

**Andrew's Episcopal Church
Elyria, OH**

Vestry Meeting Minutes March 13, 2024

Present: Rev. June Hardy Dorsey, Karen Hahn, Allison Harris, Amy Kellogg, Judi Hudnutt, Kathy Kerber, Amanda Nagy, Jon Quisenberry, Hans VanWormer

Excused: Lindsey Varga

Open Prayer – Rev. June

Call to order: 7:10

Kathy Kerber moved to accept the Vestry minutes for February 18, seconded by Judi Hudnutt; motion passed.

Treasurer's Report/Finance Report - Doug Skladan

See attached

Income is over budget for January and February (note: some pledges are paid in full for the year)

Hans VanWormer moved to accept financial reports for January 2024 for audit, seconded by Jon Quisenberry; motion passed.

Rector's Report - Rev. June Hardy-Dorsey

See attached. Highlights include:

- See Rector's Ministry/Focus in report
- Since the Vestry voted to approve in concept the Wassermann proposal presented at the February Vestry meeting, items that are over the \$750 expenditure limit will need to come before Vestry for a vote.
- Important clarification about use of E-vote
- Bishop Anne Jolly will visit on Palm Sunday, March 24 and it's important that all Vestry members are in attendance

Senior Warden Report – Kathy Kerber

- With Lindsey Varga and Judi Hudnutt, a Task Force on Children's Safe Policy is in process. Many of the Diocesan recommendations are quite strict and a determination of our ability to operationalize these is being evaluated.
- We have been notified we have been awarded the 2024 Recycling Ohio Grant Award for Water Bottle filling station. We have not yet received funds and it does not include the cost of installation.

Junior Warden Report - Hans VanWormer

- Building & Grounds: Light bulbs need replacing in the resurrection window
- Chime Master has successfully updated/repared chimes which is now working properly, however, Middle C needs attention
- A recent Fire Inspection revealed we are in need of a monthly checklist which has now been established with Bill Taylor, Sexton.
- Doug Skladan will check the safe for missing music rolls
- Esser Plumbing is working on the drain issue, Middle Avenue footer tile
- The electrical needs for the organ have been completed, but due to a staff shortage, Leek Pipe Organ Company is not able to complete the work in time for Easter

Commission Reports

Worship – 4 confirmations with 1 more considering, 1 reception and 1 adult baptism & confirmation

RMC – Kathy Kerber, see attached minutes of RMC meeting

Youth – see report attached

Old Business

Vestry was provided a draft of the Investment Policy prior to the meeting. Amy Kellogg offered edits which were also provided to the Vestry prior to the meeting. Hans VanWormer moved to accept the Investment Policy with edits (see attached), seconded by Amy Kellogg; motion passed.

Vestry was provided a draft of the Building Use Agreement prior to the meeting. Amy Kellogg offered edits which were also provided to the Vestry prior to the meeting. Hans also advised the rate for security needed to be increased to \$65 p/hour. This Agreement is primarily for groups that are not affiliated with St. Andrew's. Hans VanWormer moved to accept the Building Use Agreement as edited and with the addition of the increased rate for security, (see attached) seconded by Allison Harris. Discussion followed; motion passed.

Hans VanWormer moved to transfer \$6000 from account #31903, Gail Wassermann Fund Money Market Capital Project, to Huntington and to reassign where the payment will be made for the Middle Avenue footer tile project (Originally payment was to be taken from B&G), seconded by Judi Hudnutt; motion passed.

New Business

Hans moved to replace 22 fluorescent light fixtures in the space above the gathering space and also on the first-floor ceiling of main area and make payment to Minority Electric for \$5980 from account #31903, Gail Wassermann Fund Money Market Capital Project, seconded by Kathy Kerber; motion passed.

St. Andrew's Vestry Meeting Minutes
March 13, 2024
Page 3

Hans VanWormer moved to transfer \$5000 from account #31700, JIF Sylvia Taylor Fund to Huntington to use toward the 2024 All Parish Retreat at Bellwether, seconded by Allison Harris; motion passed.

Amy Kellogg moved to allocate that interest earned in the Money Market accounts be distributed proportionally among the 4 Wasserman accounts, seconded by Kathy Kerber; motion passed.

Closing Prayer – Karen Hahn

Hans VanWormer moved to adjourn, seconded by Allison Harris; motion passed

Next Vestry meeting, April 10, 2024, 7pm on Zoom

Respectfully submitted,
Michelle VanWormer
Vestry Clerk 2024

Revised Finance Report for February 2024 by Doug Skladan - Treasurer

The purpose of this report is to provide some clarity and identify significant changes or transactions affecting this month's financials and Cash Flow. Sent on 3/14/2024.

