

**Annual Parish Meeting
December 06, 2015**



**Episcopal Church of the Epiphany
424 Garden Street
Crestview, Florida 32536
(850) 689-1410**

Agenda of the 2015 Annual Parish Meeting

Sunday, December 06, 2015

- I. Call to order
- II. Opening Prayer
- III. Elections and Balloting
- IV. 2014 Annual Minutes and Approval
- V. Treasurer's Report
- VI. Senior Warden's Report
- VII. Junior Warden's Report
- VIII. Committee Reports
 - Altar Guild
 - Choir Report
 - Episcopal Church Women
 - Columbarium Report
- IX. Supply Priest's Report
- X. Old Business
- XI. New Business
- XII. Other
- XIII. Adjournment

XIV. Closing Prayer

I. CALL TO ORDER

II. OPENING PRAYER

III. ELECTIONS

Vestry Clerk Nominees: Patricia Jackson

Treasurer Nominees: Laura Hill

Vestry Member Nominees: Chris Atkins, Debi Buckles,
Courtney Thurber

Nomination for Delegate to the Convention

Balloting for (1) Delegate and (1) Alternate

IV. 2014 ANNUAL MINUTES and APPROVAL

Parish Meeting Minutes December 14, 2014

1. *Call to Order*

Call to order at 11:12 by the Senior Warden Ginny Bauer.

2. *Election of Officers*

a) *Election of Vestry Clerk*

Patricia Jackson was the only candidate and was elected by unanimous vote.

b) *Election of the treasure*

Laura Hill was the only candidate and was elected by unanimous vote.

3. *Vestry Members Elections /Convention Delegates*

a) *Vestry Members Elections*

Candidates for the 2014 Vestry were Debbie Buckles, Dennis Jackson, Jerry Kuecznski, and Christine Wakayama.

Conducted the 2014 Elections.

Debbie Buckles, Dennis Jackson, and Christine Wakayama are the new Vestry members.

b) *Epiphany needs to appoint both primary and an alternate to the 2015 Diocesan Convention.*

Dennis and Patricia Jackson volunteered as primary delegates to the convention. Richard and Pamela Tennant volunteered as alternate delegates to the convention. All were elected by unanimous vote.

4. Approval of Minutes

A motion was made and seconded to approve the 2013 Parish Meeting Minutes. The motion was approved unanimously.

5. Treasure Report

a) It was agreed that there would be a future meeting in January 2015 IRT the 2015 budget.

b) See Annual Parish Meeting December 14, 2014 Reports.

6. Senior Warden Report

See Annual Parish Meeting December 14, 2014 Reports.

7. Junior Warden Report

See Annual Parish Meeting December 14, 2014 Reports.

8. Committee Reports

See Annual Parish Meeting December 14, 2014 Reports.

9. Old Business

No old business was brought forth at the meeting.

10. New Business

No new business was brought forth at the meeting.

11. Other

No other issues were brought forth at the meeting.

12. Adjournment

There was a call for adjournment and the meeting was adjourned at 11:35.

James Aikin

Parish Administrator

V. TREASURER'S REPORT

As my second year as treasurer comes to a close, I have changed our bookkeeping program over to QuickBooks and it has allowed me to better serve the needs of Epiphany. The Treasurer's Report from January – November 2015 with the account balances so far this year are below and the proposed 2016 budget is located in the new business section. Our attendance as well as the pledges has decreased for a second year, but we are strong with the family of members that continue to support Epiphany. As the year comes to

a close, we can look forward to a new year and the hope that our family will continue to grow and we will have new members to welcome.

I would also like to say it has been my pleasure to serve Christ as Epiphany's Treasurer the past year. It has been trying, but also quite spiritually rewarding. Please continue to get the pledge cards in. Thank you for your support.

