



The Policy Book Committee of St. Philip's Episcopal Church

The Policy Book Committee Members are

Chair, Elaine Wallingford;

Secretary, P.K. Phillips and Director, William Hall, Esquire.

The purpose of this policy book is to assist any St. Philip's Episcopal Church Vestry with organizing its responsibilities. Written recommendations for this product for St. Philip's came from two consecutive Diocesan Audit Committees for 2017 and 2018. As a result, then Senior Warden, Elaine Wallingford, began in November of 2019 creating The Policy Book. The following Vestry established the standing committee, The Policy Book Committee. Its work began in January of 2022 and will continue into 2023. This book is intended as an ongoing work in progress.

Information included will be on a jump drive so that it can be transferred to any computer including the church office computer. Information is also provided as hard copy (paper copy) where it should be stored in the file cabinets in the church office. Information can also be posted on the church website.

Information included can be updated by a current Vestry at any time. Information comes from the 2018 and 2019 Vestry minutes as they were not affected by the Covid interruption and provided a continuous baseline. Additionally, references and sources frequently noted are The Episcopal Church, The Manual of Business Methods in Church Affairs (MBMCA), St. Philip's By Laws (SPBL), Vestry Minutes (VM) and Robert's Rules of Order (RRO).

No information has been edited nor summarized, only organized.

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Addendum at end of The Policy Book

Chapter #1

Schedule of Annual Deadlines and Highlights

January

- **Articles of Incorporation** update yearly: this gives the church “in good standing” status with state of MD for tax exempt use, etc.
- **Annual Meeting**-3rd or 4th Sunday in January of each year which includes reports from Senior Warden, Junior Warden, Treasurer, Priest, ECW, Altar Guild, Men’s Group, Rectory, Cemetery Committee, By Laws Committee, Finance Committee, Nominating Committee, Stewardship, Convention, Fundraisers, Budget, Outreach, etc.
 - **Audit**- date set-usually April
 - **Bells of the Bay** concert date set
- **Bishop’s Annual Visit** (any month) signing of registry in sacristy that records services and registry of births, confirmations, burials, marriages (in church office; most recent one marked with post a note on top of the book)
 - **Budget**- become familiar with this item!
 - **Contracts**- reviewed for cost, date, efficiency including insurance
 - **Convention**- reminder to delegates and alternates for March date
 - **Dates**- set dates for Vestry meetings
 - **Diocese** update/notified of new Vestry
- **Emergency & Non-Emergency Contact List**-update and post at entrance (inside and outside) to church, Parish Hall, Church Mouse, Rectory
 - **Epiphany Sunday**- Jan. 6
 - **Goals**-for new Vestry-establish by March
 - **Officers** determine-Registrar, Treasurer, Member
 - **Parochial Report**- Work continues, signatories needed, due March 1
- **Signatories** for new Vestry for all accounts and investments (operating checking, capital fund, Fidelity Investments, CFES, EEF 1,2,3, Discretionary Fund, Hodgson/PNC, St. Philip’s Cemetery)
 - **Website** update on new Vestry

February

- Finances-Overview
- Lenten Season Begins
- Prepare for Parochial report
 - Projects-Overview
- The Presentation of Our Lord Jesus Christ in the Temple/window-Jan 2

March

- Daylight Saving Time
- Diocesan Convention
- Easter and Palm Sunday
 - Goal Setting
- Parochial Report due to Diocese; later date for national church
 - Saint Joseph-March 19/window
- The Annunciation of Our Lord Jesus Christ to the Blessed Virgin Mary,
Mar. 25/window
 - Tax information

April

- Audit
- Easter
- Saint Mark the Evangelist-April 25/window
 - Taxes paid on Rectory (or TBD)

May

- Memorial Day Remembrance
- Mother's Day Celebration
- Prepare for semi-annual meeting
- Saint Philip and Saint James, Apostles/window, May 1
- The Visitation of the Blessed Virgin Mary- May 31/window?

June

- Father's Day Celebration
- Guest Lecture Series
- The Nativity of Saint John the Baptist-June 24
 - Prepare for semi-annual meeting

July

- Fourth of July
- Guest Lecture Series
- Saint Mary Magdalene
- Semi Annual Meeting

August

- Guest Lecture Series
- Old Green Hill Service-St. Bartholomew the Apostle
- Saint Mary, the Virgin, Mother of Jesus- August 4/window
- Transfiguration of Our Lord, Jesus Christ-August 5
 - Website ownership paid

September

- Stewardship Letter
- Apple Cider Event
- Apportionment letter received; contact ECW to check on contribution to cost of apportionment; commitment due by December
 - Saint Michael and All Angels- Sept. 29

October

- Annual Meeting Prep
- Budget preparation for annual meeting; for Nov. review and Dec. prep
- Nominating Committee (1 retiring Vestry member, 1 remaining Vestry member, 1 congregational member)
 - Saint Luke the Evangelist-Oct. 18/window

November

- All Saints Day- Nov. 1
- Annual Meeting prep
- Apportionment -determined and documented
 - Budget-close to finalizing
 - Daylight Saving Time Ends
- Margaret, Queen of Scotland- Nov. 16/window
- Nominating Committee-composed of 3 members- 1 on Vestry, 1 coming off Vestry and 1 member of the congregation; committee to collect names for Vestry members and convention delegates and alternates

December

- Annual Meeting prep
- Calendars- request these from the Diocese and post in sacristy as it guides the Altar Guild's prep for services
 - Contracts Renewal -date check (insurance, copier, lawn care, termites/powder post beetles, rental, security, utilities etc.)
 - Contribution Statements-generated and mailed
- Convocation Meetings-dates, places, reps; credentials signed, ready for January nomination-all to be noted in Vestry minutes
 - Saint John the Apostle-Dec. 27/window
- Staff: Clergy, Organist, Cleaning Person review for continued service and possible bonus
 - The Nativity of Our Lord Jesus Christ- Dec. 25/window

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Chapter #2

Emergency Contacts: Update & Post by Doorways

Alarm-Security System-Safehouse 410-673-1759, 101 Bay St., Easton, MD 21601

Delmarva Power-1-800-898-8045, 1-800-375-7117, acct 5500 3609 041

Electrician- Tim Brown, 410-251-9721 or McIntyre Electric at 410-546-1810

Fire & Ambulance- Hebron Fire Dept- 410-749-3037, 200 South Main St., P.O. Box 300, Hebron, MD 21830

Insurance- Stephanie Aballay , saballay@cpg.org.

Bill Lodico at 718-746-1227 or 917-796-9271 or WLodico@cpg.org

Lawn Care-Shades of Green

Police: Wicomico County Sheriff-911 or 410-548-4891

MD State Police- 911 or 410-749-3101

Plumber- Affordable Plumbing & Electrical,410-430-8870

Rectory-Long & Foster-Shane Snoots 240-357-5971 or 443-978-3333, 107 Williamsport Circle, Salisbury, MD

Roofer- Mallard Home Improvement- 410-572-2727, 8371 Baptist Church Road, Mardela Springs, MD 21837

Non-Emergency Contacts

Affordable Business Systems- use & maintenance of copier/printer, 410-742-2234, 8662 Ocean Hwy. Delmar, MD 21875

Cleaning of parish hall and church- Linda King 443-523-2370, 5576 Whitehaven Rd., Quantico, MD 21856

Cato Oil- 410-546-1215, 1004 Parsons Rd., Salisbury, MD 21801

Church Pension Fund- Fr. Pierce benefit at <http://www.cpg.benefits@cpg.org>

886-802-6333, 119 East 34th St., Ny, NY 10016

Cokesbury church supplies 800-672-1789 or customerhelp@cokesbury.com

Community Foundation of the Eastern Shore-410-742-9911, 1324 Belmont Ave.,
Ste. 401, Salisbury, MD 21804

Diocese of Easton: 410-822-1919: 314 North St. Easton, MD 21601

Easton Episcopal Funds-Deborah Dragone, Fund Administrator, 302-831-6818 or
443-480-0037 or www.eastonepiscopalfund.org

Fidelity Investments- custodian for EEF, Chris Maxwell, 860-343-3548, 1901
Towne Blvd., Annapolis, MD

Great American Finance-lease for computer

Hebron Bank- 410-749-1185, 101 N. Main St., Hebron, MD 21830

Hodgson/PNC- 410-546-3194, 301 Civic Ave., Salisbury, MD 21804

Priest Supply List- <http://dioceseofeaston.org.resources> for congregation, clergy
supply list

Rice Termite/Pest Control- 410-742-3111, 306 Tilghman Rd., Salisbury, MD 21804

Real Estate Taxes- 410-548-4801, Office of the County Executive, 125 N. Division
St., P.O. Box 870, Salisbury, MD 21803

Safe Deposit Box- Hebron Savings

Sound System in Church-Sound Advice, Jeff Wharton, 410-572-5623,
trusound123@gmail.com.

Thirst No More- (church supplies)-443-358-6101, 321 Tilghman Rd., Suite 204,
Salisbury, MD 21804

Tilghman Oil-410-742-7232, 121 Colombia Dr., Salisbury, MD 21801

Trash Removal- Chesapeake Waste, 410-742-0099, 7353 Brick Kiln Rd, Salisbury,
MD 21801

Wicomico County Tourism- Stephanie Mervine, Asst Tourism Mgr., 410-548-4914
or 443-614-8451, 8480 Ocean Hwy, Delmar, MD 21875 or
smervine@wicomicounty.org.

**Vestry Members: names, positions, cell phone numbers should
be available to all**

Priest in Charge

Senior Warden

Junior Warden

Registrar

Treasurer

Vestry Member

Chapter #3

Monthly and Quarterly Reports

Monthly Reports to Vestry

Priest/Deacon in Charge- Spiritual operation of the church

Senior Warden-Secular operation of the church (and spiritual operation in the absence of clergy)

Junior Warden's monthly written report to Vestry- recommending current and upcoming needs of the church property including Rectory

Registrar's minutes and correspondence-monthly

Treasurer's monthly written reports (all accounts and investments including endowments, plate/pledge, memorials, employee-independent contractors, utilities, etc. with current balances, deficits and recommendations)

Standing Committees as assigned (Possible examples- Cemetery, Finance, By Laws, Nominations, Policy, etc.)

Bishop of Diocese usually email missives: look for new policies

Quarterly-Reports to Vestry

Community Foundation of the Eastern Shore, Easton Episcopal Funds, Hodgson Fund, Fidelity Funds and any other endowments or accounts

Insurance Policy

Lawn Care

Office Equipment Contracts and Use

Security System

Termite/Pest Control

Trash Removal

Utilities

Chapter #4

Annual Reports

Apportionment: letter of amount of commitment and payment schedule

Audit

Congregational Meeting in January

Convention news

Discretionary Fund

Fundraisers

Outreach (Camp Wright, Children's Home Foundation, Church Mouse Thrift, Lending Library, Ukraine donations, Quantico Street Lights, Westside Primary- (book purchase, scarf/mittens, back to school supplies), Senior Christmas gifts

Parochial Report

Semi-Annual Report to the Congregation in July

Chapter #5

Preparing for Annual Meeting

Minutes of Previous Year's Meeting

Nominations Committee

Announcement and approval of Convention Delegates and Alternates

Reports from

Audit

Budget

Clergy

Senior Warden

Junior Warden

Treasurer

Registrar

Altar Guild

Cemetery Committee

Church Mouse

ECW

Fundraisers

Men's Group

Outreach (Guest Lecture Series, Ukraine, etc.)

Rectory

Stewardship

Use of facilities (Attic Artists, HOA, parties, etc.)

Chapter #6

Maintenance of Records in General

(Electronic and hard copy, Real estate tax, tax exempt status-every 5 yrs.,
By Laws (1995, 2019, 2023 in addendum), Articles of Incorporation, etc.)

Specific IDs and Codes

Church address: 6457 Quantico Road, Quantico, MD 21856-0092

Rectory Address: 6453 Quantico Road, Quantico, MD 21856

Fed Tax ID #: 52-1163224

MD Tax ID: 29036358 or 500122840

Combination to security system: 2143; code word is Episcopal

Combination to office door: 6457

Password to parochial report: 8395-2515

Computer:

User name:

Password:

Email:

User name:

Password:

Website administrator code:

Chapter 7

Maintenance of Property

The Junior Warden oversees and reports to Vestry monthly and congregation annually on church, parish hall, rectory, Church Mouse, cemeteries, and grounds.

Chapter 8

Upcoming /Cyclical Projects

Dates, estimates, companies, contracts, account numbers and costs should be listed, detailed with future projects transferred to future Vestries. It is important to keep dates of and types of repairs or service done and proof of payment.

Chapter 9

Renewed Policies

Alcohol use, email etiquette, cancellations, insurance, termites, office equipment, lawncare, rectory rental, etc. usually need reviews and updates.

Attached are policies on the above:

Alcohol/Drug Policy

The 147th and 148th Diocesan Conventions of the Diocese of Easton adopted the following policies on alcohol and other substance misuse and encourage dioceses, congregations, seminaries, schools, young adult ministries, and affiliated institutions to update their policies on the use of alcohol and other substances with the potential for misuse. These policies should consider the following:

1. The Church must provide a safe and welcoming environment for all people, including people in recovery.
2. All applicable federal, state and local laws should be obeyed, including those governing the serving of alcoholic beverages to minors.
3. Some dioceses and congregations may decide not to serve alcohol at events or gatherings. Others may decide to permit a limited use of alcoholic beverages at church-sponsored events. Both can be appropriate if approached mindfully.

4. When alcohol is served, it must be monitored and those showing signs of intoxication must not be served. Whenever alcohol is served, the rector, vicar, or priest-in-charge must appoint an adult to oversee its serving. That adult must not drink alcoholic beverages during the time of his or her execution of his or her responsibilities. If hard liquor is served, a certified server is required.

5. Serving alcoholic beverages at congregational events where minors are present is strongly discouraged. If minors are present, alcohol must be served at a separate station that is monitored at all times to prevent underage drinking.

6. Alcoholic and non-alcoholic beverages must be clearly labeled as such. Food prepared with alcohol does not need to be labeled provided the alcohol is completely evaporated by the cooking process; however, it is recommended that even in this case the use of alcohol in cooking be noted on a label.

7. Whenever alcohol is served, appealing non-alcoholic alternatives must always be offered with equal prominence and accessibility.

8. The serving of alcoholic beverages at church events should not be publicized as an attraction of the event, e.g., “wine and cheese reception,” “cocktail party,” “theology on tap,” and “beer and wine tasting.”

9. Ministries inside or outside of congregations will make certain that alcohol consumption is not the focus of the ministry and that drinking

alcohol is not an exclusively normative activity.