Statement of Revenue and Expense by Budget

Revenue

40100 Pledge Income – February was \$5,500 over budget. \$13,200 over the YTD budget of \$38,565.

40200 Non-Pledge, Plate – February was only \$276, but \$3,700 over the YTD budget of \$2,404.

40620 Taylor/Meade to balance budget – We received an undesignated \$6,000 check from Marjorie Meade that is not restricted so it was applied to this account to reduce what may be needed from the Sylvia Taylor account.

40650 Transfer from JIF Youth Ministry – Transferred \$1,399 from the Director of Youth account in Huntington. The transfer of funds from the JIF that was approved by the vestry, was received.

Total Operating Income - \$35,986 vs budget of \$26,972.

Expense

50110 Building and Grounds Contracts – Schindler Elevator 2/01/24 to 4/30/24 Maint. \$1,003.50

50120 Building and Grounds General – New lighting \$1,008.34. Elevator Service Door Sign \$37.43.

50140 Electricity* - \$688.70 budget \$875.

50150 Gas/Heat* - \$1,193.13 budget \$720.

50190 Water/Sewer* - \$137.55 budget \$208.37. Repairing leaks.

50210 Assessment – The account was slightly higher due to greater expense.

50320 Copier – Overage \$71.31. Rent \$208.75. YTD expense \$528.53 budget \$579.20.

50360 Supplies – White House H2O \$33, 1 cart supplies, 1 cart parish life, paper cutter \$215.83. Copy paper and card stock \$217.56.

50465 Worship Commission – Expenses are \$2,141 for 2 months and yearly budget is \$4,000. This will be reduced in March, by the use of Altar Guild funds from Huntington.

50510 Clergy Total - \$9,435.85. budget \$8,897.92. Over from Prof. Develop. for reimbursement of Convocation, diocese meeting and General Convention, and travel cost are higher from new gas allowance.

The total expenses were \$29,656 vs. budget of \$26,982.

The month had a surplus of \$6,329.53.

.....

Statement of Financial Position

10020 Huntington Checking – \$110,268.09. Designated funds are \$58,818.43. Operating funds available are \$51,449.66.

12005 Rauh Fund – Market Value increased \$4,104.

12110 JIF Restricted – Account decreased \$20,000 transfer to Organ Restoration, \$6,667 Director of Youth Wages, and there was an increase in Market Value.

20005 PayPal – Funds available are \$512.99.

20114 Carillon – Field Service was required at a cost of \$877.50.

20124 Community Meals – Sams Club \$345.50. Repair Upright Freezer \$2,057. Second Harvest \$284.65. White Board \$25.78.

20138 Choral Scholars - \$50 in donations, \$600 was paid out. Balance \$3,260.

20142 Organ Restoration - Account was negative \$4,215.46 before the transfer in of \$20,000. Donation of \$100. Electrical expense of \$6,000. New balance is \$9,884.54.

20150 Dir. of Youth – Balance was a neg. \$1,370. Received transfer of \$6,667. Withdrew \$1,399 towards monthly wage.

20161 FREEDGE – Balance is \$133.86.

JIF Funds – \$23,000 of a change in Market Value had accumulated so it was allocated to the 5 JIF Designated Funds.

Four new Gail Wasserman Money Market Accounts were added to provide for the recent allocations for Outreach Community, Outreach/Inreach Capital Projects and Reserve. Interest received in February was \$4,522.

Decision needed by vestry on how the monthly interest of the Gail Wassermann Money Market is to be allocated. Only to the Reserve account or by each account's percent of total?

Rector's Report to the Vestry – March 13, 2024

Clarification about use of E-vote St. Andrew's abides by the State of Ohio laws regarding electronic voting for a board. According to William Powell, Chancellor of the Diocese of Ohio, "for a Vestry to take action via email, all members must respond affirmatively: "unanimous written consent in lieu of meeting." These guidelines indicate that e-votes can only be valid if everyone votes in the affirmative. Because of this, I am recommending that e-votes be limited to the approval of previously presented material or simple decisions that require minimal discussion. The format of the presentation of a motion and a second are required for discussion.

Invitation for Reaffirmation of Faith for Vestry Members All vestry members are invited to prayerfully consider offering themselves for the Rite of Reaffirmation of Faith on Palm Sunday at the Bishop's Visitation. You may sign up in church on March 10 or 17 or email me with your interest and intention.

