



Annual Meeting Agenda

2012 Harvest Festival
November 18



Saint Peters Episcopal Church Annual Meeting Agenda

November 18, 2012

1. Opening Prayer and Welcome
2. Approval of Minutes from 2011 Annual Meeting *(Page 3)*
3. Introduction of candidates for Vestry and Diocesan Delegate and first ballot
4. Parish Discussion
5. Financial Reports, 2012 YTD and 2013 Budget *(Back of booklet)*
6. Senior Warden's Report
7. Rector's Report
8. Key Awards
9. Elections Update
10. Adjournment and Prayer
11. Harvest Festival

Minutes from 2011 Annual Meeting, November 20, 2012

The meeting opened with prayer at 11:28am.

Approval of Minutes:

There was a request to amend the minutes from the 2010 Annual Meeting by changing the word “it” to “in” under the Senior Warden’s Report. Ted Wroth moved that the minutes be approved as amended. The motion was seconded and the minutes passed unanimously.

Elections to Vestry and Convention Delegate:

Running for Vestry this year are Libby Hillard, Bruce Kirby, Shelley Stamm and Traci Stevens. Hannah Dowdy is running for Convention Delegate and Sandy Miller is running for Alternate Convention Delegate. There were no nominations from the floor. Carole Bailer seconded the motion that nominations be closed. Ballots were passed out. Ted Wroth and Joel Tjornehoj counted the ballots for the Vestry. Hannah Dowdy and Sandy Miller were elected by acclamation as Convention Delegate and alternate respectively. Elected to Vestry were Bruce Kirby, and Traci Stevens on the first ballot. Elected on the second ballot was Shelley Stamm. Carole Bailer moved that the ballots be destroyed. Carter VanDevanter seconded. The motion passed unanimously. Tom thanked everyone for being willing to serve.

Congregational Exercise: “Where am I called/Where are we called?”

Individually, we were all asked to reflect on three questions that were handed out based on the organizational model for our common life that we call the CROS(S). After spending about five minutes reflecting, we broke into four groups with each group discussing one area of the CROS(S) – Christian Formation, Relationships, Organization & Governance, Servanthood & Mission.

Financial Report:

Overall it’s been a strong year for us even though our deficit remains. Our Sunday income is 90% of budget or 97% when adjusted for pledges. Thank you to everyone for contributing. Our non-pledge income is running at 240%. Special giving is high. Trust income and rental income are up. Personnel costs and administrative costs are down. Maintenance costs are up. We did take a \$30,000 cash flow loan from our endowment. Our outreach expense is low. We took a \$13,000 loan from our endowment for an emergency capital repair fund. Of that \$13,000, \$8,000 has already been paid back. Carol Hansen questioned why income from weddings and funerals was so low. Tom responded that he does not do weddings unless the couple is connected to the parish and frequently, funeral memorials are designated for other charities.

2012 Budget Highlights:

- Improving financial health
- Lower deficit - \$28,000

- Slight increase in Sunday income
- Outreach doubled
- Small Diocesan pledge increase
- Staff COLA adjustment
- Rector salary adjustment
- Program increase by 10%
- Maintenance increase by 10%
- Administrative decrease
- Overall income growth mainly from Capital Campaign
- Mortgage expense up as we pay down through the Capital Campaign
- \$15,000 earmarked for Capital Campaign costs

Senior Warden Report – Chris Hall

Our tagline, “Faith, Family, Friends”, really speaks to us. We have evidence based growth. We’re almost back to the attendance numbers from 2002. We are a vibrant congregation. Our formation participation is at an all- time high. We’re back to being a community parish. Please fill out the Sunday Liturgy survey and return either today or to the church office. Also, please help us update our records by making sure we have correct addresses, phone numbers, etc.

Rector Report – Tom Purdy

Tom thanks everyone here. He didn’t want to do the work but wanted to work with us to do the work. He is grateful to work alongside us and is humbled by our generosity of time, talent and treasure. Tom publicly wants to thank our incredible staff:

Cheryl Clausen – Music Director

Yvonne Storey – Parish Secretary

Joel Tjornehoj – Program Director

James and Sandra Berry – Sextons

Jim Ridgway – Bookkeeper

Cory Wynn – Lawn Maintenance

Judy Leary – Nursery

Hannah Dowdy – Volunteer Nursery Aide

Anna Clayton – Volunteer Nursery Aide

Tom thanks and is very grateful to the Vestry and Wardens.

Tom offered grace and we broke for lunch. After lunch, Tom gave St. Peter's Key Awards to Bill Griffith, Ed & Winsome Brown, Jack Davis and The Women of St. Peter's. Photos were taken. Sandy Miller moved to adjourn the meeting. Lynne Rolls seconded the motion. It passed unanimously and the meeting adjourned at 1:38pm.

Faithfully submitted,

Sandy Miller, Secretary of the Vestry

St. Peter's Approved Operating Budget - 2013

ORDINARY INCOME/EXPENSE

INCOME

4000 · PLEDGE INCOME	275,000
4001 · NON PLEDGE INCOME	45,000
4002 · PLATE	7,000
Subtotal "SUNDAY INCOME"	327,000
4004 · FELLOWSHIP ACTIVITIES	4,400
4005 · SPECIAL GIFTS	10,000
4006 · MEMORIALS	1,500
4007 · BADEN TRUST	3,000
4008 · LEWIS TRUST	9,000
4009 · HAY'S TRUST	85
4010 · FLOWERS	500
4013 · INTEREST	10
4014 · INVESTMENT PROFIT	10,000
4015 · RENT	8,400
4016 · RENT - BUILDING USE	10,000
4018 · RECTOR DISCRETIONARY FUND	-
4019 · EPISCOPAL RELIEF & DEVELOP ERD	350
4022 · CAPITAL CAMPAIGN	125,000
4024 · YOUTH MINISTRY	6,500
4025 · VBS INCOME	2,200
4027 · CHRISTIAN FORMATION	750
4028 · SCRIP INCOME	3,000
4029 · MOM'S DAY OUT	600
4030 · POOLESVILLE DAY	150
4040 - ANNUAL ENDOWMENT DRAW DOWN	10,000
4080 - ENDOWMENT/DIOCESAN LOAN	20,000
4039 - SHORT TERM CARRY OVER	10,000
TOTAL INCOME	- 562,445