Laura

Profit & Lost	Jan 1 - Nov 29, 15
Ordinary Income/Expense	
Income	
32850 · Jennie Rae Memorial Fund	65.00
41800 · Building Income	100.00
41900 · Flowers Income	480.00
42000 · Mortgage Income	140.00
42100 · Mower & Landscaping	30.00
42300 · Utilities Income	55.00
42400 · Office Income	2,208.02
42500 · Altar Income	60.00
42600 · In Kind Contributions	505.17
42700 · Music Income	40.00
43100 · Parish Meals Income	185.00
43200 · St. Joseph's Hall Income	150.00

43400 · Youth Savings Interest Income	1.31
47000 · Unrestricted Income	61,760.01
49000 · Pledged Income	7,253.00
49100 · Special Services Income	150.00
49500 · Tithes/Offerings	8,305.22
49700 · Priest Discretionary Income	300.00
49800 · Bishop Discretionary Income	288.00
Total Income	82,075.73
Expense	
60300 · Donated Goods and Services	1,035.99
60500 · Mortgage Expense	9,795.50
60600 · Building Supplies Expense	99.39
60800 · Building Maintenance Expense	1,261.73
60900 · Kitchen Supplies Expense	79.68
61000 · Altar Guild Expense	211.98
61700 · Computer and Internet Expenses	87.96
63000 · Bishop Discretionary Expense	288.00
63200 · Special Service Expense	403.00
63300 · Insurance Expense	4,964.80
63600 · Postage Expense	0.00
64000 · Electricity Expense	4,954.15

64100 · Water/Sewer Trash Expense	1,209.77
64300 · Copy Machine Expense	1,105.55
64400 · Bulletin/Publications Expense	351.61
64900 · Office Supplies	5.22
65000 · Diocesan Pledge Expense	6,302.93
65100 · Church Convention Expense	315.36
65200 · Parish Meal Expense	40.00
65300 · Crestview Manor Bingo Expense	150.00
65500 · Miscellaneous Expense	-415.94
65700 · Columbarium Expense	350.00
65900 · Flower Expense	539.87
67200 · Repairs from Break In	1,731.07
67900 · Telephone Expense	1,208.46
68100 · Organist Salary Expense	7,700.00
68200 · Sexton Salary Expense	3,360.00
68300 · Sexton Soc Sec Tax Expense	208.32
68400 · Sexton Medicare Tax Expense	48.74
68700 · Secretary Salary Expense	8,373.48
68800 · Secretary Soc Sec Tax Expense	522.39
68900 · Secretary Med Tax Expense	122.21
69500 · Visiting Priest Salary Expense	5,102.40

69600 · Visiting Priest Travel Expense	97.60
69700 · Visiting Priest Housing Expense	700.00
Total Expense	62,311.22
Net Ordinary Income	19,764.51
Net Income	19,764.51

VI. SENIOR WARDEN'S REPORT

From the desk of the Senior Warden,

It has been a privilege to be the Senior Warden this year and serve Epiphany. I would like to thank the vestry members for their commitment and dedication to our church. Chris Atkins, Dennis Jackson, Dan Kelly and Deb Buckles have all worked hard to keep the church doors open and the lights on.

Jim Aikin has done a wonderful job in the office. He keeps us all (especially me) on track and reminds us (me) of deadlines to be met. He has modernized the office and the filing system. He has made a point of scanning all documents to make them easier to file, and find, as well as sending and receiving documents electronically.

Fr Harry has been a blessing to our church. We have been lucky to have him as our supply priest. Despite his health woes, he has been a pillar of our church and its congregation. He provides the Eucharist every Sunday and visits ailing parishioners. Fr Harry also participates in events at the diocesan level.

The break-in earlier this year was a sad day for the church. Luckily nothing was stolen but our sense of safety. The physical damages were fixed in a timely manner. Dennis Jackson, as a member of the vestry, dealt with the insurance company and the repairman. We truly appreciate it. Security is still an issue and the vestry is working on a solution. We are looking into installing a security system.

Bishop Kendrick took office earlier this year and has already come to see us a couple of times. He will be making an official visit to the church on May 15th, 2016. He plans on visiting all churches in the diocese in 2016. Bishop Kendrick is only a phone call away if we need help and advice and is looking into ways to help smaller churches.

The coming year is going to be an exciting and challenging one. We need to continue our efforts to be seen in the community and grow our congregation. There is always room for improvement. It would be nice to have a congregation large enough to sustain activities and clubs. Fellowship through a book club, exercise class or crafting are only a few of the possibilities. I am open to suggestions regarding new activities.

We have been blessed to have several families with small children join Epiphany this past year. One of these children has become a torch bearer which is quite encouraging for the growth of the church. It would be nice to start up a Sunday school program for these children if volunteers can be found to lead this important ministry. Organization of a youth group for the older children would be another ministry for our teens and preteens.

I am looking forward to a fantastic year 2016 with my Epiphany friends and family.