Bishop's Visitation – Vestry to meet with Bishop Anne

All vestry members are expected to attend the 10:30 am Palm Sunday service and meet with Bishop Anne after the luncheon. This is your opportunity to get to know our new Bishop as she has her attention on St. Andrew's mission and ministry and shares her vision for the Diocese.

Worship

The Worship Commission met on March 6 to plan the details of Holy Week and Easter. Palm Sunday (March 24) is also the date of Bishop Anne B. Jolly's Visitation for Baptism, Confirmation, Reception and Reaffirmation and will be an especially festive occasion. On Palm Sunday and on Easter Day, there will be one service at 10:30 am which will be livestreamed on Facebook Live on St Andrew's Facebook Page. Throughout Lent we have used, "Wandering Heart: Figuring Out Faith with Peter" and a supplement for worship and formation. The devotional booklet, daily prayer cards, theme-specific hymns and overarching theme, carried into the Adult Formation class all have been sources of deepening our Lenten practices. Worship Leadership Training was held on Feb. 10 and 11 with new volunteers trained in every area of worship leadership. Experienced volunteers also participated and served as a resource. Beginning in Lent, we have restored all of the worship pattern practices that were paused because of the pandemic, including the use of the full rail at communion and acolytes participating in the Gospel Procession. All three Sunday morning services are using the liturgy from Enriching Our Worship for Lent. This is a way of unifying us as a church while we worship at different times in different spaces. This practice will continue through Eastertide and The Feast of Pentecost, May 19. After that we will resume the Rite 1, Rite II, Holy Eucharist and Morning Prayer services for another season. I have invited Minister Blake Furcon to preach at St. Andrew's once every quarter as a part of our initiative in having more diversity in the pulpit. He will be our guest preacher on April 14. This guest preaching is funded from "Connecting Community Grant" funds earmarked for connecting with our larger community. Youth-led worship is also being scheduled once a quarter with the next youth-led service on April 28 at the 10:30 am service. The Worship Commission, Mark Skladan and I are supporting Ben Holcomb and the youth in their rehearsals and planning.

Baptism, Confirmation, Reception and Reaffirmation

Since November 2023, a small group of youth and adults have been meeting periodically to consider confirmation. From that group, Jolene Adkins, Nandi Badat, Harry Finkbone, and Ben Holcomb have chosen to proceed. Michael Taylor is also considering being confirmed. Danielle Partin is presenting herself for baptism and then confirmation and Jesse Varner is seeking to join the Episcopal Church through reception. An invitation for Reaffirmation of Faith has gone to the whole parish and individuals can sign up in church or online to be included. I am encouraged by the number and diversity of make up of those who have been preparing for sacramental rites and look forward to presenting them to Bishop Anne when she visits.

Commitment to Racial Justice

St. Andrew's Episcopal Church of Elyria, Ohio recognizes that the church, as a body of Christ, has a responsibility to act on behalf of others, especially the marginalized and the oppressed. We vow in our Baptismal Covenant to "seek and serve Christ in all persons" and to "strive for justice and peace among all people, and respect the dignity of every human being." We believe that this includes directly confronting the legacy and reality of racism, both individually and that which is systemic and institutionalized in our society. We must work to end economic, educational, employment, healthcare, housing and other injustices in our own lives, institutions, communities, and the world. To that end, we must be aware and well informed, and thereby better able to determine the actions our faith requires of us – actions that help us to practice justice, love mercy, and walk humbly with God.

Sacred Ground is an Episcopal Church curriculum focused on education and advocacy for racial justice and equity. Since Nov. 2022 a small group of parish members have been studying this curriculum. The study concluded in January. I will be appointing a Committee for Racial Equity and Justice later in 2024. This committee will be charged with keeping the work of racial justice in front of St. Andrew's through education, advocacy, action and worship.

Rector's Ministry Focus/Tasks

1. Sermon and service planning for three worship services each Sunday.
2. Researching art and music for the Powerpoint presentation for the Zoom Service
3. Creating the weekly Powerpoint for the Zoom service.
4. Planning and leading the Worship Leader Trainings
5. Planning and leading the Confirmation and Baptism preparation meetings.
6. Arranging for supply clergy for March 17 when I will be taking vacation.
7. Providing content and format for the worship bulletins, weekly e-news and Carillon
8. Supporting the Community Meals Hospitality by serving 3 x per month
9. Beginning the Ministry Highlight and Gratitude feature in the Carillon
10. Preparation of the Powerpoint Presentation for the Zoom serviceses
11. Attending Commission Meetings – Moving forward it is my intention to attend the RMC and CDC meetings quarterly.
12. Wardens Meetings with Kathy Kerber and Hans Van Wormer
13. Weekly program staff meetings and monthly building and administrative staff meetings
14. Pastoral Care – 3 Home Communion visits, phone calls, text messages, 4 pastoral visits
15. Newcomer follow ups with phone calls and meetings
16. Community Outreach – Meeting with Urban League, Neighborhood Alliance, Eastern Heights Middle School Drama Club Directors, Elyria Ministerial Association.
17. Mid-week Morning Prayer – Ben Holcomb and Jane MacDonald will continue to lead this ministry at this time. I am so grateful for their leadership and commitment to this service.
18. Diocesan Responsibilities – Dean of the North Central Mission Area Clergy, Standing Committee, Commission on Ministry, monthly Zoom meeting with Bishop Anne and Diocesan Clergy

