman

VIII. Parish/Committee Goals

Bailey Norman

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next Meeting: March 8, 2022