Christine Wakayama
2015 Senior Warden

VII. JUNIOR WARDEN REPORT

I would like to start off by saying that it has been a fun and eventful year for the Church of Epiphany. We have had some doughnuts in the parking lot, broken windows due to flying rocks, and a burglary.

After all of that bad news I want to express my gratitude and thanks to Mr. Reid for helping (well doing most) of the lawn and yard work, the shelves in the shed and helping to clean and organize the shed. Thanks to Mr. Jerry for the repairs and up keep on "Roxie's Playground". Last but not least, for Ms. Courtney for adding to the handrails. I want to send a thank you out to everyone

in our church that without all of us nothing would get started, worked on or finished.

Here are a few items that have gotten done in the past year:

- Added railings to the stairs and handicap ramp
- Fixed the three (3) windows that were broken
- Fixed the shed door that was kicked it
- Added a motion camera
- New plaques were added for emergencies
- The pot holes are starting to be filled in
- Two (2) successful clean up days
- Our First Ugly Christmas Sweater Party coming up on Dec. 14th

There are many, many things that I know that I have left off the list. There are still things that are in the works to done, so hopefully we can get more items checked off the list.

Thanks again to everyone for the help and support.

Chris

VIII. COMMITTEE REPORTS

a). Alter Report

The Altar Guild is responsible for setting up Epiphany's Altar for all church services. This includes special events such as Baptisms, Memorial Services and Weddings.

This year we have had:

- Bishop-elect Kendrick's visit and reception.
- Two Baptism's.
- English Harvest Festival Service and Tea.
- Dennis and Patricia Jackson's Renewal of their Wedding Vows.

We have six Altar Guild members: Yvonne Hudson, Sybil King, Leslie Hanson, Pamela Tennant and Richard Tennant.

Our newest member of the Altar Guild is: Caren Haslam.

Honorary Altar Guild member: Molly Cleek

There is a schedule of rotation where the members clean and set up the Altar weekly for services. We hold meetings and clean church brass every one or two months.

We welcome anyone who would like to become a member of the Altar Guild.

Respectfully Submitted by:

Yvonne Hudson
Altar Guild Chairperson

b). Choir Report

The Epiphany Choir continues to amaze me with their wonderful sound!! They are dedicated and enthusiastic in singing songs of praise to our Lord and Savior Jesus Christ.

We have learned a lot of new songs this year, and hope the congregation has been enjoying our selections and are blessed by them.

We welcome interested persons, ages middle school and up to come and join this enjoyable fellowship.

Practices are on Sunday mornings at 9:15 year-round; and Wednesday afternoons at 3:00 during much of the school year. (Even if you cannot attend on Wednesdays, come join us at Sunday morning practice.)

Thank you for your continued support and positive comments. Suggestions for music continue to be welcomed.

Pat Shew
Choir director and Organist

c). Episcopal Church Women

The ECW was not active in 2015 and had no events.

d). Columbarium Report

Mr. David V. Aldrich, who passed away on 13 March 2015, had his ashes interred in Epiphany's Columbarium during a private ceremony conducted by Father Harry Tipton, attended by family and friends. Mr. Aldrich was a former Senior Warden and long-time member of the "Church of the Epiphany."

The above is the only Columbarium activity to report for 2015.

Epiphany's Columbarium has a total of 32 niches. The total now stands at 15 niches sold and 17 niches available for purchase. The price is \$500 per niche.

Additionally, Mr. John (Jack) Miller and Mrs. Elizabeth Miller, former Epiphany members, who now live in Georgia, still desire to sell their two Columbarium niches. They have asked that these two niches be sold through the Church. At the Epiphany Vestry meeting held on 2 February 2014, it was decided to offer the Miller's niches at a discount of \$400 per niche. This is a savings of \$100 per niche or a savings of \$200 for the two niches. If anyone is interested in purchasing a niche, this offers an excellent opportunity to save some money.

Epiphany's Columbarium is available for current or former members, families of members, and other individuals closely associated with Epiphany Church.

If anyone is interested in purchasing a Columbarium niche or obtaining further information on the Columbarium, see or contact the current Epiphany Columbarium point-of-contact, Richard Tennant, Home Phone: 850-423-0203, Cell Phone: 850-865-1982, or Email at: prtennant@embarqmail.com.

