



The Church of the Good Shepherd

Vestry Meeting
June 18, 2019 6:30 p.m.

Missional Church Statement

Institutional maintenance is a necessary, but ultimately secondary, function of a congregation. If souls are not transformed and the world is not healed, the congregation fails no matter what the treasurer reports... Decisions not growing out of prayer and Bible study and worship will be less likely to sustain and nourish the parish as it seeks to carry out its primary mission in obedience to the Holy Spirit.¹

Group Norms

- Read what's emailed in advance (reports/minutes) and come prepared with any questions/comments
- Don't have side conversations – listen when others are speaking
- Stay on topic
- Speak up during the meeting (don't wait until the parking lot)
- Direct parishioners' feedback "appropriately" so they're heard

I. Evening Prayer (6:30 p.m.)

II. Opening (6:40 p.m.)

- a. Review "Missional Church Statement" and "Group Norms"
- b. Vestry counters
- c. Approval of May 21st minutes (emailed)

III. Focus Topic: Miscellaneous Business (6:50 p.m.)

- a. Phone upgrade (emailed, selected pages attached)
- b. Day School (emailed and attached)
 - i. playground (emailed and attached)
 - ii. lead (emailed, selected pages attached)

IV. Bible Study (7:20 p.m.)

V. Other Reports (7:40 p.m.)

- a. Christian Formation (emailed and attached)
- b. Outreach (emailed and attached)
- c. Finance (emailed and attached)
 - i. bookkeeper
 - ii. planned giving
 - iii. pledge notes
- d. Buildings and Grounds (emailed and attached)

VI. Misc. from Rector and Wardens (8:05 p.m.)

- a. delegates to diocesan convention
- b. parking situation
- c. summer camp
- d. summer clergy
- e. summer reading

VII. Compline (8:25 p.m.)

VIII. Adjourn (8:30 p.m.)

¹ Randolph Ferebee, *Cultivating the Missional Church: New Soil for Growing Vestries and Leaders* (New York, NY: Church Publishing, 2012) 19, 3-4.

Church of the Good Shepherd
Vestry Minutes
June 18, 2019

Present: Mary Palmer, Becky Bryan, Jim Curtis, Cheryl Coppedge, Jeannette Belfield, Gary Williams, Albert Ervin, Will Haley, Catie Roche, Melissa Whitley (via Zoom video), Jon Colston, Lisa Godwin, Matt Johnson

Absent: Tommy Moore, Eric Seale

Opening:

- a. The Vestry meeting began with Evening Prayer and a reflection from Acts 3: 12b-21. Reading of the Missional Church Statement and the Group Norms
- b. Vestry counter sign-up sheet was circulated.

Focus Topics:

Contracts: Phone system upgrade. Will Haley presented the Centurylink 5 year contract.

Day School:

- i. Playground proposal. Down East Partnership has given the Day School \$3200 from the FEED Program.
- ii. Lead in paint was discussed. Health Inspector requires testing which we have done. Bulletin boards will be removed. We are waiting to hear back from the state for further guidance.

Christian Formation: Vacation Bible School, School age programs, Children's Chapel, Confirmation and the Acts of the Apostles bible study were all discussed.

Finance: Jon presented the Treasurer's report. We have a new bookkeeper, Yvette Hampton. Virginia is training her now.

Rector's Report:

- There will be no July Vestry meeting
- Delegates for Convention: Lalor Smith, Jim Curtis, Emily Bondy, and Albert Ervin (see motion below).
- Parking agreement with the Event Center has been made
- Summer camp will be taking place for community 3rd-5th graders with teachers from the public school system. They will use our Fellowship Hall (except the week of Gatekeepers when they will use out Youth Room and NA room). 25 kids for 4 weeks. Kip Meadows approached Matt and asked if the campers could use our space. We are happy to help.

- Clergy coverage for the 4 Sundays that Matt will be gone has been arranged from July 8-Aug 5. Louise Anderson and George Greer are on call for emergencies.
- Summer reading for the Vestry is the book, The Second Mountain: The Quest for a Moral Life by David Brooks.

Closed with Compline. Adjourned at 8:45 p.m.

Motions

A motion was made and seconded to approve the CenturyLink phone/Internet contract. The motion passed.

A motion was made to approve the proposed garden for the Day School playground. The motion passed.

A motion was made and seconded to appoint Delegates for Convention: Lalor Smith, Jim Curtis, Emily Bondy, and Albert Ervin. The motion passed.

Bible Study: Acts 3:12b-21

¹¹ While [the one who was healed) clung to Peter and John, all the people ran together to them in the portico called Solomon's Portico, utterly astonished. ¹² When Peter saw it, he addressed the people, "You Israelites, why do you wonder at this, or why do you stare at us, as though by our own power or piety we had made him walk? ¹³ The God of Abraham, the God of Isaac, and the God of Jacob, the God of our ancestors has glorified his servant Jesus, whom you handed over and rejected in the presence of Pilate, though he had decided to release him. ¹⁴ But you rejected the Holy and Righteous One and asked to have a murderer given to you, ¹⁵ and you killed the Author of life, whom God raised from the dead. To this we are witnesses. ¹⁶ And by faith in his name, his name itself has made this man strong, whom you see and know; and the faith that is through Jesus has given him this perfect health in the presence of all of you. ¹⁷ "And now, friends, I know that you acted in ignorance, as did also your rulers. ¹⁸ In this way God fulfilled what he had foretold through all the prophets, that his Messiah would suffer. ¹⁹ Repent therefore, and turn to God so that your sins may be wiped out, ²⁰ so that times of refreshing may come from the presence of the Lord, and that he may send the Messiah appointed for you, that is, Jesus, ²¹ who must remain in heaven until the time of universal restoration that God announced long ago through his holy prophets.

- It is likely that everyone at times experiences a deep longing for "times of refreshing."
 - How does our congregation respond to this longing?
 - What promotes the knowing of this refreshment from the Lord's presence? What interferes?
- Regarding the "time of universal restoration":
 - Do you think most Christians have an active expectation about this or more of an "I hope so" attitude? What determines their perspectives?

Current Situation:

Provider: CenturyLink

Cost: \$378.77 w/o contract

- Telephone (3 lines)
 - Ancient system that is extremely difficult to service and update
 - Day School unable to
 - Update voicemail outgoing message
 - Unable to make long distance calls
- Internet (DSL)
 - 80mbs/10mbs
 - Functional
 - Basic Service available
 - Last outage lasted about 7 days

Proposed Changes:

Provider: CenturyLink

Cost: \$371.91 w/ 5 yr contract

- Telephone (Managed VOIP (Voice over Internet) Service)
 - No equipment needed to be purchased or **maintained**
 - 8 leased voip telephones included in rate
 - Matt's Office
 - Tom's Office
 - Katarina's Office
 - Lawrence's Office
 - Bookkeeper Office
 - Emily's Office
 - Day School Front Desk Office
 - Volunteer Desk
 - SLA of 99.9% uptime (24/7 4 hours response time)
 - Service included
- Internet
 - Fiber Connection 50mbs/50mbs*
 - SLA of 99.9% uptime (24/7 4 hours response time)

One Time Expenses

- \$150 to \$200 Added infrastructure of ethernet work
 - 2 ethernet switches (\$50.00 each)
 - Cat 6 cable \$40.00

Features	Details
Per-seat pricing	<ul style="list-style-type: none"> • Basic, Standard or Premium – includes Polycom desk phones • Conference – includes Polycom SoundStation Conference phones • Receptionist – includes multi-call reception phone with optional sidecar(s) • Soft Client – Internet connected device application • Voicemail – voicemail only option
Long Distance	<ul style="list-style-type: none"> • Unlimited local and domestic long-distance – ON CenturyLink Network • Up to 10,000 minutes of long distance and toll-free service – OFF CenturyLink Network
CenturyLink Business Communicator Software	<ul style="list-style-type: none"> • Powerful mobility client for Windows, Mac, iOS and Android devices
Administrator portal	<ul style="list-style-type: none"> • Manage users and features through a simple web-based portal
User portal	<ul style="list-style-type: none"> • Customize ring locations and other call handling features
Voicemail	<ul style="list-style-type: none"> • Retrieve from phone, email or user portal
Click-to-call	<ul style="list-style-type: none"> • Easily connect calls from your computer or mobile device
CenturyLink Control Center	<ul style="list-style-type: none"> • Manage invoices, view statistics and report issues online
Cloud Based Call Recording	<ul style="list-style-type: none"> • Seamlessly integrate call recording with your users' Hosted VoIP service

Specific Telephone to be leased:



AUTHORIZATION TO CHANGE PREFERRED TELECOMMUNICATIONS CARRIER

Letter of Agency (LOA): Marking the box adjacent to each of the services below is authorization by the undersigned Subscriber to CenturyLink to change the preferred carrier for the marked Service(s).