19. Completion and submission of the 2023 Parochial Report (Thank you, Vestry for your timely attention.
20. Scheduling a conversation regarding St. Andrew's 2019 Strategic Plan with Doug Skladan
21. Preliminary planning for the April 19-20 Lorain County Episcopal Church Joint Vestry Retreat
22. Sustaining practices of study, silence, and prayer – Scheduling regular retreat time

Upcoming Rector's Time Away

March 17 (Sunday) The Rev. Christopher Hofer will serve as supply priest.

April 5 and 7 – weekday vacation days

April 10 and 11 – Step Up to Supervision Professional Development at Bellwether

Respectfully submitted,

The Rev. June Hardy Dorsey, Rector

Meeting of the RMC (Resource Management Commission) Monthly zoom meeting,
7-8pm Wed., March 6, 2024

Members

Amanda Nagy (Stewardship) ✓

Amy Kellogg (Emeriti Sr. Warden) ✓

Barb Prior (Chair) ✓

Bill Taylor (Sexton & B&G)

Bob Sharkody

Doug Skladan (Treasurer) ✓

Gary Pressnell ✓

Jane McDonald (Assistant Treasurer) ✓

Jean Hays ✓

June Dorsey (Priest)

Karl Kirk

Matthew Skladan ✓

✓ = present

Agenda:

1. Next meetings
2. Year-round stewardship communications for Parish Updates
3. Old Business Updates
4. Money Matters workshop plan

a) Next meetings

Tue. April 9th, 7-8 on zoom: regular business and finalize speaker and content.

Wed. April 17th, 7-8 on zoom: any loose ends for workshop

b) Year-round stewardship communications for parish. Updates on the following plans

- a. Ask Jesse to create an infographic about increased costs and range to pledges: Put in the Carillon (and a simpler version for the bulletin?). Jesse will get data about:

- i. The impact of increased utilities, insurance etc. on the 2023 and 2024 budgets (so it is more transparent to the congregation). (Barb) Still working on this.
- ii. The range of pledges, revealing that many can only give a little. Use examples from the bible how many small gifts make a big difference?

Jean: Still working on this.

- b. Jean reported the following pledge statistics for the 2023 budget. Everyone who pledged gave something.

42 pledging units:

32 met or exceeded their pledge (24 met their pledge; 8 exceeded their pledge)

10 pledges were not met (by a significant amount)

9 did not pledge but gave regularly and (some generously)

51 units either pledged or gave regularly (42 pledging + 9 regular givers)

80% were pledgers (32) or regular donors (9)

20% (10) of pledges were not met (by a significant amount)

- c. Anonymous pledges (Cash) – DONE!

To address the problem of anonymous pledges and other donations being put in the plate.

As a part of the recent worship leader training, usher training included language to invite people to use the pew envelopes for giving cash. (June). Status: DONE

- d. Thank people who are serving in ways other than monetary. June will start this in March, listing groups and their members. Emphasis on those who don't get a lot of attention like the Money counters, Sunday school teachers, etc. (June) Status: DONE!

"Ministry Highlight and Gratitude" began with the March newsletter and Vestry Ministry.

Twice within the month, the bulletin will also have an announcement highlighting and offering

gratitude to the group named in the newsletter. This practice of monthly highlight and gratitude will be ongoing for the foreseeable future. It will take more than 12 months to get through the list so we will keep going and highlighting and expressing gratitude.

- e. Follow-up with our 7 new pledgers. What worked? Did we do anything to help? Report back what she learns, and we can decide what to do with the information. (Amanda)
Status: Still working on this.
- f. Post a monthly quote from the *Abundant Life* material in the Carillon. (Amanda)
Status: Still working on this.
- g. June will follow-up with Jean and Doug for parishioners who are not contributing financially (but are giving time and talent). June will gently discuss this with them. (Jean, June, and Doug) Status: DONE!

