

**From:** The Rev. Ben G. Robertson IV brobertson@chapelofthecrossms.org  
**Subject:** February Minutes  
**Date:** April 5, 2018 at 1:04 PM  
**To:** The Rev. Ben G. Robertson IV brobertson@chapelofthecrossms.org

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**From:** SARABETH CLARK <[sbclark3@yahoo.com](mailto:sbclark3@yahoo.com)>  
**Subject:** My first attempt  
**Date:** February 26, 2018 at 7:24:40 AM CST  
**To:** <[Brobertson@chapelofthecrossms.org](mailto:Brobertson@chapelofthecrossms.org)>

Sorry I didn't have "word". Had to work on it as I could on my phone.

Meeting of the Vestry  
The Chapel of the Cross  
February 17, 2018

Present:

Molly Meeks, Senior Warden  
Jon Woodward, Junior Warden  
The Rev. Ben Robertson, Rector

Vestry Members Present

Amy Barker      Steve Middleton  
Amanda Camp    Reggie Sims  
Debbie Lominick   Rebecca Haas  
Bob Williams      Oscar Hartman  
Jim Russell

The meeting was called to order by Rev. Ben Robertson and followed with a prayer.

#### I. Clerk Elect

Jon Woodward mad the motion to elect Sarabeth Clark as vestry clerk.  
Bob Williams seconded the motion and it was passed unanimously with aye.

#### II. Needlework Proposal

Judy McClarty had a proposal drawn up for the 5 kneelers at the alter of The Chapel to be restored, as well as a proposal for a new wedding kneeler.

##### 1. Restorartion of the 5 kneelers

- Will take 2 months to complete
- Will be at least 1 year before the project can be started
- Will need 1/2 of the total payment upfront for a deposit, balance will be pain upon completion
- Judy to check on if deposit is needed to hold our place for start date
- Restored kneelers will include full name of the needlepointer and date, new cushions and hard bottoms for security and to increase longevity of kneelers.
- Expected wear is another 30 years.

##### 2. Wedding Kneeler

- Will send a design to approve, this will compliment current kneelers
- Proposal for design does not include acutal needlepoint labor, that will be an extra fee.

\*\* No motion was made on these proposals.

#### III. January Minuets

There were no corrections noted or voiced on January minuets.

Bob Williams motioned to approve the minuets.  
Molly Meeks seconded motion and passes unanimously with aye

#### IV. Finance Report: Oscar Hartman

Oscar presented the 2017 year end finances and the proposed budget for 2018.

1. All agreed that the finances should be transparent with the parish and readily available. Full report will be available in the church office and possible a monthly statement on the bulletin.

\*\* no motion was made on this

2. The proposed budget for 2018 non-pledge income was changed to \$168,000

Debbie Lominick motioned for the budget 2018 non-pledge income to be decreased to \$168,000.

Amy Barker seconded with a pass of the majority aye and 1 naye.

3. There was a \$58,000 preparid pledge that was ammortze as income for \$3700. There is \$55,000 left for the year.

4. A donation basket for [Wednesday night](#) suppers was proposed to offset the decrease in budget.

Amanda Camp motioned for the donation basket on Wednesday Nights.

Rebecca Haas seconded the motion and passes unanimously with aye.

5. Ben informed the vestry of a new donation of \$40,000 towards the organ in the new sanctuary. Proposed a new fund to go towards the music ministry of the church.

Amy Barker motioned to approve an Organ Fund and donation of \$40,000.

Bob Williams seconded motion and passes unamiously with aye.

Amanda Camp motioned to approve the 2018 Budget and ammendments.

Bob Williams seconded motion and passes unamiously with aye.

#### VI. Junior Warden: Jon Woodward

1. Proposal for new lighting in the parking lot and replacing existing lights to LED. This will save money on electricity.

- Do we need to contact Mannesdale Preservation?