Local/TN - Porting telephone numbers from another carrier to CenturyLink
Select Option(s) to which this applies: Local Service Local Data Service

Local Long Distance IntraLata/Local Toll - Qwest Corporation DBA CenturyLink QC for 1+ IntraLATA Local Long Distance Only (LPIC 5123)

Provide Billing Name and Address information as it appears on the current service bill.

Subscriber's Name: The Church of the Good Shepherd
 Subscriber's Address: 231 N Church St
 City: Rocky Mount State: NC Zip: 27804

Provide Physical Address if different than bill address.

Subscriber's Physical Address:
 City: State: Zip:

Subscriber's Main Telephone Number: 252-442-1134

Only the telephone numbers listed below are authorized to change to the preferred carrier:

For individual numbers, use the format NPA-NXX-XXXX
 For number ranges, use the format NPA-NXX-XXXX to XXXX.

Telephone Numbers	Telephone Numbers	Telephone Numbers
252-442-1134	252-442-1092	252-442-1135
252-442-0243		

Check here if a separate page listing other associated telephone numbers or physical addresses is attached. Use either the page below or a separate attached spreadsheet.

I understand that my local exchange carrier (LEC) may charge a fee to change Long Distance carriers and that I may contact my LEC to determine the specific charges. I represent that I have the authority to change communications carriers for each of the numbers identified above. I understand that I may designate only one telecommunications carrier as my local exchange, intrastate or intraLATA, interstate or interLATA, and international preferred interexchange carrier for any one telephone number. With this understanding, I select CenturyLink to provide the communications service types indicated above for each of the telephone numbers listed above.

Name of Person Authorized to Act on Behalf of the Company.

Signature: _____

Title: _____

Printed Signature: _____

Date (mm/dd/yy): _____

For individual numbers, use the format NPA-NXX-XXXX and for number ranges, use NPA-NXX-XXXX to XXXX.

Provide additional Physical Address if applicable.

Subscriber's Physical Address: _____
 City: _____ State: _____ Zip: _____

Telephone Numbers	Telephone Numbers	Telephone Numbers

Provide additional Physical Address if applicable.

Subscriber's Physical Address: _____
 City: _____ State: _____ Zip: _____

Telephone Numbers	Telephone Numbers	Telephone Numbers

Provide additional Physical Address if applicable.

Subscriber's Physical Address: _____
 City: _____ State: _____ Zip: _____

Telephone Numbers	Telephone Numbers	Telephone Numbers

Customer Information	Account Information	Prepared By
Name: The Church of the Good Shepherd Primary Contact: Will Haley Primary Contact Phone: (252) 442-1134 Primary Contact Email: willhaley@gmail.com Billing Contact: Billing Contact Phone: Billing Contact Email:	BPID: 1184895 Billing Account: Billing Address: 231 N CHURCH ST ROCKY MOUNT, NC 27804-5404 Contract ID#: New (Internal Use Only)	Name: Giselle Castro Phone: 8443680643 Email: giselle.castro@centurylink.com

Order

Pricing Table

Product	Qty	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
Fiber+ Internet	1	231 N CHURCH ST ROCKY MOUNT NC 27804		Pro 50M	60 Months	\$89.00	\$99.00	\$99.00
	1		Business Essentials - Standard		60 Months	\$0.00	\$0.00	
Service Sub Total:						\$89.00	\$0.00	

"Terms and Conditions for Fiber+ Internet Bundle Offer"

CenturyLink provides Fiber+ Internet services under: (a) the Fiber+ Internet Package Attachment ("Attachment") and (b) the Domestic CenturyLink IQ Networking, Local Access, and Rental CPE Service Exhibits.

The Fiber+ Internet Package type appears in the first "Fiber+ Internet" row under the "Service Attributes" column of the above table. The CenturyLink IQ Networking port is an Internet Port. The port bandwidth details appear in the first "Fiber+ Internet" row under the "Service Attributes" column of the above table. The Local Access bandwidth details appear in the first "Fiber+ Internet" row under the "Service Attributes" column of the above table. The package pricing includes the Local Access MRC and the Rental CPE MRC. CenturyLink will provide the rental equipment while Customer purchases the Services from CenturyLink. CenturyLink may provide equipment from various manufacturers at its discretion. The Rental CPE maintenance is ProMET® On-Site Standard (8x5, on-site, next business day) maintenance unless "Pro MET 24x7 Professional" appears in the "Service Details" column of the above table. If "Pro MET 24x7 Professional" appears in the "Service Details" column of the above table, the Rental CPE maintenance is ProMET® On-Site Premium (24x7, on-site, 4-hour response) maintenance for that location. There is an additional MRC for ProMET® On-Site Premium maintenance. Customer's site must qualify for ProMET® On-Site Premium maintenance.

Upgrade/MACD pricing and Other Charges are per the online Rate Sheet located at:
http://www.centurylink.com/legal/FiberPlus_offers/FiberPlus_offers_Rate_Sheet_v1.pdf ("Rate Sheet").

As part of the Service provisioning process, CenturyLink will identify whether Customer's Local Access functionality is IP Connection as described in the Local Access service-specific terms. If it is, Customer agrees to use the CenturyLink IQ Networking Internet Port only for the provision of either: (i) wireline broadband Internet access (as defined in applicable Federal Communications Commission orders and regulations), or (ii) wireline broadband Internet access plus additional information services, with wireline broadband Internet access constituting a principal use. If the IP Connection Local Access functionality is used in conjunction with a CenturyLink IQ Networking Private Port, Customer must, so long as the Private Port is used, either: (iii) have entered into an agreement or amendment directing Customer to the Network-Based Security ("NBS") service-specific terms and use NBS with the Private Port or (iv) use the Private Port in conjunction with an interconnected Internet Port in a multi-site configuration. In either case, Customer agrees the arrangement will be configured so each Private Port connection will be used consistent with the wireline broadband Internet access usage limitations noted in (i) and (ii) above.

No Resale. Customer warrants: 1) Services are for its own use and 2) it will not resell the Services or extend any Services for a fee to others, regardless of whether it qualifies as a reseller under the Telecommunications Act of 1996 or under state law.

Customer is currently eligible to receive the following optional business applications provided by CenturyLink with the Fiber+ Internet Bundle at no additional charge. Customer will receive a URL and temporary log-in credentials to access Control Center once Customer's order is submitted. Customer will need to sign on and change these credentials within 24 hours. Once Customer's circuit is live, Customer will be able to log in to the Management Console using those Control Center credentials. By signing on and activating the applications, Customer will be accepting the terms and conditions for usage of those applications. These optional business applications are governed by the terms and conditions found at <https://apps.centurylink.com/terms-conditions> and not by this Agreement.

Optional Business Applications Included at No Additional Charge	Quantity/Details
Microsoft Office 365 from CenturyLink	10 Business Essential licenses, includes email w/ 50GB storage
Basic Web Hosting with Site Builder Tools	5GB Storage
DNS Registration	1 Included
Data Backup for PC and Laptop (not applicable to servers)	10 Licenses at 10GB each
Cloud Fax	20 Inbound/Outbound Pages
Search Engine Submission	Attracta

Customer may purchase additional CenturyLink business applications services at the following website:
<https://apps.centurylink.com/login>. Additional charges will apply

Pricing Table

Product	Qty	Service Address	Service Details	Service Attributes	Term (Months)	MRC	NRC	Waived NRC
Hosted VoIP	1	231 N CHURCH ST ROCKY MOUNT NC 27804		Total Seat Band: 1-50 Seats	60 Months	\$0.00	\$0.00	
	1		Seat Type : Premium	Polycom VVX 301	60 Months	\$24.00	\$0.00	
	7		Seat Type : Standard	Polycom VVX 301	60 Months	\$154.00	\$0.00	
	1		Adtran 1534P		60 Months	\$100.00	\$0.00	
	1		Hunt Group(s)		60 Months	\$4.95	\$10.00	\$10.00
Service Sub Total:						\$282.95	\$0.00	

"Terms and Conditions for CenturyLink Hosted VoIP Service"

Hosted VoIP terms and conditions are located in the CenturyLink Hosted VoIP Service Exhibit.