9. Food must be served when alcohol is present.

10. The groups or organizations sponsoring the activity or event at which alcoholic beverages are served must have permission from the clergy or the vestry. Such groups or organizations must also assume responsibility for those persons who might become intoxicated and must provide alternative transportation for anyone whose capacity to drive may be impaired. Consulting with liability insurance carriers is advised.

11. Recognizing the effects of alcohol as a mood-altering drug, alcoholic beverages shall not be served when the business of the Church is being conducted.

12. Clergy shall consecrate an appropriate amount of wine when celebrating the Eucharist and perform ablutions in a way that does not foster or model misuse.

13. We encourage clergy to acknowledge the efficacy of receiving the sacrament in one kind and consider providing non-alcoholic wine.

ST. PHILP'S CANCELLATION POLICY

In the event of inclement weather, the Junior Warden will assess the church property and will report to the Senior Warden who will consult with the vicar or LEM for that day.

When a decision is made, either the Senior or Junior Warden will send out a churchwide email.

ST. PHILIP'S EMAIL POLICY FOR THE VESTRY

Vestry Email can be an appropriate and effective means of communicating basic factual information such as the time of an event, agenda for a meeting, text of a document, etc. From time to time, an urgent matter may go to a vote via email between Vestry meetings.

Please read and follow these email rules and guidelines when communicating via email on behalf of St. Philip's Episcopal Church:

Personal Etiquette

- ♣ 1. Always reply to the sender, or all, that you have received an email communication. It is important, especially on urgent matters.
- ♣ 2. Email is not always an appropriate communication method for matters that are pastorally or legally sensitive, emotionally charged or require extensive conversation.
- ♣ 3. When you are expressing a view that you deem needs emphasis, consider rewording or using italics, bold lettering or underlining. In email, using all caps is considered by some as yelling.
- ♣ 4. If an email message is longer than a few sentences, then the matter might more properly be addressed via an in-person conversation.
- ♣ 5. Please remember that humor and sarcasm can be easily misinterpreted in an email.
- ♣ 6. All email users should take a moment to consider the ramifications of their message before clicking on the "send" or "reply to all" button.

Business Etiquette

- ♣ 7. To the extent a matter is confidential, Vestry members may waive confidentiality when conducting email for church business.

♣ 8. Emails are subject to legal discovery and may be required to be produced in legal proceedings.

♣ 9. Similar to Vestry meeting minutes, email communications from Vestry members may become part of the Church's business records and maintained at the Church office.

♣ 12. Emails should be consistent with the spiritual and professional standards set by the National Episcopal Church and St. Philip's Episcopal Church.

This guide was based on information from the National Episcopal Church's Archives for Congregations, the Diocese of Easton's Manual of Business Methods in Church Affairs, Chapter IX, and Robert's Rules of Order (updated, on line, free).

Elaine Wallingford, Senior Warden Laura Dorsey, Vicar Dave King, Junior Warden approved at Feb. 25, 2018 Vestry Meeting.

Chapter 10

Financial Policies

The MBCA sets most policies for check writing, credit card use, signatories, and bank statements, etc. However, as recommended in the Diocesan audit of 2017 and 2018, financial policies are to be printed in a policy book for quick and clear reference for the Vestry.

In the February 25, 2018 Vestry minutes, a policy on written bids was approved as "...projects to be done by an outside contractor, written bids should be obtained. For projects where the Junior Warden or parish volunteers provide the labor and materials in excess of \$250 are to be purchased, the Junior Warden and the Treasurer shall consult and make a joint determination before purchasing."

See Chapter 13 on Audit for more information.

Chapter 11

Parochial Report

Every year, a work book arrives at the church to direct your effort to evaluate St. Philip's progress. This Diocesan report asks for info on church enrollment, attendance, services, finances, staffing, and outreach. The report must be approved at a Vestry meeting and clearly noted in the minutes. Since the report is due March 1, much work has to be done early on, in a new Vestry's term. Also, the report for say 2017, is prepared, signed and sent in 2018.

In the addendum, at the end of this policy book, there will be some copies of past Parochial Reports.

It is important to note that the report is prepared by the 'clerk, treasurer and rector' of the Vestry.

Chapter 12

Apportionment

This is a yearly payment to the Diocese of Easton that fluctuates according to income and expenses. If it is not paid, a church can be closed.

A letter stating the amount due arrives in the fall and a return letter from St. Philip's with the payment schedule is to be returned by December. The Diocese uses this information to help provide for its services and staffing.

Some examples will be provided in the addendum to this policy book.

Chapter 13

Audits-

A yearly audit of every church is required by the Diocese and By Laws. There are choices in how this can be conducted. The MBMCA gives several options: Diocesan auditors, self-auditing, or audit sharing with a second church. Forms are provided for audit preparation and for the audit as well as a conclusion.

Audits safeguard the church, the Vestry and the congregation.

St. Philip's had a Diocesan audit for 2017 and 2018. Information is provided from those audits in the addendum at the end of this policy book.

Chapter 14

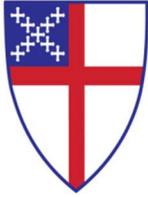
Staff: Priest, Deacon, Organist, Cleaning Person,

Worship Leaders

Much consideration has to be given to the people who run the church. Their responsibilities, salaries, schedules, reviews and spirit are very important. Those decisions are what make St. Philip's an organized and successful church.

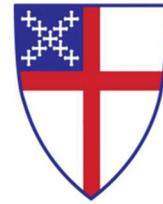
Some tools to help with the above planning are included below: a simple housing allowance letter ministry covenants, supply priest list and worship schedule.

Next is a housing allowance letter.



PHILIP'S EPISCOPAL CHURCH

Quantico Parish
6457 Quantico Road
P.O. Box 92
Quantico, Maryland 21856-0092



"...a country church committed to a spiritual journey..."

January 21, 2018

The Rev. Laura M. Dorsey
30199 Peggy Lane
Princess Anne, MD 21853

The Vestry of St. Philip's Episcopal Church, Quantico Parish confirms that the \$7500 amount paid to you as Vicar in 2017 was designated as "housing allowance."

Sincerely,

Elaine T. Wallingford
Senior Warden
ewallingford2004@yahoo.com
410-742-1837
stphilipschurchquantico.org

Next are two covenant agreements between priest and church.

MINISTRY COVENANT AGREEMENT

between

The Wardens and Vestry of

ST. PAUL'S EPISCOPAL CHURCH - SPRING HILL PARISH

&

ST. PHILIP'S EPISCOPAL CHURCH - QUANTICO PARISH,

and

THE REVEREND LAURA M. DORSEY

who is appointed as Vicar collaboratively for both parishes

for a period of 1 year

from July 1, 2017 through June 30, 2018

with the understanding

that this covenant agreement can be renewed on an annual basis

until dissolved by mutual consent or by arbitration

and decision as provided by the

relevant Canons of the Diocese of Easton, Maryland

and of the General Convention.

Preamble

The Vicar shall lead St. Paul's & St. Philip's Churches as pastor, priest and teacher, sharing in the councils of this congregation and of the whole Church, in communion with our Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the General Convention and our Diocese, the Vicar shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.

This ministry is further described in the Vicar Position Description approved by the Vicar, Wardens and Vestry on _____, which is hereby acknowledged and made part of this Letter of Agreement.

Section A. Times of Work & Leave

The Vicar's work includes not only activities directed to the parish and its well-being, but also labors on behalf of the Diocese and community. This work for the diocese will include participation in monthly clericus meetings, a yearly clergy retreat, the yearly diocesan convention and participation, for a period of two years, in New Clergy Gatherings.

The Vicar is to lead public worship at each Parish on alternating Sundays and agrees to preach and celebrate on at least 47 of 52 (or 48 of 53) Sundays and to be responsible for non-Sunday services such as Christmas, Ash Wednesday, Maundy Thursday and Good Friday. The Vicar will also be available for weddings and funerals, as well as emergency pastoral situations as able. The Vicar will lead a joint Christian education program at least once a year and to visit parishioners.

The Vicar will have the following periods of leave at full compensation:

- (a) National Holidays, to be taken so as not to interfere with worship for major occasions.
- (b) Annual Leave: Vacation, Sick Leave and Compassion Leave shall be paid within and/or as part of the agreed upon five absent Sundays. Should, in the event of unusual circumstances, additional time be needed it will be paid at the direction of the Vestries.
- (c) Professional Development Leave, at the rate of two weeks per year.
- (d) Two weeks per year of service in these parishes is to be accrued for Sabbatical Leave purposes, to be available after the fifth year. Sabbatical arrangements shall be

made in full consultation with the Vestries, to insure benefits for the parishes as well as for the Vicar.

Section B. Compensation

The Vicar's annual cash salary will be \$15,000, half of which (\$7,500) to be paid by each Parish on a monthly basis as of the first of each month. And, upon the Vicar's request shall be designated as "Housing Allowance" under the Federal Internal Revenue Code. Each Parish shall allocate their monthly portion of the annual compensation as directed by the Vicar.

Should circumstances require, the Vestries shall pay the Church Pension Fund on their portions of the Vicar's annual cash stipend.

Section C. Expenses

The Vestries shall pay the following expenses incurred by the Vicar in fulfilling the duties of office:

- (1) Travel expenses for parish related purposes, at the current rate provided by the Diocese plus out-of-pocket costs of parking fees, tolls, bus fares, etc.
- (2) Reimbursement for clerical expenses such as bulletin copying

Section D. Discretionary Funds

In accordance with the Canons of the General Convention, each Parish shall establish a Discretionary Fund for use by the Vicar. These funds will be under the Vicar's sole control. At St. Paul's, this fund will be established through the cash offerings given on the first Sunday of each month. At St. Philip's, an annual budgeted donation is made by act of the Vestry as part of its annual budget. Both of these funds are to be audited every time either Church conducts an audit of their parish accounts.

Section E. Supplementary Compensation

The Vicar shall not charge fees for performing any rites of the Church (for example, baptisms, marriages, funerals) for members of either St. Paul's or St. Philip's Churches. The Vicar may, however, receive income from other sources, such as: Sacramental services on behalf of persons not in any way related to either Church, Fees and honoraria for professional services performed on personal time for groups unrelated to either Church, or for sermons, books or articles published outside the parishes.

Section G — Mutual Ministry Review

The Vicar, Wardens and Vestries agree to discussions and mutual reviews of the total ministry of the parishes, in order to:

- Provide the Vicar, Wardens, Vestries opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministries they share.
- Establish goals for the work of the parishes for the coming year.
- Isolate areas of conflict or disappointment which have not received adequate attention and may be affecting mutual ministry adversely.
- Clarify expectations of all parties to help put any future conflicts in manageable form.

A mutually agreed upon third party will be engaged to facilitate the mutual ministry review process. The initial review will occur between six months and one year from the date the Vicar begins ministry with the parishes. Upon renewal of this contract, additional mutual ministry reviews will occur on a yearly basis.

Section H — Other Agreements

- (1) All pay and benefits shall become effective on July 1, 2017.
- (2) This Letter of Agreement, and its related Position Description, shall be made part of the minutes of the next Vestry meeting following its signing, and copies shall be given to each new Vestry member.
- (3) In the event of the Vicar's death, the Vestries agree to continue payment of the Vicar's cash salary to the Vicar's surviving direct dependents for a period of 1 month.
- (4) This letter may be revised only by mutual agreement at the time of the annual mutual ministry review, except that compensation and expenses revisions may be mutually agreed upon in a separate budget process.
- (5) If the Vicar and Vestries are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the Canon to the Ordinary, or another mutually agreed upon third party, the Bishop remaining the final arbiter.

Date

Vicar

Senior Warden -- St. Paul's Episcopal Church -- Spring Hill Parish

Senior Warden -- St. Philip's Episcopal Church -- Quantico Parish

Reviewed _____
Canon to the Ordinary

Approved _____
Bishop

Here is a draft of a second agreement

AGREEMENT

This Agreement is entered into on this 16th day of December 2012 between the Vestry of St. Philip’s Episcopal Church, Quantico, Maryland, (St. Philip’s), and Father Nathaniel W. Pierce (Father Pierce), as follows;

1. Bishop Shand, St. Philip’s, and Father Pierce have agreed that Fr. Pierce will continue to serve as “Worship Leader” for the period of January 1, 2013 - December 31, 2015. Under the Canons of the Episcopal Church [III.9.3(a)], Fr. Pierce will function at St. Philip’s as a “Priest-in Charge,” i.e. appointed by the Bishop and affirmed by the Vestry.

2. St. Philip’s will pay Fr. Pierce the following annual compensation, all of which is hereby designated as a clergy housing allowance:

Calendar year 2013	\$15,000
Calendar year 2014	\$15,500
Calendar year 2015	\$16,000

1/12 of the annual compensation will be paid monthly and allocated as directed by Fr. Pierce in consultation with the Parish Treasurer and subject to review by the Vestry.

3. Father Pierce agrees to preach and celebrate at one service on 45 of 52 (or 46 of 53) Sundays and be responsible for major non-Sunday services (e.g. Christmas Eve). He will also be available for weddings and funerals, as well as emergency pastoral situations as able. He will lead a Christian education program at least once a year. He will visit Parish families, new members,

and persons in the hospital on Sunday afternoons. He will also make pastoral calls and/or attend meetings one half day per week. St. Philip's agrees to address the issue of new clergy leadership which will begin in January 2016.

4 It is expected that the two parties (the Vestry and Fr. Pierce) will discuss the year's progress and make plans for the coming year during the fourth quarter of each year. This may include a mutual ministry review. Either party may advise the other at any time if there is any unhappiness with how the defined responsibilities are being fulfilled. If the issues cannot be resolved, either party may give 60 days' notice to end this Agreement.

Reviewed and Approved:

Fr. Nathaniel W. Pierce

_____ Date: _____

Bishop James J. Shand

_____ Date: _____

John Verrill, Senior Warden

_____ Date: _____

Next is the list of supply priests.

They are like substitute teachers. Go to the Diocese of Easton website, click on resources then on to clergy supply.

Episcopal Diocese of Easton
Supply Clergy List and Compensation Guidelines
February 2023

Compensation Guidelines - As of 2/2023

\$100.00 Midweek Service

\$200.00 One (1) Sunday Service & Sermon

\$225.00 Two (2) Sunday Services & Sermon

\$100.00 One (1) Sunday Service – NO SERMON

\$150.00 Two (2) Sunday Services – NO SERMON

\$240.00 Funeral (including planning liturgy and follow up)

\$120.00 Graveside Service Only

\$300.00 Wedding (3 Sessions)

\$100.00 Other Ministries (3 hours)

Mileage Reimbursement Rate \$0.65/mile (2023 IRS Mile Rate)

Crumbaugh, Frank The Rev.

Cell Phone: 609.709.3939

frankcrumbaugh@aol.com

Dorsey, Laura The Rev.