As a part of the preparation of the Parochial Report, June compared the list of active members with the pledge list and considered the participation of those who are active in at least one aspect of the life of church ministry. However, since we do not have a record of those who give with cash in the plate, it is difficult to determine the true financial giving level of those who don't pledge but are active in mission and ministry.

c) Updates: Old Business

- a. Strategic plan: secure funding for a youth minister
Assigned to RMC in the Strategic Plan. RMC is unclear how we are going to pay for Youth Minister in June 2025 and forward. Apparently, the Vestry needs to decide "How do the needs and resources match?" June reports:
Vestry has been made aware of the urgent need to determine the future of the Youth Minister Position after mid-2025 when the current funds earmarked for this position will be spent. This is a two-step (at least) process of determining if the current job description of the position (first written in 2015) is still relevant and most suited for St. Andrew's call to minister with and to children and youth. That determination will guide the next steps in decisions about funding.
- b. Inventory of church contents as a reference in case of loss or damage.
Auditor asked for this and needed for insurance purposes. Last done in 2013, but videotape is missing. Include the value of the window (see the booklet about the window).
Process: Two volunteers (one with camera, one facilitator)
Videotape all objects, equipment, furniture, appliances, vestments, etc.
Will need to coordinate with Altar Guild (to lay items out)
(June) will talk to Ben about getting the Youth Group involved. If that doesn't work, put an ad in the Bulletin and Carillon: *Do you like to film things? St. Andrew's needs you to film EVERYTHING in the church!* Status: Unknown.

c. Grants

- I. Barb will keep a list of potential grants and their deadlines to share with the RMC as appropriate.
DONE! (See following separate document.)
- II. Water bottle refilling station – Lise Day wrote the grant, and it has been submitted. Will know in April. Good news: we got the grant! March 21st mandatory grant zoom call.
- III. June has written a "Beloved community grant" (due March 1st). If granted, it will provide funding to pursue opportunities with the Urban League.

d) Money Matters Workshop

- a. Logistics

- Date and time: Sunday April 28, 2024, at 12:30pm
 - Lunch will be served. Doug recommended following up with Ellen Otis. (Amy)
 - Location: Lounge
 - Registration to make sure we order enough food. Online and sign-up at church. (Jesse)
- b. Advertising the event (Amanda)
- "Save the date" ASAP; Reminder 2 weeks beforehand in the following:
- 1) Carillon,
 - 2) Bulletin
 - 3) E-news
 - 4) On website with Myki
 - 5) FB ask Myki
- c. Workshop outline
1. Expenses: Need a firm base before we can put money towards our mission.
Review recent budgets for more ideas
 - a) Staff = XX% of our budget is staff.
 - b) Utilities = XX.
 - c) Insurance
 - d) What else?
 2. Income: Money comes from the following places:
(Review recent budgets to make sure we didn't miss anything)
 - a) Pledges (get % of total budget)
"Pledges are... Pledges are not..." Infographic here. Ex: A pledge is not a legal commitment; we understand that things happen and sometimes you cannot make your pledge... (Use this infographic for the pledge campaign in Sept)
 - b) Investments (% of total budget)- List those we have. Explain the difference.
 - i. Endowed
 - ii. Trust
 - c) Gifts/ cash in plate (% of total budget)
Example of small gifts so people realize it doesn't have to be a lot.
Undesignated gifts are best, since restricted/ designated gifts can make our job too complicated sometimes...
 - d) Grants (% of total budget)
 - e) Planned giving: bequest, wills, etc.
If there is interest in learning more Doug will contact the diocese for someone to come & speak.
 3. Wrap up
Ask if people want to see a Simplified monthly budget updates?
Handout simple evaluation cards, for example, a blank index card:
Front: What did you learn you didn't know?
Back: What do you still wonder about?

February 2024 Youth Report
By Ben Holcomb

Youth Meetings:

As school activities increase, youth meeting attendance has decreased. Many people are involved in extracurricular activities during the week, so attendance has gone down. I am still committed to providing a consistent time for the youth to meet and connect with our church, regardless of numbers.

Cub Scouts Update

There was a scout Sunday on February 4th, and we had one very enthusiastic cub scout attend, which sparked interest in them to come again. The troop also had a pancake breakfast on Saturday, February 10th. It was well attended and it was good to see the scouts in a position of service in our space. The scouts also helped serve and bus tables during our Shrove Tuesday event on February 13th, where a few of the scouts helped out. It is events like these that are so important with connecting them to the church and its people.

Personal Interaction with Youth:

This month, I went to one concert at Elyria high school that involved six of our youth. It was good to support them and see their amazing talents on display.