1. Hosted VoIP Pricing. CenturyLink will charge Customer and Customer will pay the rates set forth in this Order and in the Hosted VoIP Service Rate Sheet located at <http://www.centurylink.com/legal/HostedVoIP/ALaCarteRatesv1.pdf>. In the event of a conflict, the following order of precedence will apply in descending order of control: this Order, the Hosted VoIP Service Rate Sheet, and any other pricing documents.

1.1 Seat Pricing. Seat pricing tables are found in the Hosted VoIP Service Rate Sheet. Charges are based on the Initial Term length, and the total number of seats across all locations. Customer will review the seat range pricing before making modifications in the VoIP portal.

1.2 Phone Upgrade Pricing. Pricing for phone upgrades is found in the Hosted VoIP Service Rate Sheet.

1.3 Additional Charges. Please see the Hosted VoIP Service Rate Sheet for additional charges, which includes pricing for additional features such as Hunt Groups, Auto Attendant, Receptionist Web Console, Business Communicator, Voice Mail Seats, Available TNs, white page listings, and directory assistance; the terms and pricing for LD/TF Offer; Upgrade/MACD charges; and other charges. Any reference to "Basic White Page Listing" in the table above is also known as "Basic business white page listing" in the Hosted VoIP Service Rate Sheet.

1.4 MACD. In the event customer chooses to move, add, change or delete a Hosted VoIP Service or a portion of such Service, Customer must access the VoIP portal at <https://centurylink.com/voip> to place orders. Modifications made by Customer in the VoIP portal may impact pricing for Services ordered under this Order.

1.5 911. Service is subject to the 911 Emergency Service Acknowledgment below.

911 EMERGENCY SERVICE ACKNOWLEDGMENTS:

Customer Initials: _____

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE GENERAL 911 LIMITATIONS IN THE "911 EMERGENCY SERVICES-VOIP" SECTION OF THE TERMS AND CONDITIONS APPLICABLE TO ALL VoIP SERVICES AND THE SERVICE-SPECIFIC 911 LIMITATIONS IN THE PROVISIONS APPLICABLE TO MY VoIP SERVICE (COLLECTIVELY, "VoIP PROVISIONS") IN THE APPLICABLE SERVICE EXHIBIT ATTACHED TO THE CENTURYLINK MASTER SERVICE AGREEMENT OR, AFFIIATE AGREEMENT. IF I HAVE NOT EXECUTED A CENTURYLINK MASTER SERVICE AGREEMENT OR AN AFFIIATE AGREEMENT THEN I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE GENERAL 911 LIMITATIONS IN THE "911 EMERGENCY

SERVICES-VOIP" SECTION OF THE TERMS AND CONDITIONS APPLICABLE TO ALL VoIP SERVICES AND THE SERVICE-SPECIFIC 911 LIMITATIONS IN THE PROVISIONS APPLICABLE TO MY VoIP SERVICE (COLLECTIVELY, "VoIP PROVISIONS") IN THE CURRENT STANDARD SERVICE EXHIBIT THAT IS EFFECTIVE AS OF THE DATE OF THIS ORDER.

Customer: The Church of the Good Shepherd
<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Authorized Signature </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Name Typed or Printed </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Title </div> <div style="border-bottom: 1px solid black;"> Date </div>

Service(s) Total for Services priced in this Order		
	Monthly Recurring Charges (\$)	Non-Recurring Charges (\$)
Total	\$ 371.95	\$ 0.00

Terms and Conditions Governing This Order

1. This confidential Order may not be disclosed to third parties and is non-binding until accepted by CenturyLink ("CenturyLink"), as set forth in section 4. Customer places this Order by signing (including electronically or digitally) or otherwise acknowledging (in a manner acceptable to CenturyLink) this document and returning it to CenturyLink.

2. Prior to installation, CenturyLink may notify Customer in writing (including by e-mail) of price increases due to off-net vendors. Customer has 2 business days following notice to terminate this Order without liability; or otherwise, Customer is deemed to accept the increase.

3. If a generic demarcation point (such as a street address) is provided, the demarcation point for on-net services will be CenturyLink's Minimum Point of Entry (MPOE) at such location (as determined by CenturyLink). Off-net demarcation points will be the off-net vendor's MPOE. If this Order identifies aspects of services that are procured by Customer directly from third parties, CenturyLink is not liable for such services.

4. The Service identified in this Order is subject to the CenturyLink Master Service Agreement(s) and applicable Service Schedule(s) or Service Exhibit(s) between CenturyLink Communications, LLC and Customer (or its affiliate if expressly provided for under such affiliate Master Service Agreement). If Customer has not executed a CenturyLink Master Services Agreement with CenturyLink Communications, LLC but has executed a services agreement for applicable services with an affiliate of CenturyLink ("Affiliate Agreement"), then the terms of the most recent Affiliate Agreement will apply to the Service (to the extent not inconsistent with this Order); in such cases, the current standard Service Schedule applicable to the Services will apply. If CenturyLink and Customer have not executed a CenturyLink Master Service Agreement and/or applicable Service Schedule(s) governing the Service and have not executed an Affiliate Agreement, CenturyLink's current standard Master Service Agreement/Service Schedule(s) as of the date of this Order will govern, copies which are available upon request. The CenturyLink invoicing entity is the entity providing Services.

Notwithstanding anything in any Affiliate Agreement to the contrary, CenturyLink will notify Customer of acceptance of requested Service in this Order by delivering (in writing or electronically) the date by which CenturyLink will install Service (the "Customer Commit Date"), by delivering the Service, or by the manner described in a Service Schedule. CenturyLink will deliver a written or electronic notice that the Service is installed (a "Connection Notice"), at which time billing will commence. Unless otherwise provided in a Service Attachment, at the expiration of the Service Term, Service will continue month-to-month, and rates are subject to change upon 30 days' notice from CenturyLink. If the Affiliate Agreement governs and does not include early termination charges and if Customer cancels or terminates Service for any reason other than CenturyLink's uncured default or if CenturyLink terminates due to Customer's uncured default, then Customer will pay CenturyLink's standard early termination liability charges as identified in the CenturyLink Master Service Agreement, Affiliate Agreement, Service Exhibit or Service Schedule. "Affiliate Agreement" for CenturyLink Communications, LLC or any companies that were affiliates of CenturyLink Communications, LLC before the merger between CenturyLink and Level 3 Communications ("Merger") means only an applicable Interexchange Carrier (IXC) network agreement, e.g. CenturyLink Total Advantage Agreement, CenturyLink Total Advantage Express Agreement, or CenturyLink Wholesale Services Agreement, for non-government customers (each, a CenturyLink Affiliate Agreement). Affiliate Agreement also includes an Agreement between Customer and any entity that was an affiliate of Level 3 Communications before the Merger.

5. Neither party will be liable for any damages for lost profits, lost revenues, loss of goodwill, loss of anticipated savings, loss of data or cost of purchasing replacement service, or any indirect, incidental, special, consequential, exemplary or punitive damages arising out of the performance or failure to perform under this Order. Customer's sole remedies for any nonperformance, outages, failures to deliver or defects in Service are contained in the service levels applicable to the affected Service.

6. All transport services ordered from CenturyLink will be treated as interstate for regulatory purposes. Customer may certify transport service as being intrastate (for regulatory purposes only) in a format as required by CenturyLink, but only where the transport services are sold on a stand-alone basis, the end points for the service are located in the same state and neither end point is a CenturyLink provided IP port ("Intrastate Services"). Where Customer requests that services be designated as Intrastate Services, Customer certifies to CenturyLink that not more than 10% of Customer's traffic utilizing the Intrastate Services will be originated or terminated outside of the state in which the Intrastate Services are provided. Such election will apply prospectively only and will apply to all Intrastate Services stated in this Order.

7. Charges for certain Services are subject to (a) a per month property tax surcharge and (b) a per month cost recovery fee to reimburse CenturyLink for various governmental taxes and surcharges. Such charges are subject to change by CenturyLink and will be applied regardless of whether Customer has delivered a valid tax exemption certificate. For additional details on taxes and surcharges that are assessed, visit <http://www.centurylink.com/taxes> or the RSS, if indicated by the applicable Service Schedule(s) or Service Exhibit(s).

8. Customer will pay CenturyLink's standard: (a) expedite charges (added to the NRC) if Customer requests a delivery date inside CenturyLink's standard interval duration (available upon request and (b) ancillary charges for additional activities, features or options. If CenturyLink cannot complete installation due to Customer delay or inaction, CenturyLink may begin charging Customer and Customer will pay such charges.