EXPENSES

5000 · OUTREACH	
5011 · FREDERICK MISSION	100
5014 · RECTOR'S DISCRETIONARY FUND	500
5016 · REBUILDING TOGETHER	250
5017 · WUMCO	500
5018 · MISSION COMMITTEE UNDESIGNATED	500
5019 · GATHERING PLACE SENIOR CENTER	250
5020 · EPISC REL & DEV ERD	350

Total 5000 · OUTREACH	-	2,450
5100 · DIOCESAN PLEDGE		17,000
5200 · SUPPORT STAFF		
5202 · SECRETARY SALARY		20,219
5203 · SECRETARY PENSION		1,820
5204 · SEXTON SALARY		20,085
5205 · SEXTON PENSION		1,356
5206 · OUTSIDE SERVICES		-
5207 · MUSIC DIRECTOR SUBCONTRACTOR		1,000
5208 · BOOKKEEPER		13,650
5209 · BOOKKEEPER PENSION		1,229
5210 · NURSERY AIDE SALARY		3,120
5211 · NURSERY AID PENSION		211
5212 · NURSERY AIDE SUB		500
5213 · SUPPLY CLERGY		1,500
5215 · STAFF RECOGNITION		1,000
5214 · PAYROLL EXPENSE		8,500
Total 5200 · SUPPORT STAFF	-	74,188
6000 · PROGRAM STAFF		
6010 · MUSIC DIRECTOR SALARY		27,192
6011 · MUSIC DIRECTOR PENSION		2,435
6100 · RECTOR		
6121 · SALARY		55,845
6122 · SECA		16,414
6123 · PENSION		19,310
6128 · HOUSING ALLOWANCE		3,000
6129 · HEALTH INSURANCE PREMIUM		17,412
6130 · RECTOR HSA CONTRIBUTION		5,450
6132 · PROFESSIONAL EXPENSES		2,760
6134 · UTILITIES - RECTORY		7,000
6135 · AUTO EXPENSE		2,650
6136 · EDUCATION		1,000
6300 · PROGRAM DIRECTOR		
6301 · SALARY		16,667
6302 · PROFESSIONAL		750
6303 · PENSION		750
Total 6000 · PROGRAM STAFF	-	178,635
6500 · PROGRAMS		
6502 · CHRISTIAN FORMATION		2,400

6503 · FELLOWSHIP ACTIVITY EXPENSES	5,650
6504 · ALTAR GUILD	500
6505 · FLOWERS	1,000
6506 · MUSIC	1,000
6508 · MEMORIALS	1,500
6509 · WORSHIP	750
6510 · STEWARDSHIP	100
6511 · VOLUNTEER RECOGNITION	700
6512 · YOUTH MINISTRY	6,750
6513 · VBS EXPENSES	3,000
6514 · NEW PROGRAM DISCRETIONARY	250
6515 · NEWCOMERS/EVANGELISM	100
6518 · MOM'S DAY OUT	600
6519 · POOLESVILLE DAY	300

Total 6500 · PROGRAMS - 24,600

7000 · MORTGAGE PAYMENT/PAYDOWN

7001 · MORTGAGE INTEREST	58,000
7002 · MORTGAGE PRINCIPAL	-
7003 · PRINCIPAL PAYDOWN/CAPITAL CAMPAIGN	75,000
7003A · CAPITAL CAMPAIGN ADMIN EXPENSES	1,500
7003B · STEEPLE/OTHER CAMPAIGN EXPENSES	48,500

Total 7000 · MORTGAGE PAYMENT/PAYDOWN - 183,000

7009 · CASH FLOW LOAN INTEREST/PAYMENT

20,000

7500 · MAINTENANCE/IMP & UTILITIES

7501 · FACILITY MAINTENANCE & GROUNDS	22,000
7502 · RECTORY MAINT/IMPROVMENTS	15,000
7503 · FACILITY UTILITIES	29,500
7504 · FACILITY FIRE INSPECTION FEES	700
7505 · FACILITY INSURANCE/WORKERS COMP	10,000
7507 · ADT FIRE AND SECURITY MONITORING	1,500
7508 · REAL ESTATE TAXES	1,250
7509 · SPRINKLER SYSTEM INSPECTIONS	1,300

Total 7500 · MAINTENANCE/IMP & UTILITIES - 81,250

8500 · ADMINISTRATION

8501 · OFFICE EXPENSES	8,000
8502 · POSTAGE	1,100
8503 · ADVERTISING	2,000
8504 · FACILITY TELEPHONE	3,300

8505 · AUDIT		5,000
8509 · BANK CHARGE		300
8512 · LEGAL FEE RESERVE FUND		-
8513 · RESERVE FUND		-
8514 · CAS ENGINEERING		-
8515 · BACKGROUND CHKS/EMPLOYMENT ADS		150
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Total 8500 · ADMINISTRATION	-	19,850
 TOTAL EXPENSES	-	<u>600,973</u>
 NET ORDINARY INCOME	-	(38,528)