Home Phone: 410.651.3152

Cell Phone: 410.430.7922

l.m.dorsey@comcast.net

Hartman, Sam The Rev. Dr.

Home Phone: 443.877.6898

Cell Phone: 443.553.5877

judiandsam123@gmail.com

Notes: Northern part of the diocese (Perryville, Elkton, Chesapeake City)

Klingelhofer, Stephan The Rev. (Steve)

Home Phone: 410.810.3999

Cell Phone: 410.708.2342

stephankl@aol.com

Notes: primarily interested in areas north of Easton

Knapp, Ronald The Rev.

Cell Phone: 443.614.5410

frrdknapp@aol.com

Notes: Willing to serve more than one hour away from Princess Anne with overnight accommodations

Norris, Susan The Rev.

Home Phone: 757.336.1595

suzyplus.1@juno.com Notes: Somerset, Wicomico and Worcester Counties only

Pierce, Nathaniel The Rev.

Cell Phone: 410-330-0704

nwpierce@verizon.net

Tontonoz, David The Rev. Dr.

Home Phone: 410.742.7351

Cell Phone: 443.614.2003

tontonoz@comcast.net

Notes: Southern Convocation only

Wallace, John The Rev.

Cell Phone: 850.525.6220

bfbjrw@aol.com

Wamester, Blake The Rev.

Wamester, Karen The Rev.

Home Phone: 302.956.0488

kdwamester@gmail.com

Notes: Surrounding area - one hour from Bridgeville, DE

Weatherly, John The Rev.

Cell Phone: 703.303.7742

jwheathe951@aol.com

Winters, Paul The Rev.

Cell Phone: 443.239.9447

wodaj@hotmail.com

Zimmerman, Gretchen The Rev.

Cell Phone: 609.709.1855

zcatthebeach@msn.com

Schedules for clergy, lay and celebrations also help to organize a church.

St. Philip's Church Schedule for 2022

For your readings, go to Google to The Lectionary Page for the year 2022 and click on the month, Sunday and print.

If you are unable to serve on the listed date, please, by Thursday of the week you are to serve, contact Elaine at 410-742-1837 and/or Deacon Laura at 443-423-8669.

Date	Officiant	Reader	Greeter/Usher	Altar Guild	Birthdays	Anniversaries
January 2	Laura	Tom H.	Phil & Carol	Ann & Ginny	4-P.K.	
January 9	Bishop	Phil	Ace & Ann			
January 16	Fr. Ken	P.K.	Tom & Shelley			
January 23	Laura	Ginny	Ace & Ann		25-Dave	
January 30	Tom	Rebecca	Charlotte & Carol			
February 6	Laura	Pat C.	Ginny & Harry	Pat B. & Carol V.	9-Gus 10-Phil	
February 13	Elaine	P.K.	Ginny & Rebecca			
February 20	Laura	P.K.	Ginny & Harry		25-Pat B.	
February 27	Fr. Ken	Tom H.	Tom & Shelley			227
March 6	Laura	Ginny	Ginny & Harry	Peggy Anne & Eileen	3-Ace 4-Elaine	
March 13	Tom	Ann	Ace & Ann		17-Charlotte	
March 20	Laura	Pat C.	Phil & Carol		23-Bob M.	
March 27	Fr. Ken	Rebecca	Charlotte & Carol			
April 3	Laura	Ann	Ace & Ann	Sue & Charlotte	1-Barbara 9-Harry, William H	4-P.K. & Andy
April 10	Laura	Phil	Phil & Carol			
April 17	Fr. Ken	Pat C.	Ace & Ann			
April 24	Tom	Tom H.	Shelley & Charlotte		27-Carol T 30-Linda	26-Eileen & Ed
May 1	Laura	Rebecca	Ginny & Harry	Ginny & Linda	7-Sue	
May 8	Elaine	P.K.	Tom & Shelley		13-Ann	

May 15	Laura	Phil	Phil & Carol			
May 22	Fr. Ken	Ginny	Ginny & Harry			
May 29	Tom	P.K.	Charlotte Rebecca			
June 5	Laura	Tom H.	Tom & Shelley	Carol T. & Shelley		
June 12	Elaine	Pat C.	Ace & Ann		17-John	17-Wm & Nancy
June 19	Laura	Rebecca	Phil & Carol		26-Arlene	20-Phil & Carol
June 26	Fr. Ken	Ann	Ace & Ann		27-Tom H.	

Chapter 15

Vestry Minutes

Vestry minutes are kept by the registrar. They are legal documents and are used for many purposes as audits, church history, reports, policy, voting, offices, etc. They should be kept in the church office for easy access. To have digital and hard copy would be the preferred methods to ensure their preservation. They should be marked clearly with all attachments mentioned in the minutes. This also allows the smooth transition of one Vestry to the next as well as documenting the names of members and number of terms served on the Vestry as below.

Vestry member history taken from weekly bulletins and Vestry Minutes

Vestry of 2010: Fr. Pierce

Gene Dobbs, Sr. Warden, Phil, Jr. Warden, Bob, Reg & Treas

Sean Dobbs, Gus, Peggy Anne, Ace, John, Ginny

Vestry of 2011: Fr. Pierce

Gene, Sr. Warden Phil, Jr. Warden, Bob, Reg & Treas

Sean D., Gus, Peggy Anne, Ace, John, Ginny (for some reason no longer listed in bulletin from around Oct. 16 to end of year)

Vestry of 2012: Fr. Pierce

John, Sr. Warden Gene, Jr. Warden Bob, Reg. & Treas

Gus, Tom Lilly, Kristen Marshall, Barbara McNaughton, Ginny

Vestry of 2013: Fr. Pierce

John, Sr. Warden Gene, Jr. Warden Bob, Reg. & Treas

Tom, Kristen, Barbara, Pat Strott, Elaine

Note: Pat and Elaine replace Gus and Ginny (in annual report Jan. 26, 2013)

Vestry of 2014: Fr. Pierce

Phil, Sr. Warden Ginny, Jr. Warden Bob, Reg. & TreasTom, Kristen, Barb, Pat, Elaine

Note: Pat S. replaced by Sue Drew who resigned in Dec. of 2014/Jan.2015-Vestry voted to leave spot vacated.

Vestry of 2015: Fr. Pierce

Phil, Sr. Warden Ginny, Jr. Warden Bob, Reg.& Treas, Elaine

Term ends for Tom, Kristen, Barbara

Vestry of 2016: Fr. Pierce

Gene, Sr. Warden (no junior warden, Bob, Reg. & Treas

Jeanne, Tom, Barbara, Andy , John

Vestry of 2016: Rev. Laura Dorsey

Phil, Sr. Warden, Andy, Jr. Warden, James, Treasurer, Elaine, Registrar

Tom L. , Barbara, John, Pat C., Barbara, Linda

Vestry of 2017: Rev. Laura Dorsey

Phil as Sr. Warden, Andy as Jr. Warden, Tom L. as Registrar, James as Treasurer, Dave, Linda, Barbara, Tom H., John V.

Vestry of 2018: Rev. Laura Dorsey

Elaine Sr. Warden, Dave King Junior Warden/Treasurer, Nancy Registrar, Pat Cavanaugh, Peggy Anne, Linda

Vestry of 2019: Fr. Ken Thom

Elaine Sr. Warden, Dave Junior Warden/Treasurer, Nancy Registrar, Peggy Anne, Rebecca

Vestry of 2020: Fr. Ken Thom

Phil Sr. Warden, Dave Jr. Warden, Tom H. treasurer, Nancy Registrar, Rebecca

Vestry of 2021: Fr. Ken Thom

Phil as Sr. Warden, Eileen as Jr. Warden, Tom H. as Treasurer, Rebecca as Registrar, Charlotte

Vestry of 2022: Deacon Laura Harbaugh

Phil as Sr. Warden, Eileen as Jr. Warden, Tom H. as Treasurer, Rebecca as Registrar, Charlotte

Vestry of 2023: Deacon Laura Harbaugh (until May) then Rev. Elizabeth Phillips

Phil as Sr. W., Eileen as Jr. Warden, Tom as Treasurer, Rebecca as Registrar, Nancy

Chapter 16

Treasurer's Reports

The treasurer reports in monthly to the Vestry and yearly to the congregation. The treasurer makes recommendations to the Vestry based on close examination of income and expenditures. Sample budgets for 2020 and 2023 budgets, balance sheet, and narrative reports are in the addendum at the end of this Policy Book.

The reports are vital to the success of the church with fine detail and patience!

The MBMCA gives strong direction to the treasurer.

Chapter 17

Checking Account

There can be more than one checking account. As the MBMCA states, there are many restrictions on the handling of this type of account. A Vestry needs to be aware of these restrictions as different people must be assigned different responsibilities for writing, signing and reconciling accounts. Access should be by more than one person and a listing of the banks where accounts are held, use, balances and account numbers should be available to Vestry members.

Chapter 18

Capital Improvement

This account really is important in the growth of the church. It needs solid planning for need and resources. It requires research, numerous bids, detailed record keeping and frequent updates. Guidelines are provided in the MBMCA.

Currently, this fund is the third Easton Episcopal Fund.

Chapter 19

Investments

The current list includes Community Foundation of the Eastern Shore (covers Quantico Cemetery and 25% of grass cutting plus \$100 and interest is used yearly), three Easton Episcopal Funds, the Hodgson Fund and Fidelity Investments. These holdings should be listed, updated, and accessible to the Vestry. The MBMCA offers guidance on all of these funds.

Chapter 20

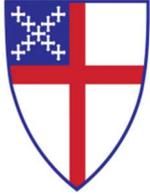
Fundraisers

Fundraisers are an integral part of planning for the future. Often there are stated financial, social and even spiritual goals. Much advance planning and approval are necessary to provide for a successful result. Although a fundraiser's benefits are not usually part of a budget, a budget does give some understanding of what outcome would be useful.

Chapter 21

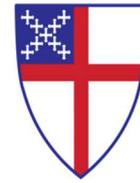
Stewardship

St. Philip's has adopted a system that allows the congregation to provide the Vestry with intentional giving. A spokesperson will address the congregation, in person and/or by letter, stating what the needs of the church are, and state a suggested increase in pledge. An anonymous response letter is provided to return the unsigned pledge. This allows for a more realistic budget. Below are tools that have been used.



ST. PHILIP'S EPISCOPAL CHURCH

Quantico Parish
6457 Quantico Road
P.O. Box 92
Quantico, Maryland 21856-0092



"...a country church committed to a spiritual journey..."

November 11, 2018

Dear Everyone,

Your Vestry needs your help in improving our budgeting process for forecasting our income stream for 2019. As we will be searching for a new priest, this is very important for the church's success. Additionally, the Diocesan auditors recommended that we adopt a formal stewardship program so that income is even and recorded. We believe we can follow their directive with a simple and private method. This is the method we would like to use:

Enclosed is a letter addressed to St. Philip's Church with a simple statement:

In 2019, we intend to contribute \$ _____ every month to St. Philip's Church.

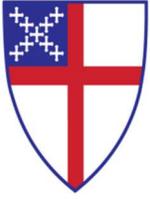
Please do not sign the statement nor identify yourself in any way. Our only interest is to tabulate the response. We would like to have all responses by December 10, 2018 as we will be working on our budget.

You will note that we ask for contributions every month. This is because our income wavers in the summer months as people are on vacation but our bills do not go on vacation. A regular income stream is the aim.

In advance, we thank you for your help. If you have any questions, please contact our Senior or Junior Warden/Treasurer.

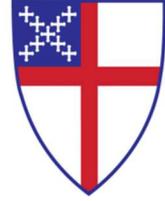
Appreciatively,

The Vestry of St. Philip's



ST. PHILIP'S EPISCOPAL CHURCH

Quantico Parish
6457 Quantico Road
P.O. Box 92
Quantico, Maryland 21856-0092



"...a country church committed to a spiritual journey..."

November 11, 2018

Dear Vestry,

In 2019, I/We intend to contribute _____ dollars monthly to St. Philip's Church. As requested, we are returning our response by December 10, 2018 in the self- addressed, stamped, envelope.

-

Chapter 22

Donors

Donors to the church can come in many forms, individuals and groups. Donations should be acknowledged as given or at the end of the year with a thank you and a financial statement. It is useful to keep a listing of names and addresses of donors.

Dear Elaine,

Thank you for your generous support for St. Philip's, financial and otherwise, in 2022.

In case it is useful in connection with your 2022 tax returns, attached is a report of your 2022 financial contributions to St. Philip's, as reflected in the parish's financial records.

The report only reflects checks from you payable to St. Philip's, or cash contained in weekly offering envelopes or otherwise identifiable to you. It therefore may not include other contributions you may have made to or on behalf of the church.

There can be a delay between when a contribution is made and when it is received and deposited. It is possible therefore that a contribution made shortly before the end of 2022 was not received or deposited until early 2023. The attached report therefore includes donations that we did not deposit until early January 2023.

This will confirm that any goods or services provided by St. Philip's consist solely of intangible religious benefits.

Please do not hesitate to be in touch if you or your tax advisor has any questions.

Our pledge and contribution reports are maintained in a secure QuickBooks record and are not included in Parish or Vestry reports or otherwise shared with others.

Contributions like yours and those of other members and friends of St. Philip's make our ministry possible.

Thanks again,

Tom

Thomas Hylden
St. Philip's Episcopal Church
Treasurer and Member of the Vestry

Chapter 23

Budgets

A budget is an evolving document that depends on planning, resources and sometimes, surprises, good or not so good. The information that is included in a budget is usually stable and allows for a pathway to security. The MBMCA provides much direction on this matter. October is when new budgets are begun so that they will be ready for the annual meeting in late January. In the addendum is the 2020 example of how a budget educates a Vestry on its prospects. Additionally, there is a treasurer's report to accompany the budget.

Chapter 24

Special Purchases

Special purchases can include anything that helps the church operate and could find its own category in the budget process. It would be useful to include everyone in this discussion. For instance, the organist might want the yearly, Episcopal Musician's Handbook or the priest might want bulletin inserts or the Altar Guild might want a new pascal candle or the Eucharist Ministers might need new cassocks.

Chapter 25

Outreach

Outreach can be described in many ways. It is not always financial. For instance, having a special program that is free as St. Philip's Guest Lecture Series offers interesting and uplifting opportunities to the public. The Lending Library and thrift store offerings at The Church Mouse as well as the baked goods donation money for Ukraine also are outreach. Additionally, the funding for Westside Primary for book fair books and school supplies as well as scarves and mittens are outreach.

Assistance and gifts for senior citizens, Camp Wright, vacation Bible School, Quantico street lights, etc. are also important to the recipients as well as in the reports of the church (Parochial Report, etc.) and goodness of our hearts and success of our mission.