- Need further cost analysis including estimated cost of current lighting before making a decision

2. DeWeese House

- current tenant is leased though May 2018

- Repairs needed to the DeWeese house

~ plumbing and electrical - \$5,000-\$10,000

~ Paint - \$15,000

~ Leveling of the foundation - \$15,000

~ Total \$45,000 - \$50,000

Debbie Lominick motioned not to repair the DeWeese house and not to renew the lease

Reggie Sims seconded motion and passes unamiously with aye.

#### VII Building Report: Amy Barker

Amy had proposals and spreadsheets for bids from building the minimalist sanctuary to the all inclusive.

1. Base bid included building of the sanctuary, changing the current flower guild room to restrooms and dividing the library to include the new flower guild room.

2. Need to decide if we will tie into the city sewer system or use a septic system.

\*not included in proposed budget

3. Spinkler system for fire suppression is not included in proposed bid

4. Bank loan - upon initial review of 3 separate banks we are in a good faith standing with all banks and they are to help us grow. The loan will be a combination of a construction line of credit and/or a permanent financing.

\* goal to help offset this will be an average growth of 65 families over the next 1-2 years.

Jim Russell motioned to start the construction bidding of the new sanctuary.

Reggie Sims seconded the motion and passed unamiously by all.

5. Amy expressed Scott Carters enthusastic intrest in joining the Construction Oversight Committee.

Amanda Camp motioned for Scott's appointment to the committee.  
Reggie Sims seconded and passed unanimously with aye.

VIII. Old Business: Ben Robertson

1. Julie Brown remains out on unpaid leave.

Dana has stepped up to the plate taking on most of the responsibilities of the office. Ben plans to give her a bonus for her diligent work.

Julie is to return [Tuesday, February 27th](#).

Parrishiners are to be guided to talk to Ben for any inquiries on this matter.

2. Church directory is ready! Names will be in the front, pictures in the back.

IX. New Business

1. F.A.M. if you wish to change the working group you are in please do so. Open spots need to be filled as well.

2. Election of delegates to the 2019 Annual Council

- Delegates: Molly Meeks

Eric Eaton

Reggie Sims

- Alternates: Jon Woodward

Amy Barker

Rebecca Haas

Bob Williams Motioned to approve election of the delegates and alternates.

Amanda Camp second motion and passes unanimously with aye.

[4:55pm](#) - Jon Woodward motioned to adjourn meeting of the vestry

Amanda Camp second motion and passed unanimously by all aye.

Sent from my iPhone

**Chapel Of The Cross  
2018 Budget Prep**

	Approved 2018 Budget	Restricted / Designated
<b>Income</b>		
Net Assets released from Restriction	82,884	82,884
Cookbook Income		
Diocese Curate Support		
Insurance Proceeds		
Interest Income	1,400	
Non Pledge	168,000	
Plate - Cash	15,000	
Pledges	578,066	
Prior Year Pledges		
From Wills Trust	14,500	
Overhead Allocation - Cemetery	2,400	
Overhead Allocation - Deweese	2,400	
Wednesday Night Supper	9,685	
Rental Income	5,000	
Wedding Fees	1,000	
<b>Total Income</b>	<b>880,335</b>	<b>82,884</b>
<b>Expense</b>		
<b>ADMINISTRATIVE</b>		
Accounting & Audit	38,650	
Bank Service Charges	750	
Communications	2,860	
Computer Expense		
Hardware	1,800	
Software	1,900	
Technical Support	1,500	
<b>Total Computer Expense</b>	<b>5,200</b>	
Chairs and Tables	-	
Council Expense	2,500	
Diocesan Proportionate Pledge	60,885	
Employee Mileage Reimb	650	
Food & Beverage	2,500	
Insurance		
GenLiab & Building	16,000	
Workers Compensation	4,500	
<b>Total Insurance</b>	<b>20,500</b>	
Kitchen Supplies	4,000	
Marketing Consultant	9,000	
Miscellaneous Expense	500	
Office Eqmt Rental	7,000	
Office Supplies	8,000	
Payroll Tax Expense		
Postage & Delivery	4,070	
Staff Development	1,000	
Support Personnel		
Insurance - Admin	18,024	
Payroll Tax - Program	6,807	
Pension - Admin	6,838	
Wages - Admin	88,983	
<b>Total Support Personnel</b>	<b>120,652</b>	-
<b>Total ADMINISTRATIVE</b>	<b>288,718</b>	-