Sr. High Retreat February 16th-18th

I believe the retreat was a success! We were a small, but mighty group. We all had a great time in conversation, fellowship, and goofing around as well as having very meaningful moments that I hope will follow the youth who came for a very long time.

A Night in Japan

There were a few youth who came to the event led by Rev. June. Each teen had a great time learning more about Japanese culture, food, and fun. We all had a great time attempting to figure out origami as well!

Youth Restaurant Night Moved

The restaurant night was moved to March 9th at Mulligan's in Avon Ohio. We should have a very large group going full of teens and families.

Game Night Has Evolved

The game night planned for March 23rd has evolved into an intergenerational event, so everyone is more than welcome to come. It starts at 6:00pm.

Confirmation March 24th

I am currently encouraging our of-age youth to consider confirmation. I believe that it would be a great experience for our older teens to be brought farther into our church family. The confirmation retreat at Bellwether would also be a great experience for them, and would help them prepare for confirmation either the following day or later in the future.

St. Andrew's Episcopal Church

Investment Policy

Approved by the Vestry

03/13/2024

Purpose

This Investment Policy ("Policy") details the policies, procedures, asset allocation and guidelines for investment in the Joint Investment Fund ("Fund" or "JIF") of The Trustees of the Diocese of Ohio ("Trustees") and the Rauh Trust Fund managed by Key Bank. It defines the duties and assigns the responsibilities of involved parties.

Investment Objective

The objective of the JIF, determined by the Diocese, is to generate a rate of return greater than the sum of the rate of inflation, as measured by the Consumer Price Index, plus the spending rate as determined from time to time by the Trustees pursuant to the Diocese Spending Policy of 4.5%.

St. Andrew's is committed to a long-term, balanced approach to preserve a stable stream of income for short and long-term needs. The Vestry will work toward maintaining a spending policy from the JIF of 4.5% for operations. It will also invest in the JIF Money Market Account where it may receive a higher rate of interest and no change in market value. The Rauh Trust Fund provides income of 5% which is allowed by Ohio Law for beneficiaries of a trust.

Duties and Responsibilities

Vestry

In accordance with Ohio's Uniform Prudent Management of Institutional Funds Act (UPMIFA), the Vestry will take the following into consideration when reviewing the investments but not limited to:

Duration and preservation of the funds

Need of the investment to make distributions and preserve capital

Expected total return from income and appreciation

The role that each investment plays within the overall portfolio

General economic conditions

The possible effect of inflation or deflation

Other resources of the organization

Assets of special relationship or special value to the charitable purpose

Treasurer

The Treasurer is the primary contact between the Vestry, the Diocese CFO regarding the JIF and the Trust Analyst at Key Bank regarding the Rauh Trust Fund.

Donor Gifts

Unless otherwise required as a condition of a gift, endowment gifts received by the St. Andrew's will be invested in the JIF in accordance with this policy. Securities received as gifts will be normally sold upon receipt and the proceeds invested in accordance with this policy.

Periodic Review

The Vestry shall review the Policy annually.

2024 Investment Projections				12/31/2023 Balance		Estimated Annual Budget Income	%	Money used for Operations	% Spent	Does not consider Mkt Value Change 12/31/2024
										Balance
315-01	JIF Special Projects			\$47,467.64		\$2,140.27	4.5%	\$0.00	0.0%	\$49,607.91
315-02	JIF Susan Dyer Fund			\$370,677.22		\$16,777.02	4.5%	\$15,600.00	4.2%	\$371,854.24
315-03	JIF Youth Ministry			\$23,466.69		\$1,058.09	4.5%	\$20,000.00	85.2%	\$4,524.78
315-04	JIF Sylvia Taylor			\$124,641.60		\$5,619.98	4.5%	\$14,267.00	11.4%	\$115,994.58
315.06	JIF Designated			\$65,813.87		\$2,967.49	4.5%	\$0.00	0.0%	\$68,781.36
	Grand Total			\$632,067.02		\$28,562.85	4.5%	\$49,867.00	7.9%	\$610,762.87

Rauh Trust		Dec. 31, 2023		2024	% Income
		Balance		Income	
#2 Sunday School		\$31,566		\$1,790	5.7%
#3 Music Fund		\$33,157		\$1,875	5.7%
#5 Rector's House		\$127,014		\$6,362	5.0%
#6 Church Edifice		\$75,797		\$3,858	5.1%
		\$267,534		\$13,885	5.2%

St. Andrew's Episcopal Church Facilities Use Agreement

St. Andrew's Episcopal Church, Elyria, Ohio (hereinafter "Licensor") agrees to allow the use of certain facilities within its Building located at 300 3rd Street, Elyria, Ohio and known as the Parish Hall ____, Parish Lounge ____, and/or Kitchen ____ (hereinafter "Premises") to:

Name: _____ (hereinafter "Licensee")

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: Main (____) _____ Business (____) _____ Other (____) _____

Premises to be used on _____, beginning at _____ (am / pm) and

ending at _____ (am / pm), including set up and clean up time. Cost for the use shall

be \$_____. Total # of Guests Expected: _____ Alcohol Served? ____ Yes ____ No

Purpose and Type of Event: _____.