IX. Priest's Report

X. Old Business

XI. New Business

Review proposed budget of the ensuing year

2016 Budget Proposal for Church of the Epiphany		
STAFF EXPENSES	PER MONTH	2016
Vicar Salary Housing	\$0.00	\$0.00
Vicar Travel		
Vicar Pension		
Vicar Insurance		
Secretary Salary	\$766.00	\$9,192.00
Secretary Soc Sec	\$47.49	\$569.88
Secretary Medicare	\$11.11	\$133.32
Secretary Insurance	\$26.40	\$316.80
Organist Salary	\$700.00	\$8,400.00
Sexton Salary	\$280.00	\$3,360.00
Sexton Soc Sec	\$17.36	\$208.32
Sexton Medicare	\$4.06	\$48.72
Sexton Fed Tax	\$13.00	\$156.00
Supply Priest Salary	\$550.00	\$6,600.00
Visiting Priest Travel	\$10.00	\$120.00
Subtotal	\$2,425.42	\$29,105.04
OPERATING EXPENSES		
Mortgage	\$890.50	\$10,686.00
Building Maintenance	\$200.00	\$2,400.00
Building Insurance	\$416.67	\$5,000.00
Building Supplies		\$100.00
Kitchen/Housekeeping Supplies	\$50.00	\$600.00
Electricity	\$450.00	\$5,000.00
Telephone	\$125.70	\$1,500.00
Water/Sewer/Trash	\$110.00	\$1,350.00
Cell Phone	\$0.00	\$0.00
Office Supplies	\$50.00	\$400.00

Postage		\$49.00
Copy Machine	\$100.00	\$1,105.00
Publications & Bulletins	\$63.00	\$350.00
Altar Guild		\$215.00
Church Convention Fees		
Church Advertising		
Miscellaneous		
Parish Meals		\$40.00
Subtotal	\$2,455.87	\$28,795.00
OTHER/RESTRICTED EXPENSES		
ECW	\$0.00	\$0.00
Youth		
Sunday School	\$0.00	\$0.00
Flowers	\$60.00	\$500.00
Music		
Malawi Mission		
Columbarium		
Charlotta Noyes Memorial		
	Per Month	Year 2015
Paul Shea Memorial		
Hugo King Memorial		
Claude Hollis Memorial		
Norman Orr Memorial		
Freida Spencer Memorial		
Bob Hudson Memorial		
Bishop Discretionary		
Priest Discretionary		
Diocesan Pledge (13% of Pledged Inc)	\$0.00	\$5,400.00
Seminary Pledge(1% of Pledged Inc)	\$0.00	
Subtotal	\$60.00	\$5,900.00
INCOME		
Unrestricted Pledge	\$4,259.39	\$51,108.00
Unpledged Unrestricted	\$50.00	\$7,000.00

Mortgage		\$140.00
Building		\$100.00
Utilities		
Office		
Flowers		\$480.00
Music		
Parish Meals		\$185.00
St Joseph Hall		\$150.00
In Kind		\$505.17
Youth MMA		
Interest/Earnings		
ECW		
Youth		
Sunday School		
Columbarium		
Bishop Discretionary		
Priest Discretionary		
Mission Grant	\$0.00	\$0.00
Subtotal	\$4,309.39	\$59,668.17
SUMMARY		
Total Expenses	\$4,941.29	\$63,800.04
Total Income	\$4,309.39	\$59,668.17
Projected Shortfall	\$631.90	\$4,131.87

XII. Other

XIII. Adjournment

XIV. Closing Prayer

Diocesan Office: (800) 277-8577

Church Office: (850) 689-1410/ epiphanycv@embarqmail.com

facebook.com/EpiphanyCrestview

Website:epiphanycrestview.com

Staff

The Rt. Rev. James Russell Kendrick, Bishop

The Rev. Harry Tipton, Supply Priest.....(850) 682-3884

James Aikin, Parish Administrator (850) 689-1410

Laura Hill, Treasurer..... (850) 537-4261

Support Staff

Pat Shew, Organist/Choir Director..... (850) 652-3289

Sheila Fahey, Sunshine Lady..... (850) 305-1581

Yvonne Hudson, Altar Guild (850) 398-7642

Chris Atkins, Sexton..... (850)758-0377

Vestry

Term Expires

Sr. Warden: Christine Wakayama 2016 (850) 685-0100

Jr. Warden: Chris Atkins 2015 (850) 758-0377

Debbie Buckles 2015 (850) 902-1698

Dennis Jackson 2017 (910) 301-3483

Dan Kelly 2015 (850) 689-2082

Clerk: Patricia Jackson 2015 (910) 301-3485