It is also important to make sure the public is aware of the church's offerings so public relations is needed. Using digital, broadcast and print media is crucial in order to reach the masses. St. Philip's website is

www.stphilipschurcquantico.org.

which keeps fans updated on events, history, staffing, and other offerings. The Vestry controls the content and design.

Below will be news release that explains a series of events in two formats; short and long. Giving options for publication and contacts makes the chances of dissemination more likely. Photos are also very desirable.

St. Philip's Episcopal Church



“...a country church committed to a spiritual journey...”

St. Philip's Episcopal Church

News Release

6457 Quantico Road

P.O. Box 92

Quantico, Maryland 21856

PR Liaison: Elaine T. Wallingford

at ewallingford2004@yahoo.com

or 410-742-1837

For Calendar of Events

St. Philip's Episcopal Church in Quantico, Maryland presents

St. Philip's Episcopal Church

Guest Lecture Series

Cost: Free; all materials provided

Mondays, mid-month at 1 P.M. beginning May 15,2023

Rain or shine in the Parish Hall with tea/coffee

Parking is at the rear of the church.

For all events, you must register with ewallingford2004@yahoo.com or 410-742-1837

Discussion, Demonstrations and Participation

May 15: Watercolor a landscape with award winning artist and Director of Attic Artists, Barbara Adkins. All materials supplied; no talent needed just a desire to have creative fun.

June 12: Enjoy a Professor Phillip G. LeBel, Ph.D., travelogue with visuals and tips as he takes us to Cuba and elsewhere.

July 10: Decorate Your Personal Grocery/Market Bag with Andrea Williams using a variety of options. Make recycling pretty! All supplies will be provided.

August 14: Visit the herbal garden of William and Nancy Hall with taste and flair. Limit 30 people.

September 11: Jeff Cassels of G.B. Heron & Co. Goldsmiths will give you ideas on repurposing and redesigning inherited, broken and even new jewelry-a custom product.

October 16: Want to joy write? Retired writing teacher Elaine Wallingford will provide easy tips, practice and success.

November 13: Try out samples of appetizers and desserts with recipes for the holiday or any season from ladies of the church.

December 3,4,5: Join Pat Bean for Wreath and Bow making with live greens.

While at St. Philip's, visit the 1845 church, The Church Mouse and Lending Library. The Church Mouse is an opportunity shop, opened Saturdays, Mar.-Dec., 9-12. Church services Sunday at 10 AM

For a News Article

St. Philip's Episcopal Church



“...a country church committed to a spiritual journey...”

St. Philip's Episcopal Church in Quantico, Maryland presents

St. Philip's Episcopal Church

Guest Lecture Series

The St. Philip's Episcopal Church Guest Lecture Series is being offered to the public on Mondays, mid-month in Quantico, MD. All offerings are free and begin at 1 PM., rain or shine in the Parish Hall. All materials are provided. Registration is required (reply to 410-742-1837 or ewallingford2004@yahoo.com). All events will run approximately 1 hour to one hour and a half. Coffee and tea will be provided.

May 15: Watercolor a simple landscape. No talent is needed. No equipment is needed. Barbara Adkins is an award-winning artist and Director of Attic Artists. She has also been instrumental in the continued evolution of Salisbury Art Space.

She will be sure each participant will have fun and leave with a work of art, a guaranteed unique creation!

June 12: Professor Phillip G. LeBel, Ph.D. will present visuals and give travel tips with a special focus on Cuba. Professor LeBel speaks 9 languages and has traveled to more than 50 countries, taught at SU, Montclair State University, New York Institute of Technology, Queens College, Boston University, etc. He has also worked for the Educational Testing Service, UNESCO, U.S. Dept. of Labor, WHO, the U.S. Peace Corps and more. Plus, he has received many awards including the Fulbright Senior Teaching and Research Fellowship, Global Education Travel Awards, The Ford Foundation African Studies Fellowship, National Science Foundation Dissertation Research Award and many more. His publications abound!

July 10: Decorate a Personal Grocery/Market Bag with Andrea Williams using a variety of options. This will get you ahead of upcoming bans on plastic grocery bags. Help the environment and make recycling beautiful. All materials will be provided.

August 14: Visit and experience the organization, variety and elegance in the herbal garden of William (downtown attorney) and Nancy Hall (manager of The Church Mouse and retired dental hygienist). This will be an off-site visit to experience how herbs can flavor and color a meal. Tasting samples will be provided. Limit 30 people.

September 11: Jeff Cassels of G.B. Heron & Co. Goldsmiths will talk about how to revive your jewelry box. He will bring examples of how to redesign and repurpose jewelry (whole and part pieces) to customize, to create something entirely new or how to just save a piece of family history.

October 16: Want to joy write? Retired writing teacher Elaine Wallingford will provide tips, practice and success. You might even decide to create a pen name! Elaine is an award-winning teacher who has taught Advanced Placement English, Creative Writing and Journalism. She has a B.S. from Towson University and a

M.A. from Hood College. She has served as public relations liaison in the public and private sectors as well as serving on several boards of directors.

November 13: Try out samples of appetizers and desserts with recipes for any season. These choices will come from ladies of the church. Recipes will be easy to make and definitely be tried and true goodies.

December 3,4,5: Live Wreath and Bow Making with Pat Bean is just in time for your holiday door or table. Pat provided this offering last year and it was fully festive fun! Limit of 15 people per day. Pat and her assistants are the floral designers for St. Philip's.

The purpose of offering the Guest Lecture Series is to invite the public to visit and benefit from St. Philip's. St. Philip's was established in 1845 as a chapel of ease (for convenience of parishioners, a type of satellite church, attached to the major church in a parish), razed and rededicated in 1914. The church has many unique features. Features include a 17th century font, more than 35 stained glass windows depicting Biblical scenes and even the bounty of the shore (that includes a large, white chicken). Time-worn, wooden pews, varied activities and a welcoming congregation invite you to this Quantico treasure.

The Church Mouse, an opportunity shop on the grounds, will also be open. This little opportunity shop has items that are new and gently used. Items include toys, books, china, linens, jewelry, candles, vases, etc. The Church Mouse is always open Saturdays from 9-12, March-December.

The Lending Library is attached to The Church Mouse and opened the same day and time as the The Church Mouse.

Homemade baked goods are also available and support Ukraine.

Directions: Take Rt. 50 heading west. Turn left on Nanticoke Road, continue past Pecan Square (on left) , pass Centennial Village (on right), pass Pure Gas Station (on left), turn right on Catchpenny. At the stop sign, continue on, go over the small bridge. The St. Philip's sign is on the right. Drive down the lane. Parking is at the back of the church, to the side of the Parish Hall. For any questions, PR Liaison: Elaine Wallingford ewallingford2004@yahoo.com or 410-742-1837.

Chapter 26

Community Involvement

Community involvement is a part of outreach but with a little bit of difference.

The facilities of St. Philip's include two cemeteries, a parish hall, a rectory and grounds that are being reviewed for 'green team'. Each of these assets offers different gifts for different interests.

The parish hall is often used by individuals and groups. Attic Artists every Tuesday uses the parish hall as a studio. A church men's group also meets on Tuesdays. A local homeowner's association uses it for its annual meeting. Quantico villagers use it for town meetings, Christmas and birthday parties.

The cemeteries offer a final resting place and idyllic view with quite an historical perspective.

The grounds and church windows are part of the Wicomico County Tourism Plan. The 'Green Team' is thinking about a possible pollinator garden and much more.. The church, established in 1845 and razed in 1914, is also part of the Wicomico Preservation Trust.

All of these benefits help the community and the church to know one another through interaction.

In looking as formal use policies, St. Peter's Episcopal Church, in Salisbury, MD has on its website a very specific example for reference. .

Chapter 27

Committees

Committees and Sub-committees are established by the Vestry for a short term or long term (Standing Committee). *Robert's Rules of Order*, as declared in our Bylaws, gives the protocols for operating with Parliamentary Procedure. Standing Committees are usually Budget, By Laws, Finance, Cemetery and Policy. Committees are created as needs arise.

The Cemetery Committee was created in 2019 by the Vestry but has continued to create working tools to manage the needs of the two cemeteries (St. Philip's and Quantico). Since the Cemetery Committee is a Standing Committee, its work is ongoing. To give examples of its efforts, there are several items below. To begin, are guidelines from the Cemetery Committee as well as Vestry created goals the Cemetery Committee has accepted.

- . Also, below there is a letter to area funeral homes explaining burial, and an address list of funeral homes.

ST. PHILIP'S EPISCOPAL CHURCH

Guidelines, Rules and Regulations for St. Philip's Churchyard

Approved January 2020

Purpose:

These rules and regulations are hereby adopted as the rules and regulations governing St. Philip's Churchyard and Columbarium, Quantico, Maryland 21856, and all owners of interment rights, visitors, and contractors performing within the Cemetery shall be subject to said rules and regulations, amendments or alterations as shall be adopted from time to time. These rules and regulations are designed for protection of the owners of interment rights as a group. They are intended not to be restrictive, but rather to afford fair and equal treatment to all owners. Their enforcement will help protect the Cemetery and create and preserve its beauty.

- The term "vestry" shall mean the Vestry of St. Philip's, Diocese of Easton.
- The term "Cemetery" as used in these rules and regulations, is hereby defined to mean the Churchyard surrounding the Church and its Columbarium.
- The term "Cemetery Committee" is a permanent committee designated by the Vestry of St. Philip's Church.
- The term "Owner" shall mean the owner of rights of interment.
- The term "memorial" shall mean any marker or structure upon, or in, any lot or niche, placed thereupon or therein or partially therein for the purpose of identification or in memory of the interred.
- The term "contractor" as used in these rules and regulations shall mean any person, firm or corporation or anyone engaged in the placement, erection, or repairing any memorial, opening or closing any grave, crypt or niche in the Cemetery.

- “Interment” shall mean cremation, and inurnment, entombment or burial of remains of a deceased person.

Ownership:

- Interment rights shall be used for no purpose other than the burial of human dead.
- Active contributing members of St. Philip’s Episcopal Church, who are recorded in our Parish Register as a member may purchase grave sites with the understanding that the sites will be used by the purchaser and his/her family.
- Subject to Vestry approval, non-members may purchase grave sites with the understanding that the sites will be used by the purchaser and his/her immediate family. Prices for members and non-members are distinct and subject to change without notice.

Officiant:

- The Rector (or the designee) in charge of worship services of St. Philip’s at the time of the burial will approve all the burials in the Churchyard.
- Fees due the Rector and organist are responsibility of the decedent’s family and are paid to them directly with no involvement of the St. Philip’s Church.
- All funeral directors and families should work directly with the Rector or designee of the Rector on any burials in St. Philip’s cemeteries. No family may place remains in the cemetery without approval of the Vestry.

Supervision of Cemetery:

- The Vestry reserves the right to compel all persons coming into the Cemetery to obey the rules and regulations adopted by the Vestry. The rules and regulations may be changed without notice to any Owner by the Vestry. The Vestry will make every attempt to post any changes in the Parish Hall.

- The Vestry shall take reasonable precautions to protect owners and the property rights of owners, within the Cemetery, from loss or damage; but it specifically disclaims all responsibility for the loss or damage caused by elements, an act of God, common enemy, thieves, vandals, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, order of any civil or military authority, whether the damage be direct or collateral, or consequential, other than as herein provided.
- The right to enlarge, reduce, re-plat or change the boundaries or grading of the Cemetery, or a section or sections, from time to time, including the right to modify or change the locations of/or any part thereof, or remove or re-grade roads, drives and walks is hereby expressly reserved by the Vestry. The right to lay, maintain and operate, or alter or change pipelines or gutters for sprinkler systems, drainage, lakes, handicap access, etc. is also expressly reserved by the Vestry, as well as is the right to the Cemetery property, not sold to individual owners, for Cemetery purposes, including the interring and preparing of interment of dead human bodies, or for anything necessary, incidental or convenient thereto, a perpetual right of ingress and egress over lots for the purpose of passage to and from other lots.
- All grading, landscape work, and improvements of any kind, and all care of lots, trees, shrubs and herbage of any kind shall be approved by the Vestry.

Sale and Purchase of Interment Rights:

- The Vestry is not under any obligation to repurchase the interment rights nor to refund any parts of the consideration paid therefore by the owner; however, the Vestry may, upon request from the owner, redeem such rights at the original purchase price.

- The sale or transfer of any interment rights by an owner or purchaser shall not be binding upon the Vestry. If an owner no longer desires to have such rights of interment, he/ she must re-convey such interment rights back to the Vestry. The Vestry is not under any obligation to repurchase the interment rights nor to refund any part of the cost paid therefore by the owner. This procedure is required in order that the Cemetery may, at all times, have a complete and accurate record of all owners and purchasers.
- All interment rights are subject to all rules and regulations of the Cemetery that are now in full force and effect as well as ones the Vestry may hereafter enact.
- The subdivision of interment rights is not allowed without the consent of the Vestry in consultation with the Cemetery Committee and no one shall be buried in any lot not having an interest therein, except by written consent of all parties interested in such lot and the Vestry.
- All interments, disinterment and removals shall be made with the consent of the Vestry for which a charge will be made according to the schedule of fees of the funeral home.
- No enclosure of any kind, such as a fence, coping, hedge, or ditch, shall be permitted around any grave or lot. Grave mounds will not be allowed, and no lot shall be raised above the established grade.
- Interment rights can be purchased with the approval of the Vestry, and subject to the rules and regulations of the Vestry.
- No Interment rights can be sold, assigned, transferred, pledge or hypothecated without the written approval of the Vestry. If the owner dies intestate, the interment rights will descend to his or her heirs according to the laws of descent.
- Once a cemetery lot is selected, a signed receipt and consideration are exchanged, with a copy to remain with the Vestry records and the original will be sent to the purchaser.

- No conditional or partial transfer of interment rights and no sale of an undivided interest, except to a person or persons who is/are already part-owners will be recorded, as the Vestry cannot be responsible for the carrying out the intent of the grantor.
- The Vestry shall direct generally all improvements within the grounds and upon all lots and graves, before as well as after interments have been made therein. The Vestry shall have charge of the planting, sodding, surveying and improvements generally.
- If any memorial, or any structure what-so-ever, or any inscription shall be determined to be objectionable, the Vestry shall have the right to remove such tree, shrub or planting, or any part thereof, or otherwise correct the condition existing as in the judgement seems best.

Grave Sites, Vaults, and Stones

- No monument, headstone, footstone, or grave marker of any description is permitted to be erected without prior written approval of the Vestry. A member of the Vestry must be contacted and be present for site verification and proper placement of stones and bronzes.
- If footstones are desired, they will be placed so that it can be read from the “foot” of the site looking towards the “head”.
- All graves must have identification.
- The tops of all vaults must be at least twelve inches below the surface.
- If a headstone is desired, it will be placed and centered at the “head” of the site(s). The family or surname at least must be placed on all headstones. The stone must be approved by the Cemetery Committee, so it is within the guidelines of size.
- Mausoleums are not permitted in St. Philip’s Cemetery.