Set Up Needs (# of Tables and/or Chairs, Arrangement of Tables/Chairs, AV Equipment, etc.):

In consideration of the license granted to use the Premises, Licensee agrees:

1. At the time this Facilities Use Agreement is signed, to pay Licensor a security deposit in the sum of \$250. The security deposit will be refunded within 10 business days following completion of Licensee's event (the "Event") provided the Premises are returned to their original condition and there are no violations of the terms of the Facility Use Agreement (the "Agreement").
2. To pay the sum of \$_____ for the rental of the Premises no later than 21 days prior to the date of the Event. This Agreement shall serve as Licensee's invoice.
3. The maximum capacity of the Parish Hall is as follows: (Seating Only – 200 / Tables and Chairs – 150). The maximum capacity for the Parish Lounge is as follows: (Seating Only – 70 / Tables and Chairs – 50). The total number of guests expected is _____.
4. Licensee acknowledges and agrees that Licensor is allowing the use of the Premises ONLY, and is not a sponsor of, nor a participant in, the Event.
5. To observe all city, county, state, and federal laws, statutes, ordinances, rules and regulations, including, but not limited to, fire, health, and safety requirements (collectively, "Laws"). Any penalty or fine assessed against Licensor for violation of such Laws for the use of the Premises by the Licensee under this Agreement will be charged to Licensee and must be reimbursed to Licensor within 10 business days of demand.
6. Licensee is solely responsible for any theft or damages to the Premises, Licensor's property, or the Building, arising from the negligence or willful misconduct of Licensee or Licensee's agents, employees, representatives, patrons, clients, invitees, or others whom the Licensee permits to come on the Premises. Lack of supervision of such persons within Premises shall be considered negligence. Licensee also shall use caution in decorating the Premises so as not to damage the Premises and shall not tape or affix decorations to paint or plastered surfaces.

Office Hours – Monday: Closed, Tuesday-Friday: 9am-2pm

Phone: 440-322-2126 | **Email:** office@standrewselyria.org

St. Andrew's Episcopal Church Facilities Use Agreement

7. Licensee shall be solely liable for any and all injuries which may be suffered by Licensee, its employees, agents, representatives, patrons, clients, invitees, or others whom the Licensee permits to come on the Premise, while utilizing the Premises.
8. To discharge, defend, and hold harmless the Licensor, Licensor's employees, staff, agents or representatives, the Episcopal Diocese of Ohio, the Bishop of the Episcopal Diocese of Ohio, and their respective successors and assigns, from all debts, claims, demands, costs, expenses, including, but not limited to, attorney's fees, judgements, damages, actions and causes of action, which the Licensor, Licensor's employees, staff, agents, representatives, the Episcopal Diocese of Ohio, the Bishop of the Episcopal Diocese of Ohio, and their respective successors and assigns, may have now or may hereafter have as a result of Licensee's use of the Premises, and the Licensee's activities therein, whether arising from bodily injury, including death, theft, property damage, or any other cause whatsoever.
9. Licensee shall provide to Licensor at the time this Agreement is signed by Licensee a certificate of insurance or other evidence, reasonably acceptable to Licensor, indicating the existence of sufficient liability insurance covering the Event, and that Licensor has been named as an additional insured under such liability insurance policy.
10. To set up no earlier than _____ (am / pm) on the _____ day of _____, and to be out by _____ (am / pm) on the _____ day of _____. Licensee assumes all responsibility for items left beyond the completion of the time the Event. Anything left by Licensee beyond 3 days after the Event shall be deemed abandoned.
11. Failure to meet any of the terms set forth herein shall result in the immediate termination of this Agreement and forfeiture of the security deposit.
12. Licensor reserves the right to terminate this Agreement for any reason or due to unforeseen circumstances which make it necessary to close the Premises or Building. In the event that the Licensor terminates the Agreement under this Section 12, Licensee's damages shall be limited to a return of the security deposit.
13. This Agreement and the times specified herein shall not be modified unless in writing and signed by Licensor. Licensee shall not assign any of its rights under this Agreement and Licensee acknowledges that this license to use the Premises is personal to Licensee. This Agreement shall be governed by the State of Ohio. Each party signing has the power and authority to enter into this Agreement.
14. To follow any and all further instruction, rules, and regulations, as are provided by Licensor concerning use of the Premises.
15. Under the terms of this License, if alcoholic beverages shall be sold in any manner whatsoever (i. e., as individually sold drinks, drink tickets or, through the use of an entrance fee or cover charge), a rider to Licensee's liability policy required in Section 9 of this Agreement must be provided to Licensor with coverage of at least \$1 million with Licensor named as an additional insured party.