9. Charges/Orders. CenturyLink will charge Customer the rates for the Services shown above. If Customer changes any of the Bundle/Package or Service Details or moves a Service Address, these rates will not apply. Rates and charges for Service elements not identified appear in the applicable terms and conditions. Existing services, bundles, offers, or packages will continue to be governed by the terms and conditions incorporated by attachment or reference when previously added to the Agreement. If the Agreement does not allow for rates to be set forth in a quote, this Order amends the Agreement to include CenturyLink-approved signed quotes as a method to order the Services listed above. Despite anything to the contrary in the Service-specific terms and conditions and for purposes of this Order only, NRCs are NOT waived unless this Order expressly states NRCs are waived or the NRCs appear in the waived column in the above table(s). If a Cancellation Charge requires Customer to pay the amount of any waived or discounted NRC, the NRC will be the amount stated in this Order or shown in the "Waived NRC" column in the above table(s) despite anything to the contrary in the Existing Agreement or Agreement. If in this Order Customer is upgrading, moving, disconnecting or otherwise changing an existing Service, cancellation charges may apply as set forth in the Agreement.

Day School Vestry Report - June 18, 2019

- Plumbing work has been completed - thank you!
- In July we will begin working on the application for the CACFP and now the Vestry is considered the Day School "Board" and I will need each member of the vestry to provide the following information for this application. I have a form for everyone to fill out and return to me tonight.
 - Name
 - Mailing Address
 - Email Address
 - Phone Number
 - Date of Birth
 - Place of Employment
 - Answer the following questions:
 - Have you participated in any publicly (federal, state or local) funded programs during the past seven years?
 - If yes, list of all programs.
- Down East Partnership for Children has given us \$3,200 because of our participation in the FEED program to improve our playground as it relates to either the garden or other FEED program objectives
 - I have been working with Tom Moss to come up with a plan to use these funds and we submitted it to FEED for approval
 - If plan is approved we will add changes to the playground in early July
 - Plan and pictures found at end of report
- Lead Testing
 - Lead testing was done in day school and we have several areas that must be addressed
 - In the Day School
 - Cork Boards tested positive
 - One window in downstairs classroom came back positive
 - Consultant and Health Department are working with school on a plan moving forward
 - We can not do any work until we know more from State
 - It was suggested that we not inform our parents until we have a plan and therefore we are waiting on them to call me back with more information
 - Outside Day School
 - The windows in the back alley (basement and classrooms) have lead paint and are chipping and need to be addressed

- This is not included in the report because technically these windows are not part of the Day School (the windows outside the basement) and he could not open the windows upstairs to test them for lead. Therefore, we had this information removed from the report.
- Day School children use this path to come and go from the playground and it needs to be fixed quickly
- Full report can be emailed to vestry members who wish to review all readings and other information

Submitted by Emily Haley.



Emily Haley <ehaley@goodshepherdrmt.org>

proposed cost for garden additions

5 messages

Tom Moss <tbmoss2@embarqmail.com>
To: Emily Haley <ehaley@goodshepherdrmt.org>

Wed, Jun 12, 2019 at 12:14 PM

Hello Emily,

I have attached a couple of sketches that show the fruit tree additions and the garden expansion. The cost estimates are below. The playhouse has not been stained yet.

3 figs, 3 blueberry bushes installed and mulched \$330.00

2 raised garden beds \$500.00

1 garden market playhouse \$1375.00

1 low deck 20'x8' \$1200.00

Total \$3405.00 (I can install this for \$3200.00)

If the costs run less, we could buy some tools for the garden. Look this over and let me know of any thoughts or questions you may have. If this is a "go", just let me know so I can order materials.