**Chapel Of The Cross  
2018 Budget Prep**

	Approved 2018 Budget	Restricted / Designated
<b>CLERGY</b>		
Continuing Education	-	
Discretionary - Fund Associate	1,200	
Discretionary - Fund Rector	2,700	
Insurance - Clergy	41,208	
Pension - Clergy	27,000	
Reimbursed Expenses	7,900	
Stipend/Housing	155,000	
<b>Total CLERGY</b>	<b>235,008</b>	-
<b>FACILITIES</b>		
Bldg Maint & Repairs	20,000	
Dewees Property		
Grounds Maintenance	8,760	
Repairs & Maintenance	3,840	
Utilities	2,400	
	<u>15,000</u>	15,000
Garden Guild	500	
Grounds Maintenance	15,000	
Historical Preservation	15,000	15,000
Janitorial Services	13,000	
Janitorial Supplies	3,600	
Pest Control	1,000	
Security	7,000	
Utilities		
Electricity	20,000	
Garbage Collection	1,800	
Gas	2,500	
Internet	2,520	
Telephone	3,200	
Water	2,000	
<b>Total Utilities</b>	<u>32,020</u>	-
<b>Total FACILITIES</b>	<b>122,120</b>	<b>30,000</b>
<b>PROGRAMS</b>		
Adult Formation	1,000	
Altar Expense	11,263	8,734
Canon to the Ordinary Purse	-	
Chapel Clowder	-	
Chapel Grill	3,000	3,000
Children's Formation		
CGS Training	2,250	
Children's Choir	225	
Class Supplies & Expense	3,150	
Family Events & Programs	3,150	
Newborn Ministry	225	
Other		
Vacation Bible School	1,800	
<b>Total Children's Formation</b>	<u>10,800</u>	-
Daughters of the King		
Flower Guild	8,150	8,150
Funeral Guild		
Hospitality	4,500	
Lay Pastoral Care		
Music & Choir	25,700	1,000
Evangelism	1,000	
Nursery Supplies	180	
Nursery Wages	10,800	
Nursery Pension	225	
Parish Meetings	500	
Program Personnel		

**Chapel Of The Cross  
2018 Budget Prep**

	<u>Approved 2018 Budget</u>	<u>Restricted / Designated</u>
Insurance - Program	9,012	
Payroll Tax - Program	6,401	
Pension - Program	3,150	
Wages - Program	83,667	
<b>Total Program Personnel</b>	<b>102,229</b>	-
Seasoned Saints	500	
Seminarian Support		
Servant Ministry	32,000	32,000
Stephen Ministry		
Stewardship	750	
Vestry Retreat	1,500	
Wednesday Night Supper	17,000	
Worship		
Young Adults & Families	1,200	
Youth Formation	9,000	
<b>Total PROGRAMS</b>	<b>241,297</b>	<b>52,884</b>
<b>PARENTS DAY OUT</b>		
PDO Activities	2,868	
PDO Office Expense	623	
PDO CellPhone	1,256	
PDO Supplies	5,435	
PDO Wages	103,349	
PDO Payroll Taxes	7,832	
PDO Pension	2,423	
PDO Proceeds	(130,594)	
<b>Total PARENTS DAY OUT</b>	<b>(6,808)</b>	
<b>Total Expense</b>	<b>880,335</b>	<b>82,884</b>
<b>Net Ordinary Income</b>	-	-