St. Andrew's Episcopal Church Facilities Use Agreement

IN WITNESS WHEREOF, the parties have set their hands to this Agreement on this ____ day of _____, 20____.

LICENSOR _____ DATE _____

LICENSEE _____ DATE _____

St. Andrew's Episcopal Church Facilities Use Agreement

Addendum to Facilities Use Agreement

Section A: Fees

<i>Check Proper Category</i>	Hall Fee (4 Hours)	Lounge Fee (4 Hours)	Kitchen Use Fee (4 Hours)
<input type="checkbox"/> Parishioner	\$150.00	\$100.00	\$50.00
<input type="checkbox"/> Non-Parishioner	\$400.00	\$250.00	\$100.00
<input type="checkbox"/> Organization	\$400.00	\$250.00	\$100.00

Private Security Fee: Additional \$65/hr. for every 50 people in attendance. Applies to non-parishioners and outside groups.

Section B: Security Deposit

1. A \$250.00 security deposit is required of all individuals and organizations. The security deposit is returned if the Premises is returned in the condition required by the Facilities Use Agreement.

Section C: Rules

1. Absolutely no smoking is permitted in the Premises or the Building. Outdoor smoking must be done away from any entrance to the Building.

2. In addition to the conditions stipulated in the Facilities Use Agreement, the sale or use of alcoholic beverages must be in compliance with the Ohio Department of Commerce rules regarding alcoholic beverages.

3. An alcohol permit is required when a qualified organization that does not already have a liquor permit intends to provide at the Event beer, wine, mixed beverages or spirituous liquor, as individually sold drinks, drink tickets or, through the use of an entrance fee or cover charge. Proof of such permit for events that require one must be provided to the Licensor no later than ten (10) days after the execution of the Facilities Use Agreement.

3. If serving alcohol at its Event, private security must be present for the duration of the Event. There must be one security officer on duty for every 50 people in attendance. Private security will be arranged by the Licensor, and Licensee will be charged an additional fee as outlined in Section A of this Addendum. This rule applies only to non-parishioners and organizations.

Section D: Set Up

1. One (1) hour of time must be added before the start of the event to give ample time for set up.

2. Access to the Building for decoration and set up before the scheduled time of your Event as written in the Facilities Use Agreement is not permitted.

3. Nothing may be attached to the walls, or ceiling in any way, without the prior written consent of the Licensor.

4. Do not drag tables or chairs across the floor. Please pick them up to move them.

Section E: Clean Up

1. One (1) hour of time must be added to the end of the Event to give ample time for cleanup.

Office Hours – Monday: Closed, Tuesday-Friday: 9am-2pm
Phone: 440-322-2126 | **Email:** office@standrewselyria.org

St. Andrew's Episcopal Church Facilities Use Agreement

2. You do not have to wash the tile floor near the kitchen or the hall floor. Also, you do not have to vacuum the rug.
3. A mop, bucket, broom, and hand towels for clean-up can be found in the large kitchen.
4. If anything is spilled, regardless of location, you must clean it up.
5. All tables must be wiped clean.
6. Tables and chairs must be returned to the location in which they were found.
7. All trash must be placed in plastic bags and placed in trash receptacles around the building.
8. If you leave something behind, please call the office during regular office hours to arrange pick up. Anything left by Licensee beyond 3 days after the Event shall be deemed abandoned and may be disposed of without notice.

Section F: Kitchen Use

1. The use of either Kitchen is subject to an additional fee. Licensee is not permitted to use the Kitchen (stove tops, ovens, coffee makers, fridges, etc.) unless the Kitchen Use Fee is paid.
2. Do not leave anything in either Kitchen, especially leftover food/food items.

Failure to comply with the Facilities Use Agreement or any of the above conditions will result in forfeiture of the security deposit.

4876-4002-7309.2103734583.2, St. Andrew's Fee Schedule 2/7/24