Thank you

Tom

3 attachments

20190612_120941_resized.jpg
279K

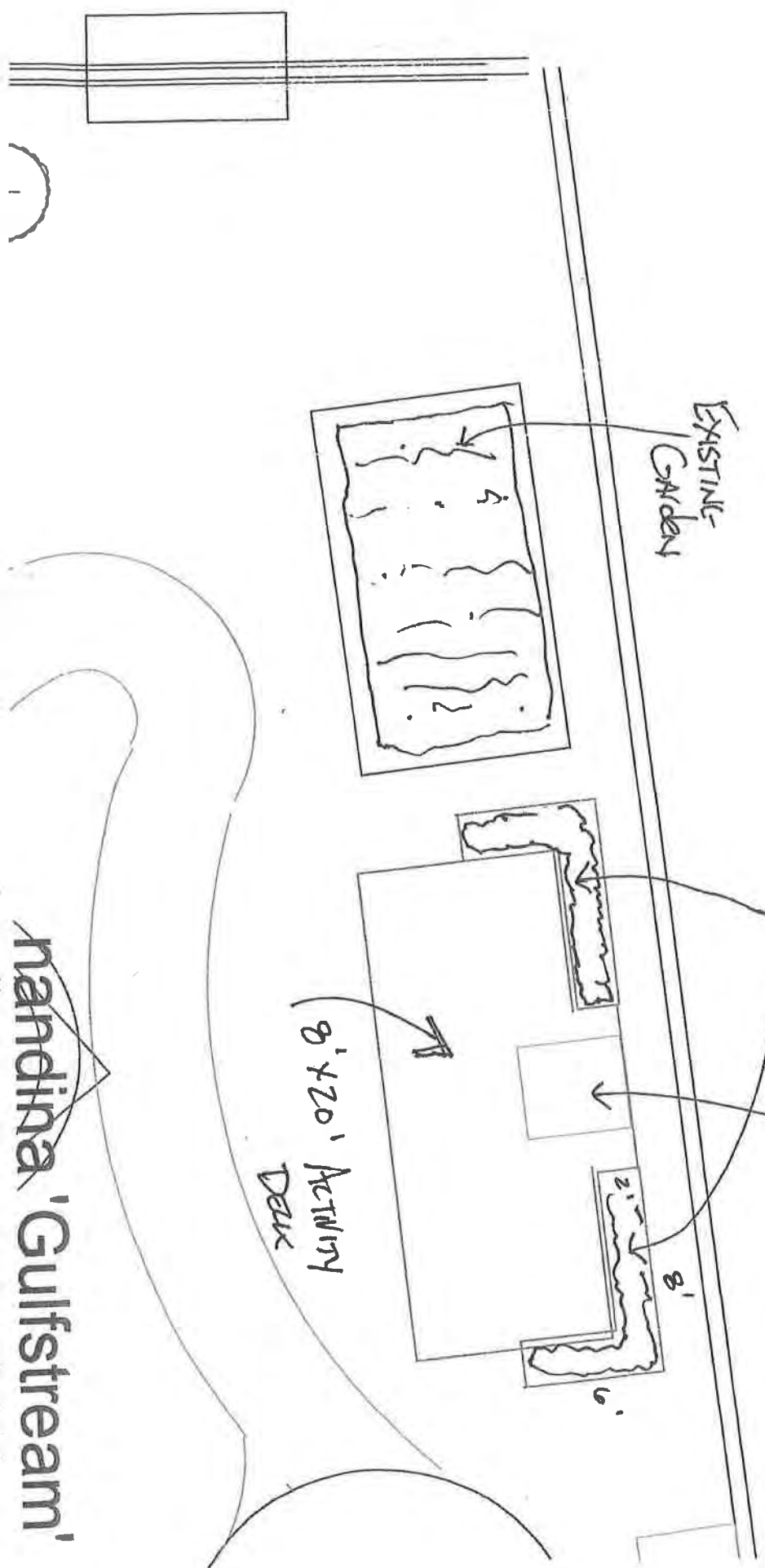
4' x 9' MARKET TRAY HOUSE

(2) RAISED GARDEN BEDS

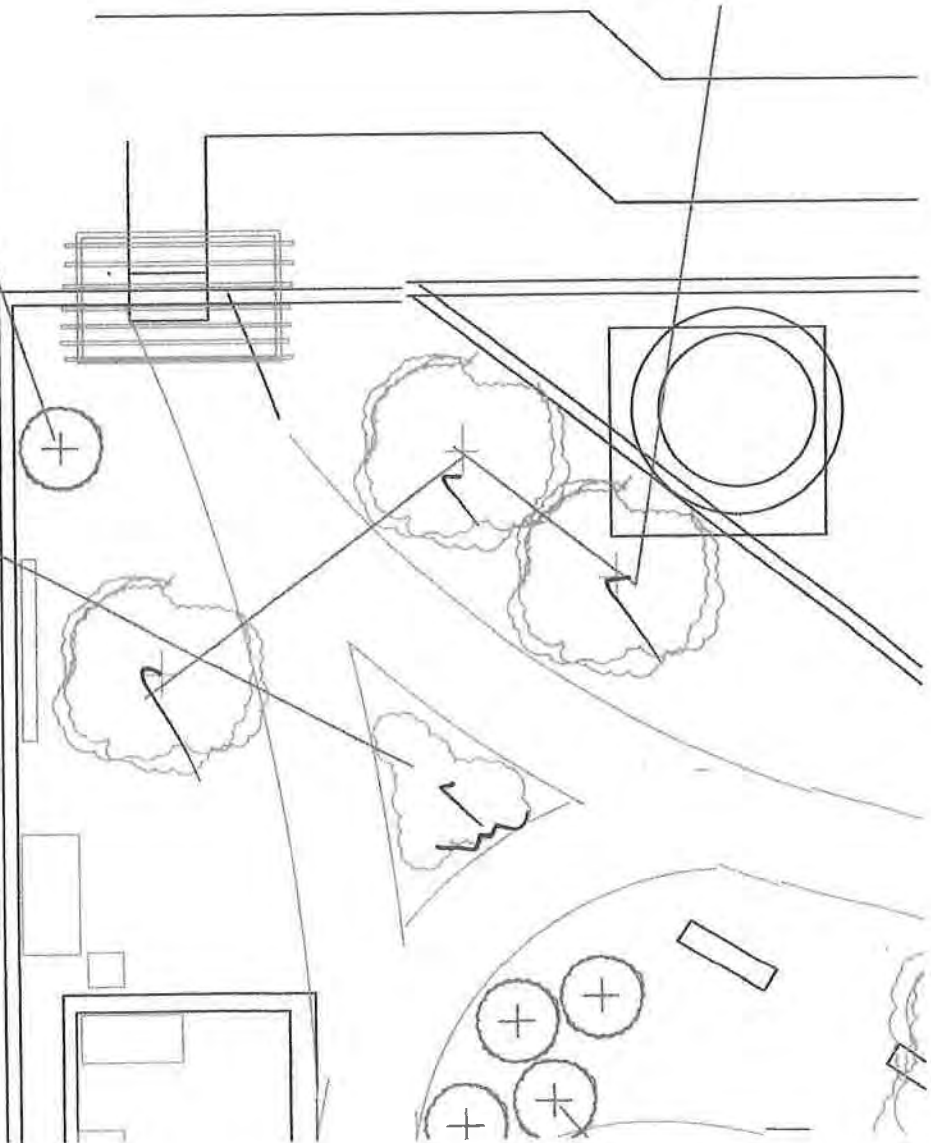
EXISTING GARDEN

8' x 20' ACTIVITY DECK

nandina 'Gulfstream'



Fruiting Figs

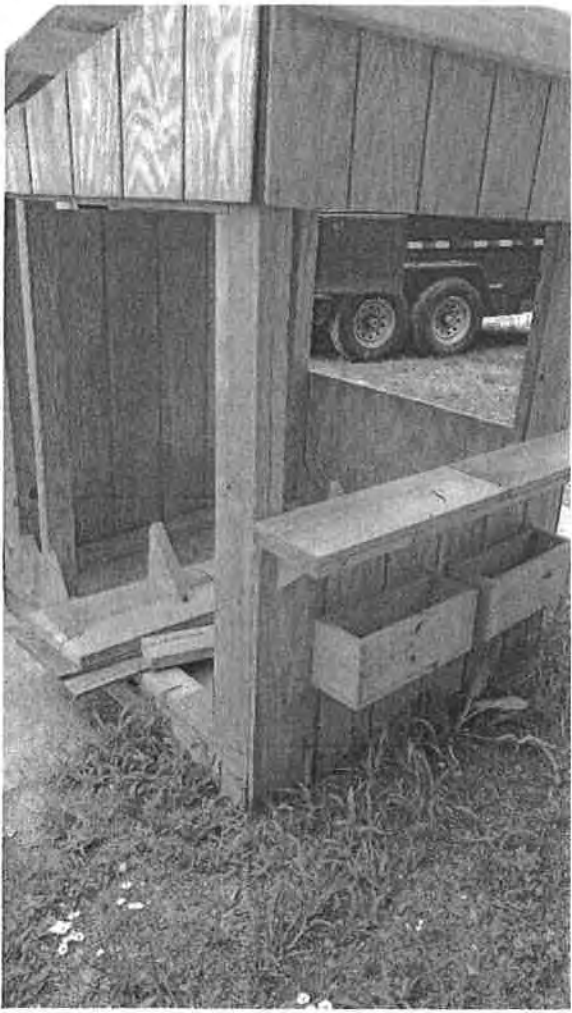


Camellia Japonica

Vaccinium sp.

Ce





Please Return to
GSDS at end of
Meeting

Vestry Members CACFP Application Information:

- Name
- Mailing Address
- Email Address
- Phone Number
- Date of Birth
- Place of Employment
- Answer the following question:
 - Have you participated in any publicly (federal, state or local) funded programs during the past seven years?
 - If yes, list of all programs.

Report for Vestry Meeting 06/2019

Submitted by Katharina Johnson, Director of Christian Education

General

Tentative Christian Education Calendar 2019-20 is ready

Family Ministry

After communicating with several families, the decision was made not to hold the year-end cookout which was scheduled for 05/04

Take-Out Church
was very well received
still boxes left

Christian Education for Children

Children's Chapel
Will be offered every Sunday during the summer
Finding enough volunteers might be a challenge

Community VBS 06/10 – 06/14/19
Curriculum "Who is My Neighbor? Learning to Love like Jesus"
Host First Presbyterian Church
Approx. 35 children and youth participating
At least 5 adults (in addition to Lawrence and I) are teaching
My work:
Teaching 3rd/4th grade class
Responsible for worship
Assisting Lydia with other tasks
Organizing snacks etc.

Christian Education for Youth

Youth Sunday 05/19/19
Good participation
Two acolyte seniors – Katie Moss and Paul Larimer
Haylee Mullen another graduating senior

Youth parent meeting Sunday 05/19/19
Importance of participation in Diocesan Youth Events stressed
Will keep basic structure of youth program:
youth group 1st Sunday of the month
HS group Thursday morning before 1st Sunday of the month
Potentially MS group one morning at Edwards Middle school

Confirmation Class 2019-2020
10 students registered
Chose curriculum "Confirm not Conform"

Need for mentors

Gatekeepers Workcamp 07/07 – 07/12/19

11 youth participants registered

One new adult participant – Julie Williams

Other adult participants are Connie Lilly and Scott Fritschel

Lunch will take place at Good Shepherd; Betty Norman involved

Adult Christian Education

Bible Study “The Acts of the Apostles” concluded

Monday 5:30 to 6:30 p.m.

9 participants – great success

Planning for this fall: “Sacred Ground: A Film-based Dialogue Series on Faith and Race”

Communication

Daily monitoring of Facebook (Church Page, Young Families Group)

Weekly Sunday Paper articles

Weekly update of posts on website

Bulletin board

Youth newsletter

Family newsletter

Good Shepherd Day School

Weekly Toddler Chapel

Vegetable Garden

Assisting in keeping vegetables alive

Church of the Good Shepherd

Outreach Committee

On June 6, 2019, the Outreach Committee met and ascertained the following as of May 31, 2019:

We have a snack bag balance of \$3, 273.00

We have an Outreach balance of \$1, 933.75

We have given out as of May 31, 1,213 snack bags with a monthly average of 240+. In May, 328 bags were given out. We see no need in cutting back on what is presently offered.

Tom Adams and Jim Mullen do a great job in making sure that the items used are purchased in a timely manner.

Jim Curtis will be our Liaison to Conetoe and will keep us apprised of future needs. To date, the Beehive project is completed.

The Knitting Club has agreed to knit hats for the snack bag recipients and they will be given out near the Christmas holidays. Last year, a bible study group donated socks.

We have invited several new people to join our group.

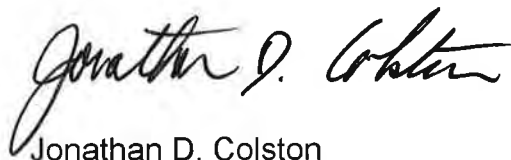
Our next meeting is tentatively scheduled for Sept 5, 2019.

Lalor Smith

Interim Facilitator

The Church of the Good Shepherd
Treasurer's Report
June 17, 2019

- The replacement of the A/C unit was reported by John Mebane of Buildings and Grounds Committee.
- We had hoped to see the unit last one more year in the 5-year plan but didn't make it. Fortunately, the money had been budgeted, set aside in Stewardship Trust, and will be requested a year earlier than planned. Total projected cost \$25,000 - \$30,000.
- A new bookkeeper was hired and is in training, Virginia has stayed on to help in transition.
- I have contacted Bryan Stone to let him know that we need to start our audit process earlier this year. I do not have a firm date yet.
- The markets have perked up somewhat recently and have improved our account values in the Stewardship Trust.