Funeral Regulations:

- All necessary arrangements for funeral service, interment or disinterment

- will be made by the funeral director and family with the approval of the Rector. Some funeral directors charge a fee to open grave site. Please speak to them about this fee.
- Individual graves within an owner's lot must be located and specified to the Vestry by the family or its representative. All graves are to be staked for opening by Vestry Representative, Cemetery Chairperson and funeral director
- Any person desiring to remove a body from the grave space must present a written permit signed by the owner of such grave space and all other State permits required. These documents shall remain on file in the Vestry records. All arrangements are the responsibility of the owner and/or family of the deceased.
- The burial of two bodies in one grave will not be permitted. Up to two cremains can be placed in 1 burial plot.
- All caskets or cremains must be interred in either a vault or other grave liner.
- All crypts, graves and niches may only be opened with approval of the Vestry

General Regulations:

- Artificial wreaths and/or artificial flowers are permitted on the graves subject to the approval of the Vestry and provided they are properly secured. Metal, plastic and concrete temporary flower containers are permitted in the Cemetery.
- Flowers or other decorations will be removed as soon as the flowers fade or wither and the right is reserved by the Cemetery Committee to make such removal.
- Bushes, trees, planted flowers, and shrubs will not be permitted on graves at any time.
- The Vestry and the Cemetery Chairperson and their agents have authority

to enter upon any lot and to remove any objectionable thing or erection that may have been placed there contrary to the regulations of the Cemetery, and they may remove any dead or damaged tree, shrub or vine.

- No benches or chairs shall be permitted to be brought into or placed upon the Cemetery grounds without permission of the Vestry.
- The Cemetery is open to visitors from sunrise to sunset. Children are allowed entrance only when accompanied by a parent or other adult who will be responsible for their conduct.
- Vehicles will only use designated driveways.
- Pets are allowed on a leash and are permitted in the Cemetery. Please ensure that any and all “messes” are cleaned up for others.

Upkeep and Care of Grave Sites:

- The Vestry is responsible for all maintenance of the Cemetery and Columbarium grounds. Gravestone maintenance is the responsibility of the family. If gravestones are deemed unsafe, the Vestry has the right to remove and or modify the stone to maintain a safe environment for visitors.
- After a burial has taken place, the Funeral Director involved is responsible for seeing that the site is cleared, the original sod replaced, and/ or new grass seed spread on the site and that the grounds remain relatively level for a reasonable period of time.
- After that period, the Church takes over the responsibility of upkeep and perpetual care of the ground of St. Philip’s Churchyard.

Modifications and Amendments:

The Vestry may, and it hereby expressly reserves the right, at any time or times,

with or without notice to owners, to adopt new rules and regulations and to amend, alter, and/or repeal any rules, regulation and/or article, section, paragraph and/or sentence in the rules and regulations.

Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The Vestry, therefore, reserves the right, without notice, to make exceptions, suspensions, or modifications in any of the rules and regulations when, in judgment, the same appear advisable and such temporary expectations, suspensions or modifications shall in no way be construed as affecting the general application of such.

Acceptance of Terms and Agreement:

I agree and understand the terms of the regulations of the St. Philips Churchyard understand that this document acts as my receipt and contract (deed) for the purchase of the plots at St. Philips. Plots are non-transferrable and non-refundable unless prior approval is cleared by the Vestry of St. Philips. This will ensure that records are current and appropriate correspondence can be received by you or your family member (s). If information is not provided and we cannot contact you, your plot may be forfeited and become available for purchase.

Name and Address of Purchaser (s):

Signature: _____ **Date:** _____

Name (Please Print): _____

Address: _____

City / State Zip: _____

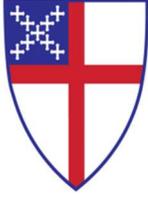
2019 Fee Structure for All Plots:

St. Philip's Church Members	\$500	Quantico Public Cemetery
Non-Members of the Church	\$2,000	Quantico Public Cemetery

Note: The Vestry of St. Philip's reserves the right to modify or reduce pricing at any time.

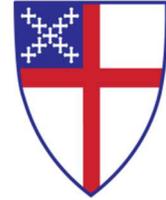
Fee to open grave site* \$600

*At time of interment the funeral director will collect an administration maintenance fee of \$600.00 and forward same to St. Philip's Cemetery Fund.



ST. PHILIP'S EPISCOPAL CHURCH

Quantico Parish
6457 Quantico Road
P.O. Box 92
Quantico, Maryland 21856-0092



"...a country church committed to a spiritual journey..."

To: The Cemetery Committee: Chairperson Phil Tilghman, members-Marvin Carter, Tom Dorman, Barbara McNaughton, Peggy Anne Mitchell

From: The Vestry

Date: October 29, 2019

RE: Suggested Goals for Cemetery Committee:

It was suggested at the last Vestry/Cemetery Committee meeting on September 26, 2019 that a list of proposed goals be created for the Cemetery Committee to consider. As a result, here they are

- Determine ownership of Quantico Public Cemetery
- Review of estimates for each cemetery with regard to stabilizing monuments and cleaning monuments. See letter given to cemetery companies offering estimates.
- Define perpetual care.
- Complete Bylaws for cemetery (ies?).
- Plot number listing with name and location.
- Alphabetized listing of those buried with name and location.
- Create a plan with cycle, phases and costs to stabilize and clean the monuments.
- Create a listing of names of survivors (with addresses for contact) of those buried.
- Create a letter to send to survivors requesting donations with needs clearly stated.

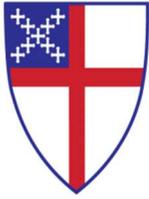
*Thus far 3 cemetery companies have had appointments with St. Philip's- Salisbury Monument (Kristen & Kenny offshoots) on Oct. 11; Holloway (David Thompson, Keith Downey) on Oct. 14, and Pocomoke (Dean Ennis) on Oct. 18. One more appointment is scheduled with "Rusty" offshoot of Holloways on Oct. 30 at 11 AM. Anyone can attend.

Phil asked me to call Parsonsburg Cemetery which is how I found Rusty.

Wicomico Monuments does not do cleaning and very unsure of the rest but will they call me back.

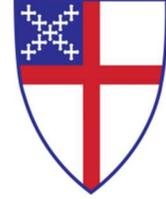
Thus far, no reports received.

Elaine Wallingford
Senior Warden



ST. PHILIP'S EPISCOPAL CHURCH

Quantico Parish
6457 Quantico Road
P.O. Box 92
Quantico, Maryland 21856-0092



"...a country church committed to a spiritual journey..."

Funeral Home Director

April 15, 2022

Dear Funeral Home Director:

In January of 2020, the Vestry of St. Philip's Episcopal Church and the Cemetery Committee approved revised Bylaws, now referred to as Guidelines, Rules and Regulations for our standards of operation. In an effort to update you on the revised standards, which include prices and processes for St. Philip's Episcopal Churchyard and the Quantico Cemetery, we have attached the enclosed information.

If you have any questions, please contact the Senior Warden, Phil Tilghman (at phil.tilghman@tilghmanoil.com or 410-251-7814), or the Rector/Priest-in-Charge, Fr. Ken Thom (at ksthom@gmail.com or 410-251-8651).

We would appreciate an acknowledgement of this letter sent to our post office box.

Sincerely,

The Vestry of St. Philip's Episcopal Church

Bishop-Hastings Funeral Home
19 S. Main Street
P. O. Box 267
Selbyville, DE 19975

Bounds Funeral Home
705 E. Main Street
Salisbury, MD 21804

Burbage Funeral Home
108 William Street
Berlin, MD 21811

Cranston Funeral Home
300 North Shipley Street
Seaford, DE 19973

Henry Funeral Home, P.A.
501 West Street
Cambridge, MD 21613

Hinman Funeral Home
11673 Somerset Avenue
Princess Anne, MD 21853

Holloway Funeral Home
501 Snow Hill Road
Salisbury, MD 21804

Jolley Memorial Chapel, P.A./
Hanson MA Funeral Home
Salisbury Location
1213 Jersey Road
Salisbury, MD 21801

Melson's Funeral Home
43 Thatcher Street
P.O. Box 100
Frankford, DE 19945

Newcomb & Collins Funeral
Home, P.A.
308 High Street
Cambridge, MD 21613

Salisbury Monument Company
438 Mill Street
Salisbury, MD 21801

Short Funeral Home
13 East Grove Street
Delmar, DE 19940

Bennie Smith Funeral Home
917 W. Isabella Street
Salisbury, MD 21801

Thomas Funeral Home, P.A.
700 Locust Street
Cambridge, MD 21613

Pocomoke Monument Co.
1601 Market Street
Pocomoke City, MD 21851

Lewis W. Watson Funeral Home
1618 West Road
Salisbury, MD 21801

Zeller Funeral Home
1212 Old Ocean City Road
Salisbury, MD 21804

Chapter 28

Archivist

The archivist or historian of a church maintains records, photos, letters, awards, diaries, rituals, events, programs, maps, plats, etc. that are important to the history of the church. This requires great organization skills to keep or discard, preserve, and record. It also demands knowledge and a desire to learn. The Episcopal Church has a special position to assist with this at www.episcopalchurch.org

Currently the person in that position is Corrinne Collett at 211-716-6000. The MBMCA also offers guidance on this matter.

Chapter 29

Emails

It is recommended that the Vestry become familiar with what the MBMCA states about the use of emails for Vestry business even though the Vestry has a stated policy.

Chapter 30

Website

St. Philip's website is managed by Vestry members and includes information on the church's purpose, service, staff, events and amenities. The MBMCA and Diocese of Easton offer assistance in the website's operation.

Addendum

At the end of this policy book is an addendum that includes copies of documents that will assist the Vestry in executing its responsibilities.

Addendum

Apportionment Forms, 2018, 2019, 2020, 2021

Articles of Incorporation

Audits by the Diocese of Easton for 2017, 2018(Listing of pre-audit materials, audit questions/answers, MD good standing status/resident agent info, 2 audit reports from Diocesan auditors, compliance with recommendations with outside bookkeeper hired-letter of engagement with TGM, questions, confirmation, required Vestry approval Dec. 6, 2019)

Balance Sheet-sample from 2023

Budget-sample from 2020

Bylaws(original from 1995, amended April of 2019 and January of 2023)

Parochial Reports for 2017, 2018 and 2020

**Reports for Senior Warden (agenda, annual & semi-annual),
Junior Warden, Treasurer, and Cleric**

St. Philip's Plat

**2018 Apportionment to the Diocese of Easton
Parish: St. Philip's Church, Quantico**

Apportionment Data for the Last Three Years

Year	Apportionment Amount	Commitment Amount	Commitment %	Amount Paid By Grace Period	Amount Paid July 31, 2017	Apportionment Percentage Paid	Commitment Percentage Paid
2015	\$5,350.00	\$5,350.00	100%	\$5,350.00	n/a	100%	100%
2016	\$6,407.00	\$6,407.04	100%	\$6,407.00	n/a	100%	100%
2017	\$6,760.00	\$6,760.00	100%	n/a	\$2,000.00	30%	30%

As of July 31, 2017, the YTD percentage for parish apportionments and giving should be 58%.

As of July 31, 2017, our records show your last payment towards your apportionment was recorded on May 25, 2017 in the amount of \$2,000.00. Please let us know if it does not match with your records.

Apportionment for 2018

The apportionment is based on a formula that was approved by Diocesan Convention in 2000. Each parish and mission is requested to contribute to the diocese a Base Asking of 11.5% of its income up to \$75,000. Larger congregations are asked to contribute an additional 12.5% of their income between \$75,001 and \$125,000. The largest churches are asked to contribute an additional 13.5% of their income over \$125,000. Income is the amount indicated as "Total Operating Revenues" (Line B) on page 3 of your 2016 Parochial Report. Your parochial report for 2016 indicated a "Total Operating Revenue" of \$50,552. Using the formula above, your Base Asking for 2018 will be \$5,813.40 per year or 484.45 per month.

Acceptance of Apportionment/Financial Commitment

We accept our full apportionment to the Diocese of Easton.

Circumstances prohibit us from paying the full apportionment. We will pledge \$ _____ Please attach and mail your letter of explanation to the Rt. Rev. Dr. Santosh Marray, % Art Kendall, Finance Administrator, 314 North Street, Easton, MD 21610.

Payment of the Financial Commitment

Financial Commitments are due in installments and are requested monthly. We pledge to give \$ 500 every month (if not monthly, what frequency? + Remaining balance last month.)

Vestry Approval

Dec 31⁴⁰

This Financial Commitment was approved at a duly convened meeting of the vestry on _____ and attested by: _____ (Date)

Position	Printed Name	Signature
Rector/Vicar/Priest-in-Charge	<u>Laura M Dorsey</u>	<u>Laura M Dorsey</u>
Sr. Warden	<u>Philip L. Tilghman</u>	<u>Philip L. Tilghman</u>
Treasurer	<u>James McNaughton</u>	<u>James McNaughton</u>
Jr. Warden	<u>Andrew Phillips</u>	<u>Andrew Phillips</u>

Return this form to Art Kendall, Diocese of Easton, 314 North Street, Easton, MD 21601-3684.

Preliminary Financial Commitments are due in the Diocesan Finance office by October 20, 2017. **If you cannot meet this date, please advise Art via email at art@dioceseofeaston.org and give him your best estimate.** Please remember that all Vestry approvals and submission of your acceptance must be completed by December 31, 2017 so schedule your meetings accordingly.

If, during the year the congregation is unable to make its full Financial Commitment please report that information to the Chair of the Finance Department, Mrs. Debra Dragone via email at dragoned@udel.edu.

**2019 Apportionment to the Diocese of Easton
Parish: St. Philip's Church, Quantico**

Section A – Historical Data To Date For the Last Three Years

Year	Apportionment Amount	Commitment Amount	%	Amount Paid By Grace Period	Amount Paid July 31, 2018	Apportionment Percentage Paid	Commitment Percentage Paid
2016	\$6,407.00	\$6,407.04	100%	\$6,407.00	n/a	100%	100%
2017	\$6,760.00	\$6,760.00	100%	\$6,760.00	n/a	100%	100%
2018	\$5,813.40	\$5,813.40	100%	n/a	\$0	0%	0%

As of July 31, 2018, the YTD percentage for parish apportionments and giving should be 58%.
As of July 31, 2018, our records show you have not made any of your monthly payments.