Jonathan D. Colston
Treasurer

Church of the Good Shepherd
Vestry Report - Year to Year
Funds: Church Operating Fund, Building, Land and Improvements
January to May 2019

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	% of Annual Budget Used (This Year)	Annual Budget (Last Year)	YTD Actual (Last Year)	% of Annual Budget Used (Last Year)
Revenues						
Tithes and Offerings						
1-4000 - Current Year Pledges	334,000.00	142,627.85	42.70 %	332,000.00	152,955.43	46.07 %
1-4001 - Prior Year Pledges	8,000.00	0.00	0.00 %	10,500.00	16,630.00	158.38 %
1-4004 - General Fund Unpledged	38,000.00	8,692.38	22.87 %	35,000.00	10,435.50	29.82 %
1-4005 - Plate Offerings	7,000.00	2,787.80	39.83 %	6,500.00	3,612.17	55.57 %
Total Tithes and Offerings	387,000.00	154,108.03	39.82 %	384,000.00	183,633.10	47.82 %
Other Revenues						
1-4007 - Reimbursements	20.00	52.40	262.00 %	20.00	14.50	72.50 %
1-4119 - Investment Income	900.00	188.90	20.99 %	1,400.00	499.77	35.70 %
Total Other Revenues	920.00	241.30	26.23 %	1,420.00	514.27	36.22 %
Transfers /Balance Sheet Funds						
1-4012 - Endowment Income	75,000.00	37,500.00	50.00 %	75,000.00	37,500.00	50.00 %
1-4014 - Transfers from other Funds	19,300.00	0.00	0.00 %	15,068.00	0.00	0.00 %
Total Transfers /Balance Sheet Funds	94,300.00	37,500.00	39.77 %	90,068.00	37,500.00	41.64 %
Total Revenues	482,220.00	191,849.33	39.78 %	475,488.00	221,647.37	46.61 %
Expenses						
Personnel						
1-5002 - Clergy SECA	5,920.26	2,466.65	41.66 %	5,920.00	2,466.65	41.67 %
1-5004 - Continuing Education	1,500.00	1,044.97	69.66 %	1,500.00	1,440.83	96.06 %
1-5103 - Miscellaneous Personnel	60.00	1,000.00	1666.67 %	62.00	0.00	0.00 %
1-5104 - Travel for Deacon	2,000.00	1,167.95	58.40 %	0.00	0.00	0.00 %
1-5402 - Nursery Workers	4,200.00	1,950.00	46.43 %	4,200.00	1,943.75	46.28 %
1-6001 - Church Salaries	173,801.14	73,968.38	42.56 %	185,606.00	77,323.27	41.66 %
1-6002 - Housing	26,000.00	10,833.35	41.67 %	26,000.00	10,833.35	41.67 %
1-6003 - Pension	20,080.11	8,366.70	41.67 %	20,080.00	8,329.79	41.48 %
1-6004 - Life Health and Disability Insurance	37,978.68	16,748.40	44.10 %	37,908.00	15,492.22	40.87 %
1-6005 - Travel	1,200.00	0.00	0.00 %	1,200.00	0.00	0.00 %
1-6006 - Payroll Taxes Payable	10,239.69	4,168.96	40.71 %	11,074.00	4,425.89	39.97 %
1-6007 - Supply Priests	1,000.00	0.00	0.00 %	5,200.00	0.00	0.00 %
1-6010 - Payroll Expenses	500.00	126.60	25.32 %	945.00	196.79	20.82 %
1-6113 - Sexton Expense Reimbursement	11,755.38	4,636.50	39.44 %	10,334.00	3,086.91	29.87 %
1-6116 - Rector's Business Expense	500.00	103.40	20.68 %	500.00	270.24	54.05 %
Total Personnel	296,735.26	126,581.86	42.66 %	310,529.00	125,809.69	40.51 %
Church Commissions						
Buildings and Grounds						
1-5300 - Building Maintenance and Repairs	9,000.00	7,491.72	83.24 %	8,000.00	7,047.36	88.09 %
1-5303 - Cleaning Supplies	2,000.00	1,527.00	76.35 %	2,000.00	981.38	49.07 %
1-5305 - Grounds	3,500.00	2,950.00	84.29 %	3,500.00	1,750.00	50.00 %
1-5308 - Bldg. & Grounds-Capital Maintenance	0.00	13,182.64	0.00 %	0.00	11,396.58	0.00 %
Total Buildings and Grounds	14,500.00	25,151.36	173.46 %	13,500.00	21,175.32	156.85 %
Christian Education						
1-5400 - Youth Ministries	1,200.00	581.76	48.48 %	1,000.00	(202.24)	0.00 %
1-5401 - Children & Family Ministry	900.00	438.35	48.71 %	800.00	352.13	44.02 %
1-5403 - Vacation Bible School	0.00	(465.00)	0.00 %	0.00	433.00	0.00 %
1-5405 - Adult Education	400.00	28.24	7.06 %	400.00	(145.74)	0.00 %
1-5406 - Miscellaneous Christian Education	400.00	87.51	21.88 %	400.00	219.29	54.82 %
1-5805 - Spruill Fund Scholarships	2,000.00	0.00	0.00 %	2,000.00	0.00	0.00 %
Total Christian Education	4,900.00	670.86	13.69 %	4,600.00	656.44	14.27 %

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	% of Annual Budget Used (This Year)	Annual Budget (Last Year)	YTD Actual (Last Year)	% of Annual Budget Used (Last Year)
Worship						
1-5500 - Worship -General Expenses	800.00	447.38	55.92 %	1,000.00	360.00	36.00 %
1-5501 - Music- General Expenses	1,500.00	51.69	3.45 %	1,800.00	202.01	11.22 %
1-5502 - Music Personnel	3,000.00	250.00	8.33 %	3,000.00	475.00	15.83 %
1-5503 - Instrument Maintance	1,600.00	499.89	31.24 %	1,500.00	532.40	35.49 %
1-5504 - Altar Guild	1,500.00	429.62	28.64 %	1,500.00	352.08	23.47 %
Total Worship	8,400.00	1,678.58	19.98 %	8,800.00	1,921.49	21.84 %
Parish Life						
1-5600 - Parish Life-General Expenses	2,000.00	762.42	38.12 %	3,000.00	4,526.13	150.87 %
Total Parish Life	2,000.00	762.42	38.12 %	3,000.00	4,526.13	150.87 %
Stewardship						
1-5700 - Pledge Campaign Expenses	500.00	0.00	0.00 %	500.00	0.00	0.00 %
Total Stewardship	500.00	0.00	0.00 %	500.00	0.00	0.00 %
Outreach						
1-5800 - Outreach -General Expenses	2,500.00	566.25	22.65 %	5,000.00	1,326.76	26.54 %
1-5811 - Snackbag Program	4,000.00	727.00	18.18 %	2,250.00	1,530.69	68.03 %
1-5818 - Outreach - GS Day School	0.00	21,700.00	0.00 %	0.00	0.00	0.00 %
Total Outreach	6,500.00	22,993.25	353.74 %	7,250.00	2,857.45	39.41 %
Total Church Commissions	36,800.00	51,256.47	139.28 %	37,650.00	31,136.83	82.70 %
Operating & Program Support						
1-5005 - Miscellaneous Expenses	600.00	770.94	128.49 %	500.00	248.10	49.62 %
1-5900 - Insurance	35,500.00	15,727.50	44.30 %	32,500.00	7,318.50	22.52 %
1-5901 - Utilities	46,000.00	19,120.22	41.57 %	45,515.00	19,930.98	43.79 %
1-5902 - Telephone	5,500.00	2,447.25	44.50 %	5,200.00	2,227.54	42.84 %
1-5903 - Kitchen Supplies	250.00	9.28	3.71 %	250.00	109.34	43.74 %
1-5904 - Equipment /Technical exp/support	14,000.00	5,730.58	40.93 %	11,000.00	7,346.38	66.79 %
1-5905 - Stationery and Printing	2,500.00	813.75	32.55 %	2,500.00	1,508.66	60.35 %
1-5906 - Office Supplies	1,300.00	295.06	22.70 %	1,200.00	424.57	35.38 %
1-5907 - Postage	2,000.00	1,118.51	55.93 %	2,000.00	714.00	35.70 %
1-5908 - Audit/Professional Fees	2,000.00	0.00	0.00 %	2,000.00	0.00	0.00 %
1-5909 - Vestry Retreat	300.00	1,280.99	427.00 %	300.00	0.00	0.00 %
1-5910 - Convention Expenses	1,500.00	1,199.38	79.96 %	1,200.00	1,084.16	90.35 %
1-5911 - Advertising	2,000.00	2,138.31	106.92 %	1,900.00	1,747.37	91.97 %
1-5912 - Solid Waste/Recycling	400.00	218.85	54.71 %	112.00	186.80	166.79 %
1-5915 - Bank Service Charges	1,500.00	788.60	52.57 %	600.00	806.23	134.37 %
1-5916 - Less Day School Audit Reimbursement	0.00	0.00	0.00 %	(500.00)	0.00	0.00 %
1-5917 - Less Day School W. Comp. Reimburs.	(3,000.00)	0.00	0.00 %	(3,000.00)	0.00	0.00 %
1-5918 - Less Day School Reimbursement	0.00	0.00	0.00 %	(27,600.00)	(11,500.00)	0.00 %
1-5919 - Interest Expense	500.00	283.00	56.60 %	500.00	273.00	54.60 %
1-6009 - Cleaning Service	600.00	2,470.00	411.67 %	2,119.00	2,118.67	99.98 %
Total Operating & Program Support	113,450.00	54,412.22	47.96 %	78,296.00	34,544.30	44.12 %
Diocesan Support						
1-7000 - Fair Share	51,000.00	20,307.10	39.82 %	51,100.00	21,291.76	41.67 %
Total Diocesan Support	51,000.00	20,307.10	39.82 %	51,100.00	21,291.76	41.67 %
Total Expenses	497,985.26	252,557.65	50.72 %	477,575.00	212,782.58	44.55 %
Net Total	(15,765.26)	(60,708.32)	0.00 %	(2,087.00)	8,864.79	0.00 %

**Church of the Good Shepherd
 Balance Sheet Report
 May 2019**

Accounts

Assets		
Cash & Investments		
Church Cash & Investments		
1-1001 - Petty Cash	130.00	
1-1018 - Church Checking - 1st Carolina	991.82	
1-1019 - Money Market - 1st Carolina	20,809.90	
1-1021 - Rector's Discretionary Checking-FCB	385.88	
Total Church Cash & Investments	22,317.60	
Stewardship Trust Investments		
4-1002 - Stewardship Trust	1,642,191.25	
4-1003 - Spruill Trust	327,535.89	
4-1008 - Music Funds	25,128.83	
Total Stewardship Trust Investments	1,994,855.97	
Total Cash & Investments		2,017,173.57
Receivables		
1-1010 - Sales Tax (State)	4,007.82	
Total Receivables		4,007.82
Property and Equipment		
1-9995 - Equipment	18,310.57	
1-9996 - Building Improvements	235,998.45	
1-9997 - Church Building	6,864,000.00	
1-9998 - Land	174,010.00	
Total Property and Equipment	7,292,319.02	
Total Assets		9,313,500.41

Liabilities, Fund Balances, & Restricted Funds		
Liabilities		
1-2011 - Disability Insurance	33.90	
1-2052 - Note Payable - Stewardship Trust	14,600.00	
Total Liabilities		14,633.90
Fund Balances		
Designated Funds		
Buildings and Grounds		
1-3013 - Building Upkeep & Maintenance	26,090.00	
Total Buildings and Grounds	26,090.00	
Worship		
1-2888 - Friends of Music	15,275.91	
1-2890 - Flower Guild	5,685.08	
1-2930 - Altar Guild Fund	2,451.93	
1-2948 - Church Prints	100.00	
Total Worship	23,512.92	
Outreach		
1-2939 - Outreach Designated Fund	1,004.61	
1-2993 - Designated Disaster Relief Outreach	450.00	
Total Outreach	1,454.61	
Pastoral Care		
1-2995 - Endowed Discretionary Fund	8,148.49	
1-3005 - Transactions Rector's Discretionary	385.88	
Total Pastoral Care	8,534.37	
Other Church Funds		
1-2935 - Memorial Gifts	18,840.48	
1-2970 - Bert Godwin Scholarship Fund	1,540.00	
1-2994 - Columbarium Fund	41,036.34	
Total Other Church Funds	61,416.82	
Total Designated Funds	121,008.72	

Buildings, Land & Improvements		
1-2983 - Real Estate Holdings	7,243,710.14	
Total Buildings, Land & Improvements	<u>7,243,710.14</u>	
Stewardship Endowment Trust		
Stewardship Trust		
4-2933 - Jenkin's Memorial	12,930.00	
4-2984 - Principal Restricted Discretionary	1,000.00	
4-2987 - V/ A Thorpe Fund	6,650.03	
4-2989 - J/ I Thorpe Fund	9,496.64	
4-2990 - Moye Fund	5,048.16	
4-2996 - Unrealized gains/losses(Shep. Call)	(111,582.19)	
4-2998 - Memorial Fund	1,718,648.61	
Total Stewardship Trust	<u>1,642,191.25</u>	
Spruill Trust		
4-2985 - Spruill Trust	327,535.89	
Total Spruill Trust	<u>327,535.89</u>	
Music Funds		
4-2881 - Kroncke Music Memorial	13,818.39	
4-5963 - Cooper Music Endowment	11,310.44	
Total Music Funds	<u>25,128.83</u>	
Total Stewardship Endowment Trust	<u>1,994,855.97</u>	
Excess Cash Received	(60,708.32)	
Total Fund Balances and Excess Cash Received		<u>9,298,866.51</u>
Restricted Funds		
Total Temporary Restricted	0.00	
Total Restricted Funds		<u>0.00</u>
Total Liabilities, Fund Balances, & Restricted Funds		<u><u>9,313,500.41</u></u>

CHURCH OF THE GOOD SHEPHERD DAY SCHOOL
Analysis of Revenues & Expenses -Vestry
January to May 2019

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	% of Annual Budget Used (This Year)	Annual Budget (Last Year)	YTD Actual (Last Year)	% of Annual Budget Used (Last Year)
Revenues						
Tuition and Fees						
2-4000 - SCHOOL TUITION	369,720.00	133,358.45	36.07 %	384,540.00	135,276.14	35.18 %
2-4004 - REGISTRATION	550.00	330.00	60.00 %	330.00	770.00	233.33 %
2-4010 - SUPPLY FEE	3,475.00	1,731.25	49.82 %	3,100.00	2,446.75	78.93 %
Total Tuition and Fees	373,745.00	135,419.70	36.23 %	387,970.00	138,492.89	35.70 %
Grants and Other Programs						
2-4005 - T.E.A.C.H REIMBURSEMENT	0.00	0.00	0.00 %	1,500.00	0.00	0.00 %
2-4006 - FOOD PROGRAM REIMBURSEMEN	13,000.00	0.00	0.00 %	26,000.00	4,890.96	18.81 %
2-4017 - FEED-DEPC Food Grant	1,000.00	150.00	15.00 %	0.00	0.00	0.00 %
Total Grants and Other Programs	14,000.00	150.00	1.07 %	27,500.00	4,890.96	17.79 %
Fundraisers						
2-4007 - FUND RAISING	3,500.00	0.00	0.00 %	1,500.00	1,423.00	94.87 %
2-4016 - Annual Campaign/Abundant Gifts	1,000.00	2,110.00	211.00 %	1,000.00	210.00	21.00 %
Total Fundraisers	4,500.00	2,110.00	46.89 %	2,500.00	1,633.00	65.32 %
Other Income						
2-4008 - OTHER INCOME	1,500.00	18.84	1.26 %	500.00	4,802.45	960.49 %
2-4009 - TEACHER APPRECIATION	0.00	0.00	0.00 %	0.00	121.00	0.00 %
2-4012 - Outreach - Good Shepherd	0.00	21,700.00	0.00 %	0.00	0.00	0.00 %
Total Other Income	1,500.00	21,718.84	1447.92 %	500.00	4,923.45	984.69 %
Total Revenues	393,745.00	159,398.54	40.48 %	418,470.00	149,940.30	35.83 %