Section B – Apportionment for 2019

The apportionment is based on a formula that was approved by Diocesan Convention in 2000. Each parish and mission is requested to contribute to the diocese a Base Asking of 11.5% of its income up to \$75,000. Larger congregations are asked to contribute an additional 12.5% of their income between \$75,001 and \$125,000. The largest churches are asked to contribute an additional 13.5% of their income over \$125,000. Income is the amount indicated as "Total Operating Revenues" (Line B) on page 3 of your 2017 Parochial Report and indicated a "Total Operating Revenue" of \$61,914. Using the formula above, your Base Asking for 2019 will be \$7,120.08 per year or \$593.34 per month.

Section C – Acceptance of Apportionment/Financial Commitment

Please mark one of the following two options:

- We accept our full apportionment to the Diocese of Easton. *see attached letter.*
- Circumstances prohibit us from paying the full apportionment. We will pledge \$ _____ Commitments less than 100%—must have a letter of explanation to the Bishop. Please submit it with this form.

Section D – Payment of the Financial Commitment

Financial Commitments are due in installments and are requested monthly. We pledge to give \$ 593.34 every month (if not monthly, what frequency? month) beginning on November 30, 2019.

Section E – Vestry Approval

This Financial Commitment was approved at a duly convened meeting of the vestry on Oct 14, 2019 and attested by: (Date)

Position	Printed Name	Signature
Rector/Vicar/Priest-in-Charge	<u>Laura M. Dorsey</u>	<u>Laura M. Dorsey</u>
Sr. Warden	<u>Stacie T. Wellenford</u>	<u>Stacie T. Wellenford</u>
Treasurer	<u>David L. King</u>	<u>David L. King</u>
Jr. Warden	<u>David L. King</u>	<u>David L. King</u>

Please complete sections B, C, D and E and return this form to Art Kendall, Diocese of Easton, 314 North Street, Easton, MD 21601-3684.

Preliminary Financial Commitments are due in the Diocesan Finance office by October 19, 2018. **If you cannot meet this date, please advise Art via email at art@dioceseofeaston.org and give him your best estimate.** Please remember that all Vestry approvals and submission of your acceptance must be completed by December 31, 2018 so schedule your meetings accordingly.

If, during the year the congregation is unable to make its full Financial Commitment please report that information to the Chair of the Finance Department, Mr. Myron Richardson via email at richarmf@yahoo.com.



The Diocese of Easton

The Episcopal Church in Eastern Maryland

The Right Rev. Santosh K. Marray, D. Min., D.D.
XI Bishop

September 10, 2019

My beloved in Christ,

Greetings in our Savior's name!

As baptized followers of Jesus working to fulfill the divine commission to, "go out into all the world and make disciples", we live into this command as individuals, as a corporate community of faithful believers and by our membership in the wider church community. We serve God's mission through our initiatives in promoting and sustaining the work of faith formation in the lives of God's faithful. This focus includes our common obligation to respond in a loving, caring and just way to the needs of our neighbors and the world beyond the Eastern Shore of Maryland.

The Episcopal Church, and the worldwide Anglican Communion, were founded on the ecclesiological premise of shared ministry, meaning that the community of faith collaborates in the spirit of unity. We have a shared responsibility, and common relationships in our working together for the advancement of God kingdom. The Diocese of Easton, and its churches scattered across the eastern shore of Maryland, embody the teaching of the Holy Trinity. In its simplest form our ministry is about serving God through collective and collegial partnerships for the good of humanity.

The crucial responsibility of the Diocese of Easton is the advancement of a diocesan-wide life. This responsibility includes: the support of a central office, including the office of the bishop; the support of the numerous diocesan-wide ministries; leadership formation initiatives; connection to and interaction with the wider Episcopal Church and larger Anglican Communion. This I might add is the reason every episcopal diocese in the global Anglican Communion is organized as an ecclesiological and juridical entity. It is also the rationale behind every parish being a viable, legal, juridical and missional body in the community of faith. In its simplest explanation, the Diocese of Easton gets its identity from the Episcopal Church and consequently each parish gets its identity from the Diocese of Easton and its bishop in council.

As your bishop and God's servant, I am touched by the generosity of everyone in the diocese. I continue to celebrate and give thanks for serving as your bishop - "the best job in the world." Living and walking with you, the most devout followers and disciples of Jesus, is a remarkable gift of unspeakable joy.

I am writing to you as we begin to develop our plan for mission and ministry together in the Diocese of Easton for the upcoming year. Our corporate ministry is made possible by the apportionment giving of all our parishes. And I, as your bishop, and all whom we serve in the name of Christ, are very grateful.

314 North Street • Easton, MD 21601-3684
PHONE 410-822-1919 • bishop@dioceseofeaston.org

As you know the Diocese of Easton isn't simply the Office of the Bishop at Bray House. Our diocese is made of all the churches and people in the Episcopal family in this part of God's world. We are one community who, by our stewardship of time, talent and treasure, enables the ministry of the Body of Christ at local, diocesan, and national levels. The Office of the Bishop serves the interest and ministry of the diocese as well as the wider mission of God.

The Bishop's Address, delivered to Diocesan Convention 2019, outlined a vision for the diocese entitled "Parousia: God's Vision for God's Church on the Eastern Shore of Maryland." It is a vision that invites our churches to engage God's work in a focused, intentional and organized way. Five of the ten Parousia statements are related to governance matters with a limited, focused time frame. The other five Parousia statements are ministry and missional initiatives that follow the direction and programs of the wider Episcopal Church.

"Parousia" elaborates on the Ten Diocesan Discernment Resolutions approved by the 147th Diocesan Convention, special and regular (July 2014 and February 2015). It provides a forum for the extensive, dedicated and diligent work begun by the diocese under the astute and wise leadership of The Right Rev. Henry N. Parsley, Provisional Bishop. At that time, clergy and delegates representing every parish in the diocese covenanted together to financially support the Office of the Bishop by paying their full apportionments. The 2020 budget isn't intended to support the vision outlined in Parousia for this triennium (2019-2021).

Apportionments are calculated from the Annual Parochial Report submitted by every parish to the Episcopal Church Center. The percentage of giving to support diocesan ministry and mission was set by the One Hundred and Thirty-second Annual Convention (Resolution No. 1). Consequently, parochial giving is an opportunity for all our parishes to express their gratitude for God's blessings. We, as parishes, offer a faithful share of our financial resources for the ministry of the Church on the Eastern Shore. In the same expression of gratitude, the Diocese of Easton also makes an apportionment offering to the wider Episcopal Church. This means that 13% of your giving goes for the ministry of the wider Episcopal Church and the remaining 87% is used for the ministry of the diocese.

In 2019, by God's grace, the diocese engaged in and will continue to be engaged in innovative ministry: 150th Anniversary Celebrations and Presiding Bishop's Visit; Evangelism Conference with two follow-up sessions; Youth Mission trips to Peru and Vermont; Diaconal Formation Program, and Missioner visits to parishes among other important initiatives. When we give beyond ourselves, we are partaking in the generosity of Christ who gave himself for us. Together we can do extraordinary things for God and for our neighbors.

Since my arrival in 2016, we have dramatically increased our budget expenses in the areas of missions and programs by \$99,000. Of that amount, over \$43,000 was for our youth mission work. This has been supported by an increased staff consisting primarily of part-time individuals. In order to support the increased mission work, there has been an increase in the staff expenses of \$157,000 over the 2016 budget, with some of the additional funds being used to support the work being done, not just salaries and benefits. I am amazed at the work accomplished by this small group of dedicated employees, and I thank God for their presence among us. Due to moving from a part-time Provisional Bishop to a full-time Diocesan Bishop, those expenses have also increased by \$45,000.

In the 2020 budget, we expect to be supporting: a class of postulants in the second year of their diaconal formation program; two seminarians, one who began her education this fall and the other who is expected to begin her education in the Fall of 2020. In addition to these future leaders, we will also be supporting the following diocesan-wide programs: the Wardens, Treasurers & New Vestry Members Conferences; the Annual Clergy Conference (with the addition of diaconal postulants); a Youth Summit; Discipleship and Evangelism training including the hosting of a mission summit entitled 'Welcome, Invite & Connect' (scheduled for the Fall of 2020) led by the Beecken Center, University of the South School of Theology, Sewanee; a Prayer Conference; Lay Leadership Workshops and a Center for Creative Ministry (a laboratory for developing and testing new ministry initiatives for youth, music, worship, church planting etc.). Our diocesan staff, along with talented lay leaders across the diocese, are involved in organizing and pioneering the various initiatives highlighted for the 2020 calendar year.

My beloved, I humbly implore you to be generous in your commitment to our common life and ministry this year. We are very conservative in our approach to diocesan administration. I ask that you prayerfully and faithfully meet 100% of your apportionment for our mission and ministry together in 2020. As St. Paul wrote to the Corinthians, "he who sows sparingly will also reap sparingly, and he who sows bountifully will also reap bountifully..." We read in Acts 11:29 of the commitment of the early church to support the ministry of believers in Judea, including the church in Jerusalem, the unofficial center of the early church. Scholars have viewed this text as an early biblical development in the context of an organized church family. We see the wider church supporting the vital mission and ministry of the church administrative entity. May we strive to emulate their example.

You will find on the enclosed sheet the apportionment formula that our convention adopted several years ago. You will also find there a summary of your parish apportionment giving since 2016 and your apportionment amount for 2019, based on your 2017 income.

Please distribute this letter and the summary sheet to your vestry and other key stewardship and financial leaders, so that all are well-informed.

Together in Christ's service,



The Right Reverend Santosh K. Marray



The Diocese of Easton

The Episcopal Church in Eastern Maryland

September 9, 2019

Dear Leaders in our Diocesan family,

As we continue working with our ACS database in Bray House, we are now ready to begin adding and updating information about parish leaders. The gathering of this information will enable us to more quickly and easily reach the various dedicated members and leaders of our diocese. This will also allow us to more efficiently make connections between the leaders of our parishes.

We are asking you to complete the attached form and to return it with your apportionment acceptance letter. You will also be able to find a fillable and printable version of this form on our diocesan website under the 'For Congregations' section in Resources tab. <https://drive.google.com/file/d/17LrlyomQn12kpCqGgSGKiNs4UM1poX3c/view> If you choose to complete the form digitally, please feel free to email it to me: patrick@dioceseofeaston.org

Thank you in advance for your assistance in helping our Diocesan Mission Staff become more efficient in our efforts to support our congregations.

Peace,

The Rev. Canon Patrick A. Collins

Notes and Reminders for the attached form:

The Apportionment Data for the Last Three Years

These historical figures show the amounts received and booked by the diocese and may not match your records exactly, especially the 2019 data. We provide them to make sure your records and ours match. We usually record checks once each week. If your most recent check has not been recorded, call Sherry or Art to verify receipt.

Acceptance of Apportionment/Financial Commitment

Please mark line 1 or 2. If line 2 is marked, please enter the total amount your church is committing.

Payment of the Financial Commitment

We will be setting up an individualized payment schedule for each church in our books. We request a monthly payment on the first of each month but will accommodate something different. Please fill in the periodic amount you will be sending each period and the date (month/day/year) of the first expected payment. If the day is not entered, it will be the first day of each period.

Vestry Approval

Please enter the date of the approval as found in your vestry minutes. Have all the officers attach their signatures to this document.

Return Date

If you cannot commit to the apportionment by October 18, 2019, please provide an estimate of your apportionment and the date you will provide a firm commitment.

Thank you for your help.

**2020 Apportionment to the Diocese of Easton
Parish: St. Philip's Church, Quantico**

Apportionment Data for the Last Three Years

Year	Apportionment	Commitment		Amount Paid	Amount Paid	Apportionment	Commitment
	Amount	Amount	%	By Grace Period	July 31, 2019	Percentage Paid	Percentage Paid
2017	\$6,760.00	\$6,760.00	100%	\$6,760.00	n/a	100%	100%
2018	\$5,813.40	\$5,813.40	100%	\$5,813.40	n/a	100%	100%
2019	\$7,120.08	\$7,120.08	100%	n/a	\$4,153.38	58%	58%

As of July 31, 2019, the YTD percentage for parish apportionments and giving should be 58%.
As of July 31, 2019, our records show your last payment towards your apportionment was recorded on July 31, 2019 in the amount of \$593.34. Please let us know if it does not match with your records.

Apportionment for 2020

The apportionment is based on a formula that was approved by Diocesan Convention in 2000. Each parish and mission is requested to contribute to the diocese a Base Asking of 11.5% of its income up to \$75,000. Larger congregations are asked to contribute an additional 12.5% of their income between \$75,001 and \$125,000. The largest churches are asked to contribute an additional 13.5% of their income over \$125,000. Income is the amount indicated as "Total Operating Revenues" (Line B) on page 3 of your 2018 Parochial Report and indicated a "Total Operating Revenue" of \$70,446. Using the formula above, your Base Asking for 2020 will be \$8,101.20 per year or \$675.10 per month.

Acceptance of Apportionment/Financial Commitment

Please mark one of the following two options:

- We accept our full apportionment to the Diocese of Easton.
- Circumstances prohibit us from paying the full apportionment. We will pledge \$ _____ Please **attach and mail your letter of explanation to the Rt. Rev. Dr. Santosh Marray, % Art Kendall, Finance Administrator, 314 North Street, Easton, MD 21610.**

Payment of the Financial Commitment

Financial Commitments are due in installments and are requested monthly. We pledge to give \$ _____ every month (if not monthly, what frequency? _____) beginning on _____.

Vestry Approval

This Financial Commitment was approved at a duly convened meeting of the vestry on _____ and attested by: _____
(Date)

<u>Position</u>	<u>Printed Name</u>	<u>Signature</u>
Rector/Vicar/Priest-in-Charge	_____	_____
Sr. Warden	_____	_____
Treasurer	_____	_____
Jr. Warden	_____	_____

Return this form to Art Kendall, Diocese of Easton, 314 North Street, Easton, MD 21601-3684.

Preliminary Financial Commitments are due in the Diocesan Finance office by October 18, 2019. **If you cannot meet this date, please advise Art via email at art@dioceseofeaston.org and give him your best estimate.** Please remember that all Vestry approvals and submission of your acceptance must be completed by December 31, 2019 so schedule your meetings accordingly.

If, during the year the congregation is unable to make its full Financial Commitment please report that information to the Chair of the Finance Department, Mr. Myron Richardson via email at richarmf@yahoo.com.

**2021 Apportionment to the Diocese of Easton
Parish: St. Philip's Church, Quantico**

Apportionment Data for 2020

Your current asking was \$8,101.20 based on income of \$70,446 and your commitment towards that was \$8,101.20.

Apportionment for 2021

The apportionment is based on a formula that was approved by Diocesan Convention in 2000 based on the income amount indicated as "Total Operating Revenues" (Line B) on page 3 of your last Parochial Report. Each parish or mission is requested to contribute to the diocese an Asking of 11.5% on income up to \$75,000, plus 12.5% of income between \$75,001 and \$125,000 and 13.5% of income over \$125,000 as reported on the last Parochial Report. The Diocesan Council may then apply a factor to this amount between 0.50% to 1.10%. Your 2019 Parochial Report indicated a "Total Operating Revenue" of \$59,747.00. Using the formula above with no factor, your normal Asking for 2021 would be \$6,870.84.

For the 2021 year only, the Diocesan Council has applied a factor of 0.90 to the calculation above, thereby reducing the apportionment amount by 10%. With the factor applied, your Asking will be \$687.12 lower than normal and your 2021 Asking will be \$6,183.72 per year or \$515.31 per month.

Acceptance of 2021 Apportionment/Financial Commitment

Please mark one of the following two options with your anticipated payment installment schedule:

1. We accept our full apportionment to the Diocese of Easton and will pay \$ _____ per _____.
(amount) (month or otherwise)

2. Circumstances prohibit us from paying the full apportionment. We will pledge \$ _____ and will pay \$ _____ per _____. The Bishop expects a letter of explanation if your parish cannot pay the full apportionment. Please attach and mail your letter to the Rt. Rev. Dr. Santosh Marray, % Art Kendall, Finance Administrator, 314 North Street, Easton, MD 21610.

Vestry Approval

This Financial Commitment was approved at a duly convened meeting of the vestry on _____ and attested by:
(Date)

<u>Position</u>	<u>Printed Name</u>	<u>Signature</u>
Rector/Vicar/Priest-in-Charge	_____	_____
Sr. Warden	_____	_____
Treasurer	_____	_____
Jr. Warden	_____	_____

-
-
- Have you marked line 1 or 2 with your payment schedule?
If you marked line 2, have you attached your letter of explanation?
Have you written in the vestry approval date?

Return this form to Art Kendall, Diocese of Easton, 314 North Street, Easton, MD 21601-3684.

Preliminary Financial Commitments are due in the Diocesan Finance office by October 16, 2020. **If you cannot meet this date, please advise Art via email at art@dioceseofeaston.org with your best estimate.** Please remember that all Vestry approvals and submission of your acceptance must be completed by December 31, 2019 so schedule your meetings accordingly.

If, during the year the congregation is unable to make its full Financial Commitment please report that information to the Chair of the Finance Department, Mr. Myron Richardson via email at richarmf@yahoo.com.

00199

LIBER 30 PAGE 215
CERTIFICATE OF INCORPORATION

11/10/77

OF A
NEW PARISH KNOWN AS
VESTRY OF QUANTICO PARISH
A RELIGIOUS CORPORATION ORGANIZED UNDER
THE VESTRY ACT AFFECTING THE
DIOCESE OF EASTON

We, the undersigned vestrymen of Vestry of Quantico Parish,
a religious corporation, do hereby certify as follows:

1. The name of the corporation is

VESTRY OF QUANTICO PARISH

2. The corporation was formed on November 14, 1977, pur-
suant to Section 309 of Article 23 of the Annotated Code of
Maryland (1973 Edition) and the subsequent amendments thereto.

3. The name and residence of the vestrymen in office on the
last date above mentioned are:

1. Carole W. Kelley, Pemberton Drive, Salisbury, Md. 21801.
2. Linda B. Franklin, Riverview Farm, Quantico, Md. 21856.
3. Philip L. Tilghman, Pemberton Drive, Salisbury, Md. 21801.
4. John L. Overton, Quantico, Maryland 21856.
5. Audrey Acworth, Quantico, Maryland 21856.
6. Lee A. Gordy, Hebron, Maryland 21830.
7. Samuel Q. Johnson, III, Upper Ferry Rd., Salisbury, Md. 21801.
8. Thomas L. Lilly, Box 910, Salisbury, Maryland 21801.

4. The principal church of the corporation is situated in
Quantico, Wicomico County, Maryland.

5. The resident agent of the corporation is John W. T.
Webb, 115 Broad Street, Salisbury, Maryland 21801.

✓

6. The corporation is subject to the provisions of Sections 298 through 312 of Article 23. This certificate has been duly authorized to be filed pursuant to Section 309(h) of Article 23.

VESTRY OF QUANTICO PARISH

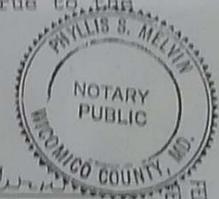
By:

Carole W. Kelly
Linda B. Franklin
Philip L. Blighman
John L. Denton
Andrew [unclear]
John I. [unclear]
Samuel D. Johnson III

STATE OF MARYLAND, COUNTY OF WICOMICO, TO WIT:

I HEREBY CERTIFY that on this 15th day of November, 1977, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared the above individuals, each and every one of them, and made oath in due form of law that the facts set forth in the foregoing are true to the best of their knowledge.

AS WITNESS my hand and Notarial Seal.



Phyllis S. Melvin
Notary Public

My Commission Expires:

7-1-78

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FEB 17 1978 B E27807
*****31

State Department
of
Assessments and Taxation
RECEIVED

83 077 11-21-77

\$	BONUS TAX
10	RECORDING FEE
	CERTIFICATE COPY
\$ 10	TOTAL CASH <input type="checkbox"/>
	TOTAL CHECK <input checked="" type="checkbox"/>

MS

*Approved A. Kelly, Jr.
115 Bond St.
Salem, Mass. 01801*

Pre-Audit Materials

In preparation of meeting with the auditor(s), the following items are suggested to have available and/or prepared.

1. Policies and Procedures of the Church
2. Parochial Report for the year being audited and the previous year.
3. Annual Reports
4. Periodic and yearend financial reports
 - 4a Revenue and Expense Report for the current year being audited and the previous year
 - 4b Balance Sheet Report for the year being Audited
5. Minutes of all meetings of the Vestry, Finance Committee, Investment Committee, or Standing Committee
6. Investment policy statements in force during the audit year
7. Budget for year being audited
8. Insurance Records
9. Insurance Policies

10. Bylaws
11. Articles of Incorporation
12. Current space use agreements (and their insurance certificates)
13. **Safe Church certificates: none**
14. Bank statements and reconciliations
15. Checking or savings checkbooks, passbooks, etc.
16. List of all cash accounts with balances and authorized signers
17. Sample of all authorized signer's signatures
18. Contribution acknowledgements of donations in excess of \$250
19. Voided checks
20. Statements on any mortgages, loans or credit cards
21. Current w-4 forms for each employee
22. Tax return filings for Federal and State
23. Copy of previous Audit Committee Findings and Recommendations and Vestry's subsequent actions

**DIOCESE OF EASTON
ALTERNATIVE AUDIT PROCEDURE**

For use only by congregations of the Diocese of Easton with Normal Operating Income of \$250,000 or less

Audit for the period of January 1, 20__ to December 31, 20__

City: <u>Quantico</u>	Church Name: <u>St. Philip's</u>	Parish Name: <u>Quantico</u>
Rector/Vicar: <u>Rev. Laura M. Dorsey</u>	<u>410 4307922</u>	<u>L.M.dorsey@Comcast.net</u>
Senior Warden: <u>Phil Tilghman</u>	<u>410-251-7814</u>	<u>ph.tilghman@tilghmanoil.com</u>
Junior Warden: <u>Andrew Phillips</u>	<u>410-430 0862</u>	<u>andrew-phillips@hotmail.com</u>
Treasurer: <u>James McNaughton</u>	<u>443-235-6539</u>	<u>McNaughton@alpharma.com</u>

The Audit Committee consists of the following members:

Audit Committee Member	<u>NONE</u>		
Audit Committee Member			
Audit Committee Member			
Audit Committee Member			

If you are unable to answer yes to any question below, please explain why in the comments section.

GENERAL REVIEW

- | | | |
|--|--------------|---------------------|
| 1 Is audit report for previous year available? | Yes ___ | See notes <u>NO</u> |
| 2 Have recommendations included in previous years' audits been implemented? | Yes ___ | See notes <u>NO</u> |
| 3 Does the parish have written policies & procedures? | Yes ___ | See notes <u>NO</u> |
| 4 Are Vestry minutes for the year complete? | Yes ___ | See notes <u>✓</u> |
| 5 If a Finance or Investment Committee is authorized to expend or invest funds, are the minutes of such committee meetings complete? | Yes <u>✓</u> | See notes ___ |
| 6 Review the minutes of the Vestry and such Finance/Investment Committees: | | |
| a. Was Parish budget approved by the Vestry? | Yes <u>✓</u> | See notes ___ |
| b. Was the housing allowance voted prior to being paid? | Yes <u>✓</u> | See notes ___ |
| c. Were large or unbudgeted expenditures approved? | Yes <u>✓</u> | See notes ___ |
| 7 Are monthly financial reports to the Vestry complete? | Yes ___ | See notes ___ |
| 8 Is balance sheet information prepared at least annually for the Vestry and congregation? | Yes <u>✓</u> | See notes ___ |

- 9 Did you examine a copy of the financial report to the Annual Meeting? Yes See notes
- 10 Was the parochial report filed timely? (March 1 is the canonical due date) *Late* Yes See notes
- 11 Are insurance records and property records complete? Are coverages adequate? Yes See notes
- 12 Have you seen the Articles of Incorporation and the By-laws? Yes See notes NO
- 13 Are the Articles of Incorporation current with the State of Maryland? Yes See notes NO
- 14 Is there a current space use agreement and insurance certificate on file for all organizations regularly using the church property/facility? Yes See notes NO
- 15 Have staff and volunteers attended safe church as required? Yes See notes NO

CASH BALANCES, INVESTMENTS & INCOME

- 16 Have you checked to see that all operating cash accounts (including all passbook savings accounts) have been reconciled regularly throughout the year? Yes See notes
- 17 Were large or unusual receipts noted? Could you trace to recorded receipts? Yes See notes
- 18 Review all organization cash accounts (ECW, Guilds, Discretionary Funds, etc.)
 - a. Have they been reconciled regularly? Yes See notes
 - b. Organization accounts may not be used for general parish purposes (e.g., to receive flower donations or pay altar expenses). Are the organization accounts free of activity that should have been in the operating fund? If there was operating fund activity in these accounts, was it included in the parochial report? Yes See notes
 - c. Were you able to examine all accounts that exist? Yes See notes
- 19 For all bank accounts, does someone complete the bank account reconciliations other than the person who participates in the receipt or disbursement of cash? Yes See notes
- 20 Examine year-end statements of any invested funds. Are all investments properly recorded on the books? *NOT AVAILABLE* Yes See notes
- 21 Were any restricted gifts received during the year? Yes See notes
- 22 Has the congregation respected donor restrictions on all current and past gifts? Yes See notes
- 23 Review procedures and control of plate collections, other cash receipts and deposits. Do these systems provide adequate controls? Yes See notes
- 24 Are contribution statements sent out annually? Yes See notes
- 25 Do acknowledgements of contributions in excess of \$250 include a statement that any goods or services provided consist solely of intangible religious benefits or modified as needed? Yes See notes
- 26 Are all bank accounts fully insured by FDIC insurance? Yes See notes
- 27 Was the church's tax ID number used on all accounts (including Discretionary Funds)? Yes See notes
- 28 If the church has adopted one, has the vestry reviewed the investment policy statement in the last three years? Yes See notes NO

CASH DISBURSEMENTS

- 29 Did you receive a list of authorized signatories for each account? Yes See notes
- 30 Examine a selection of disbursements.
 - a. Are there invoices (not statements) for disbursements? Yes See notes
 - b. Are there authorizations for disbursements? Yes See notes
 - c. Do checks have the specified number of authorized signatures? Yes See notes
 - d. Was a sampling done? Yes See notes
- 31 Is the accounting system used adequate and properly maintained? Yes See notes
- 32 Have all checks been accounted for including voided checks? Yes See notes
- 33 Does the parish have petty cash accounts? Are they handled as imprest (a fund used by a business for small items of expenditure and restored to a fixed amount periodically) accounts? Are they reconciled monthly or quarterly? Are expenses charged to budgeted expense categories? Are vouchers and receipts kept for verification of expenses? Yes See notes

Missing or unaccountable

LIABILITIES

- 34 Are clergy and lay pension payments calculated correctly and up to date? Yes See notes
- 35 Are clergy pension payments equal to 18% of salary and housing? Yes See notes
- 36 Are lay pension payments being made for all employees that work more than 1000 hours a year? Yes See notes
- 37 Are diocesan assessment givings current? Yes See notes
- 38 Are utility and insurance payments current? Yes See notes
- 39 Are any mortgage or other loan payments current? Yes N/A See notes

DISCRETIONARY FUNDS

- 40 Is the account in the name of the church? Yes See notes
- 41 Is the discretionary account free of operating fund activity, or if there was operating fund activity in the account, was it included in the parochial report? Yes See notes
- 42 If the account was used for personal expenses which the IRS would consider taxable, were these amounts included in the priest's W-2? Yes See notes
- 43 Church discretionary funds are to be audited with the annual audit. Are they? Yes See notes

PAYROLL

- 44 Are workers properly classified as either employees or independent contractors? Is a current, signed Form W-4 on hand for each employee? Yes See notes
- 45 Are 1099s issued to independent contractors who made more than \$600? Yes See notes
- 46 Do payroll records indicate that filing requirements were met and that withheld taxes & all employer taxes were properly calculated and remitted? Yes See notes
- 47 Do the salaries authorized in the budget match the amounts actually paid? Was all compensation reported on the W-2? Yes See notes
- 48 Was wedding or memorial income paid through the parish for clergy or lay staff reported as taxable income? Yes See notes

PAROCHIAL REPORT

- 49 Compare the annual report to the parochial report. Are all amounts entered on the parochial report in accordance with the parochial report instructions? Yes See notes
- 50 If not, has a revised parochial report been prepared and submitted? Yes N/A See notes

LITIGATION

- 51 Is there any current or threatened litigation involving the congregation? Yes NO See notes

LISTING OF CASH ACCOUNTS, INVESTMENT ACCOUNTS, LOANS AND OBLIGATIONS

Church: St. Philip's City: Quantico Audited Year: 2017
 Submitted by: Dave King Date: 3/30/18 Page 1 of 1

Bank Accounts
 List all accounts of the church, committees, discretionary funds, and associated organizations

Institution & Branch	Account No.	Type of Account	Purpose	Beginning Balance	Ending Balance
Hebnow Saving	10062401	Checking	General account	1,590.37	3,288.39

Securities (single issue holdings)

Type	Invested with:	Interest / Dividend / Income this year	Original Cost	Market Value
Bonds	U.S. Treasury	0	2,000	2,000

Investment and Endowment Funds

Name of Fund	Date of Origin	Use Limitations	Income this Year	Market Value
Easton Episcopal Fund (3001)	unk	NONE	3,965.40	112,625.25
Easton Episcopal Fund (3005)	unk	NONE	0	35,982.75
Noddyson Fund/Trust/PNC	1968	Irrevocable trust	1,279.93	unk.
Community Foundation of Eastern Shore	10/14			28,644.67

Loans and Other Obligations

Creditor	Date of Origin	Original Balance	Interest Rate	Monthly Payment	Current Balance	Purpose
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NONE

Memo: To the Vicar and Vestry of St. Philips
From: Charlie Bohn and Myron Richardson
Re: 2017 Audit
Date: June 10, 2018

REQUIREMENTS AND SCOPE

At the request of Elaine Wallingford, St Philip's Senior Warden, we conducted an audit of the financial procedures of St. Philip's as of 12/31/2017. As a guide for our review, we used The Episcopal Church Manual of Business Methods in Church Affairs (last updated April, 2012). As you know, annual audits are required by the Canons of the Church for all Parishes, Missions and other institutions. While neither of the us is a CPA, we have over 60 years of combined experience in Financial, Auditing and Accounting matters. Charlie Bohn is the Treasurer of the Diocese and Myron Richardson is head of the Diocesan Finance Committee.