Expenses						
PERSONNEL						
2-5200 - SEXTON SALARY	21,840.00	8,539.70	39.10 %	21,008.50	9,121.80	43.42 %
2-5201 - DAY SCHOOL SALARIES	301,686.25	134,548.75	44.60 %	286,742.50	112,196.92	39.13 %
2-5202 - FICA PAYABLE	23,079.00	10,276.75	44.53 %	21,935.80	8,583.05	39.13 %
2-5204 - STAFF DEVELOPMENT	2,500.00	214.00	8.56 %	1,000.00	323.97	32.40 %
2-5205 - PAYROLL EXPENSES	2,500.00	443.95	17.76 %	1,100.00	586.70	53.34 %
2-5206 - TRAVEL	150.00	40.00	26.67 %	960.00	46.33	4.83 %
2-5207 - SEXTON PAYROLL TAX EXPENSE	1,670.76	653.30	39.10 %	1,607.15	697.82	43.42 %
2-5208 - SEXTON EXPENSE REIMBURSEME	(11,755.38)	(4,636.50)	0.00 %	(10,334.00)	(3,086.91)	0.00 %
2-5918 - STAFF INCENTIVES/ SPECIAL PAY	1,000.00	0.00	0.00 %	4,000.00	127.91	3.20 %
Total PERSONNEL	342,670.63	150,079.95	43.80 %	328,019.95	128,597.59	39.20 %
DAY SCHOOL OPERATING EXPENSES						
2-5900 - ADVERTISING	500.00	0.00	0.00 %	500.00	86.96	17.39 %
2-5901 - REIMBURSEMENT TO GOOD SHEP	0.00	0.00	0.00 %	27,600.00	11,500.00	41.67 %
2-5902 - RECRUITING	0.00	185.28	0.00 %	0.00	139.00	0.00 %
2-5903 - TELEPHONE	1,680.00	600.00	35.71 %	480.00	200.00	41.67 %
2-5904 - FOOD	20,000.00	10,664.65	53.32 %	23,000.00	8,593.79	37.36 %
2-5905 - AUDIT	0.00	0.00	0.00 %	500.00	0.00	0.00 %
2-5906 - PARENT/STAFF FUNCTIONS	1,000.00	247.16	24.72 %	700.00	89.48	12.78 %
2-5907 - GENERAL OFFICE EXPENSES	500.00	481.33	96.27 %	500.00	273.51	54.70 %
2-5908 - ACCIDENT/ WORKMANS COMP	3,000.00	0.00	0.00 %	3,000.00	0.00	0.00 %
2-5912 - INSURANCE	340.00	0.00	0.00 %	340.00	0.00	0.00 %
2-5913 - PARENT EDUCATION	500.00	0.00	0.00 %	100.00	0.00	0.00 %
2-5914 - KITCHEN SUPPLIES	3,000.00	721.26	24.04 %	3,000.00	1,282.21	42.74 %
2-5916 - MISCELLANEOUS EXPENSES	100.00	416.93	416.93 %	100.00	376.95	376.95 %
2-5917 - BANK CHARGES	1,500.00	1,506.17	100.41 %	50.00	121.80	243.60 %
2-5920 - PRINTED MATERIAL	500.00	0.00	0.00 %	500.00	0.00	0.00 %
2-5925 - FURNITURE/EQUIPMENT PURCHA	2,500.00	140.27	5.61 %	3,000.00	571.34	19.04 %
2-5926 - Technology	600.00	0.00	0.00 %	0.00	0.00	0.00 %
Total DAY SCHOOL OPERATING EXPENSES	35,720.00	14,963.05	41.89 %	63,370.00	23,235.04	36.67 %

Accounts	Annual Budget (This Year)	YTD Actual (This Year)	% of Annual Budget Used (This Year)	Annual Budget (Last Year)	YTD Actual (Last Year)	% of Annual Budget Used (Last Year)
DAY SCHOOL STUDENT EXPENSES						
2-5400 - EDUCATIONAL SUPPLIES	4,500.00	1,694.86	37.66 %	2,500.00	797.20	31.89 %
2-5401 - EDUCATIONAL EQUIPMENT	3,000.00	752.75	25.09 %	2,500.00	1,055.24	42.21 %
2-5402 - STUDENT ACTIVITES	500.00	0.00	0.00 %	600.00	0.00	0.00 %
Total DAY SCHOOL STUDENT EXPENSES	8,000.00	2,447.61	30.60 %	5,600.00	1,852.44	33.08 %
BUILDING AND GROUNDS						
2-5300 - BUILDING REPAIRS/MAINTENANCE	0.00	254.87	0.00 %	5,000.00	1,364.61	27.29 %
2-5303 - CLEANING SUPPLIES	7,000.00	3,305.89	47.23 %	9,000.00	3,515.77	39.06 %
Total BUILDING AND GROUNDS	7,000.00	3,560.76	50.87 %	14,000.00	4,880.38	34.86 %
GRANT EXPENSE						
2-5001 - T.E.A.C.H EXPENSES	0.00	0.00	0.00 %	1,500.00	0.00	0.00 %
Total GRANT EXPENSE	0.00	0.00	0.00 %	1,500.00	0.00	0.00 %
DAY SCHOOL FUNDRAISING						
2-6000 - FUNDRAISER EXPENSES	0.00	1,669.32	0.00 %	0.00	0.00	0.00 %
Total DAY SCHOOL FUNDRAISING	0.00	1,669.32	0.00 %	0.00	0.00	0.00 %
Total Expenses	393,390.63	172,720.69	43.91 %	412,489.95	158,565.45	38.44 %
Net Total	354.37	(13,322.15)	0.00 %	5,980.05	(8,625.15)	0.00 %

Buildings and Grounds

May 15, 2019

Members Present: Dillon Rose, Tom Parker, Catie Roche, Jim Curtis and John Mebane

Dillon called the meeting to order at 12:15. He asked John to lead the group in prayer.

Dillon lead a review of the monthly financials. Cleaning supplies were high for the year and a question was asked whether our number included the Day School cleaning supplies.

The Grounds budget was noted that it did not include the increased cost of the monthly maintenance contract that was signed after investigating prices for 2019. The monthly cost for 2019 will be \$540.00 per month for basic services.

Jim Curtis reported

- The bee hives had been moved away from the east church wall so the wall could be washed and seal coated to reduce moisture penetration.
- Jim asked for the cost numbers for the plaster and paint work being scheduled for the church as he had been approached by someone that might want to cover the cost. John is to provide the numbers to Jim.

Dillon reported

- We are waiting the delivery of the exterior doors from Stephenson Millwork, then the installation will be scheduled for the three sets of Church Street doors. (Subsequent to the May meeting, the doors are ready and with an expected installation in late July.)
- The 1924 building basement recently flooded after a significant downpour in a very short period of time. After checking with Pemberton, the best conclusion is the water flowed off the roof in the downpour and the old existing ground drainage pipe was not able to handle the water flow. It was suggested we route the water from the downspout away from the old ground pipe.

Tom Parker reported

- Paint peeling on the east wall of Katarina's office. B & G was aware and was working to get the east wall seal coated.
- The center light over the chancel steps of the church was out again and the question was asked if this fixture needed to be replaced as the bulbs were going out too frequently in this fixture.
- A request to check lights throughout the buildings was made. It was suggested we check with Jim Mullen and see if he would take on this task rather than asking our electrician.
- Day School had requested an electrical outlet.
- There was a ceiling leak in one of the Day School rooms that had been attributed to a leaking toilet upstairs. When investigated there was flooring around the toilet that needed to be repaired before the toilet could be reset.

John Mebane reported

- Parking discussions continue. One Sunday morning there were several cars towed from the lot after announcements were made at the Event Center to move the cars. A Rocky Mount Police officer had come on scene and been helpful that morning to keep additional cars from parking in the lot.

- A possible leak in the red tile hallway toward the offices. (Subsequent to the meeting, Dillon's research indicated the roof was in the last year of its 15-year warranty. There appears to be a severe scratch in the membrane and we are working to clean the membrane and see what type of repair needs to be done.)
- The painting and plaster repair work for the church is being coordinated between Lawrence Goering and Daren Scott and should begin this summer.
- Subsequent to the May 15 meeting the church A/C failed on May 26, but Daniel Shearin was able to install additional freon and meet our normal temperature range for the 10:30 service. Later in the week it was determined the leak was significant and located in the main A/C compressor and it was time to replace the compressor. On the long-range planning spreadsheet, B & G had pushed a \$35,000 repair for the church A/C from 2019 into the 2020 budget but a significant portion of that expense is upon us now. On Sunday, June 1, services were held in the Parrish Hall as the church temperature was in the upper 80s. Services were able to return to the church on June 9, thanks to the diligent work of Shearing Heating and Air Conditioning.

The next B & G meeting was is scheduled for September 18, 2019 at 12:15 PM.

There being no further business the meeting was adjourned.