The scope of our audit included:

- (A) Sufficient detailed review of transactions to assure compliance with Church guidelines and adequate control of the congregation assets. We also reviewed payroll procedures for compliance with applicable State and Federal law
- (B) Verification of Financial Statements in the form approved by the Episcopal Church, including checking and cash accounts for Church operating expenses, for Affiliated Church groups and for Church endowment and restricted accounts.
- (C) Review of existing policies and procedures.

FINDINGS

St. Philip's recently has been in some financial confusion. Ms Wallingford and the current incumbent Treasurer, Dave King, are moving to organize the books and procedures to be in accordance with the Financial Management Requirements of the Episcopal Church and the Diocese of Easton.

We found significant shortcomings in the procedures in the 2017 audit. We are including the Diocese of Easton Alternative Audit Procedure form which should provide some insight as to the confusion in the financial management.

We would strongly recommend a follow up audit/review within the next six months to confirm the new team has implemented sound business practices.

OF IMMEDIATE CONCERN:

Payroll - records are incomplete and it is impossible to determine if the payroll is correct as approved by the Vestry. Most important, we found the Church has not been withholding payroll taxes from its employees (the priest, organist and sexton) and the Church has not reported those wages to the appropriate taxing authorities and does not prepare W2's for the employee's. The failure to withhold taxes puts the Church in legal jeopardy.

Other Findings of Note:

Bank Accounts - At the time of our meeting there was considerable confusion as to the accounts of the Church. The main operating account is at Hebron Savings. It was unclear who were the authorized signers on this account and we did not see specific authorization by the Vestry as to how the account was to be used. The Church is a 5% beneficiary of the Hodgeson Trust held at PNC. It was unclear as to the operating parameters of this account and it is not shown as a Church asset.

The St. Philip's holds two accounts with The Easton Episcopal Funds. One account has a balance of \$112,625.25 while the other has \$35,982.75 It is unclear why two accounts are set up with Easton Episcopal Funds. We note that the recommended annual withdrawal rate of 4.75% of principal is not followed.

There is confusion regarding how to handle the cemetery upkeep. The Church has an account with the Eastern Shore Community Foundation with \$28,644.67 for cemetery upkeep. This fund is a Church asset but is not shown as such. The church can receive annual distributions from this fund in addition to parishioner contributions for cemetery upkeep.

It is thought that an account might be lodged at M&T Bank however no documentation has been found.

There is no written policy on who can approve expenditures in the accounts.

Control of cash (plate collections) does not follow recommended procedure.

It is unclear the amount of and coverage of insurance that St. Philips currently has and if it is appropriate.

St. Philips does not have a formal stewardship program to support the Church. Assistance in establishing a Stewardship Campaign is available from the Diocese.

RECOMMENDATIONS:

1. Hire a payroll specialist firm to handle payroll and advise on how to handle the failure to withhold taxes YTD.
2. Vestry should review accounts and designate signers for the accounts. The accounts should be reconciled monthly by a person who is not a check signer.
3. Basic bookkeeping should be established using the Church's accounting system (Quick Books). Mr. Fred Welsh who is on the Diocesan Finance Committee would be a good resource.
4. A committee should draft a financial policy for the church based on **The Episcopal Church Manual of Business Methods in Church Affairs**.
5. The bank accounts need to be better managed. A few suggested changes are:
 - Show all funds as church assets; 5% of Hodgeson and all the Eastern shore Community cemetery fund.
 - Consider setting up a "cemetery checking account". This account would receive the Eastern Shore Community distributions plus all parishioner cemetery contributions. Cemetery upkeep would then be paid from this account.

- Consider combining the two Easton Episcopal Fund accounts to simplify the accounting.
- Clarify whether there is an account at M&T.

6. Obtain a professional review of your insurance coverage.

7. Consider drawing 4.75% from your Easton Episcopal Funds accounts to support St. Philip's mission.

7. A more formal audit should be completed in six months to determine progress.

Respectfully Submitted,

Charlie Bohn

Treasurer

Diocese of Easton

Myron Richardson

Chair, Finance Committee

Diocese of Easton

**DIOCESE OF EASTON
ALTERNATIVE AUDIT PROCEDURE**

For use only by congregations of the Diocese of Easton with Normal Operating Income of \$250,000 or less

Audit for the period of January 1, 2018 to December 31, 2018

City:	Church Name:	Parish Name:	
Quantico	St. Philips Episcopal	Quantico	
Rector/Vicar:	Rev Laura Dorsey	410 430 7922	L.M.Dorsey@comcast.net
	<small>Name</small>	<small>Phone Number</small>	<small>Email Address</small>
Senior Warden:	Elaine Wallingford	410-742-1837	e.wallingford@yahoo.com
	<small>Name</small>	<small>Phone Number</small>	<small>Email Address</small>
Junior Warden:	Dave King	410 572-6020	d.king17423@aol.com
	<small>Name</small>	<small>Phone Number</small>	<small>Email Address</small>
Treasurer:	Dave King	410 572-6020	d.king.17423@Aol.com
	<small>Name</small>	<small>Phone Number</small>	<small>Email Address</small>

The Audit Committee consists of the following members:			
Audit Committee Member	Name	Phone Number	Email Address

If you are unable to answer yes to any question below, please explain why in the comments section.

GENERAL REVIEW

- | | | | |
|--|-----|----|--------------------|
| 1 Is audit report for previous year available? | Yes | ✓ | See notes |
| 2 Have recommendations included in previous years' audits been implemented? | Yes | NO | See notes <u>1</u> |
| 3 Does the parish have written policies & procedures? | Yes | NO | See notes <u>2</u> |
| 4 Are Vestry minutes for the year complete? | Yes | ✓ | See notes |
| 5 If a Finance or Investment Committee is authorized to expend or invest funds, are the minutes of such committee meetings complete? | Yes | ✓ | See notes |
| 6 Review the minutes of the Vestry and such Finance/Investment Committees: | Yes | ✓ | See notes |
| a. Was Parish budget approved by the Vestry? | Yes | ✓ | See notes |
| b. Was the housing allowance voted prior to being paid? | Yes | ✓ | See notes |
| c. Were large or unbudgeted expenditures approved? | Yes | ✓ | See notes |
| 7 Are monthly financial reports to the Vestry complete? | Yes | ✓ | See notes |
| 8 Is balance sheet information prepared at least annually for the Vestry and congregation? | Yes | ✓ | See notes |

- 9 Did you examine a copy of the financial report to the Annual Meeting? Yes See notes ___
- 10 Was the parochial report filed timely? (March 1 is the canonical due date) Yes See notes ___
- 11 Are insurance records and property records complete? Are coverages adequate? Yes See notes ___
- 12 Have you seen the Articles of Incorporation and the By-laws? Yes See notes ___
- 13 Are the Articles of Incorporation current with the State of Maryland? Yes NO See notes 3
- 14 Is there a current space use agreement and insurance certificate on file for all organizations regularly using the church property/facility? Yes NO See notes 4
- 15 Have staff and volunteers attended safe church as required? Yes NO See notes 5

CASH BALANCES, INVESTMENTS & INCOME

- 16 Have you checked to see that all operating cash accounts (including all passbook savings accounts) have been reconciled regularly throughout the year? Yes See notes ___
- 17 Were large or unusual receipts noted? Could you trace to recorded receipts? Yes See notes ___
- 18 Review all organization cash accounts (ECW, Guilds, Discretionary Funds, etc.)
 - a. Have they been reconciled regularly? Yes See notes ___
 - b. Organization accounts may not be used for general parish purposes (e.g., to receive flower donations or pay altar expenses). Are the organization accounts free of activity that should have been in the operating fund? If there was operating fund activity in these accounts, was it included in the parochial report? Yes See notes ___
 - c. Were you able to examine all accounts that exist? Yes See notes ___
- 19 For all bank accounts, does someone complete the bank account reconciliations other than the person who participates in the receipt or disbursement of cash? Yes NO See notes 6
- 20 Examine year-end statements of any invested funds. Are all investments properly recorded on the books? Yes See notes ___
- 21 Were any restricted gifts received during the year? Yes ___ See notes ___
- 22 Has the congregation respected donor restrictions on all current and past gifts? Yes See notes ___
- 23 Review procedures and control of plate collections, other cash receipts and deposits. Do these systems provide adequate controls? Yes See notes ___
- 24 Are contribution statements sent out annually? Yes See notes ___
- 25 Do acknowledgements of contributions in excess of \$250 include a statement that any goods or services provided consist solely of intangible religious benefits or modified as needed? Yes ___ See notes ___
- 26 Are all bank accounts fully insured by FDIC insurance? Yes See notes ___
- 27 Was the church's tax ID number used on all accounts (including Discretionary Funds)? Yes See notes ___
- 28 If the church has adopted one, has the vestry reviewed the investment policy statement in the last three years? Yes NO See notes 7

CASH DISBURSEMENTS

- 29 Did you receive a list of authorized signatories for each account? Yes See notes ___
- 30 Examine a selection of disbursements.
 - a. Are there invoices (not statements) for disbursements? Yes See notes ___
 - b. Are there authorizations for disbursements? Yes See notes ___
 - c. Do checks have the specified number of authorized signatures? Yes See notes ___
 - d. Was a sampling done? Yes See notes ___
- 31 Is the accounting system used adequate and properly maintained? Yes See notes ___
- 32 Have all checks been accounted for including voided checks? Yes See notes ___
- 33 Does the parish have petty cash accounts? Are they handled as imprest (a fund used by a business for small items of expenditure and restored to a fixed amount periodically) accounts? Are they reconciled monthly or quarterly? Are expenses charged to budgeted expense categories? Are vouchers and receipts kept for verification of expenses? Yes NO See notes 8

LIABILITIES

- 34 Are clergy and lay pension payments calculated correctly and up to date? Yes NA See notes
- 35 Are clergy pension payments equal to 18% of salary and housing? Yes N/A See notes 9
- 36 Are lay pension payments being made for all employees that work more than 1000 hours a year? Yes N/A See notes
- 37 Are diocesan assessment givings current? Yes ✓ See notes
- 38 Are utility and insurance payments current? Yes ✓ See notes
- 39 Are any mortgage or other loan payments current? Yes N/A See notes

DISCRETIONARY FUNDS

- 40 Is the account in the name of the church? Yes N/A See notes
- 41 Is the discretionary account free of operating fund activity, or if there was operating fund activity in the account, was it included in the parochial report? Yes See notes
- 42 If the account was used for personal expenses which the IRS would consider taxable, were these amounts included in the priest's W-2? Yes See notes
- 43 Church discretionary funds are to be audited with the annual audit. Are they? Yes See notes

PAYROLL

- 44 Are workers properly classified as either employees or independent contractors? Is a current, signed Form W-4 on hand for each employee? Yes NO See notes 10
- 45 Are 1099s issued to independent contractors who made more than \$600? Yes ✓ See notes
- 46 Do payroll records indicate that filing requirements were met and that withheld taxes & all employer taxes were properly calculated and remitted? Yes N/A See notes
- 47 Do the salaries authorized in the budget match the amounts actually paid? Was all compensation reported on the W-2? Yes ✓ See notes
- 48 Was wedding or memorial income paid through the parish for clergy or lay staff reported as taxable income? Yes N/A See notes

PAROCHIAL REPORT

- 49 Compare the annual report to the parochial report. Are all amounts entered on the parochial report in accordance with the parochial report instructions? Yes ✓ See notes
- 50 If not, has a revised parochial report been prepared and submitted? Yes N/A See notes

LITIGATION

- 51 Is there any current or threatened litigation involving the congregation? Yes NO See notes

- [General Information](#)

- [Filing History](#)

- [Annual Report/Personal Property](#)

[Options for this Business](#)

General Information

Department ID Number:D00823245

Business Name:

VESTRY OF QUANTICO PARISH

» [Add Business to 'My Contacts'](#)

Principal Office:WICOMICO COUNTY

QUANTICO MD 00000

Resident Agent:

JOHN W. T. WEBB

115 BROAD STREET

SALISBURY MD 21801

» [Add Resident Agent to 'My Contacts'](#)

Status:INCORPORATED

Good Standing:

THIS BUSINESS IS IN GOOD STANDING

» [Order Certificate of Status](#)

Business Type:CORPORATION

Business Code:16 RELIGIOUS ESTABLISHMENT

Date of Formation/ Registration:11/21/1977

State of Formation:MD

Stock Status:NONSTOCK

Close Status:NO

-

Memo to: The Wardens and Vestry of St Phillips Episcopal Church

May 7, 2019

Please find attached the Diocese of Easton's completed Alternative Audit of your Church for 2018.

We wish to compliment the Senior Warden Elain Wallingford and Treasurer Dave King for all the work they have completed in bringing the Church in line with guidelines of the Episcopal Church and the Diocese of Easton.

Sincerely the Audit team,

Charlie Bohn

Myron Richardson

Jim Adams

COMMENTS AND RECOMMENDATIONS

- 1) About 90% of issues raised in last year's audit have been corrected. The most important issue regarding withholding for the organist has not been corrected.
- 2) While a number of "new procedures" have been introduced and approved by the Vestry as evidenced in Vestry minutes, it is strongly recommended that all procedures be written up and maintained in one place.
- 3) The parish is not in good standing with State of MD. No evidence that MD personal property tax form has ever been completed. The annual completion of the form is required to maintain "good standing" as a legal entity. The auditors have given information on how to file to the treasurer.
- 4) The church is rarely used by outside organizations. We recommend that a form be developed in case it is needed.
- 5) The Church has no children in congregation. No one has attended the Safeguarding God's Children course.
- 6) The treasurer manages all cash accounts and reconciles them. We recommend another member of Congregation reconcile the accounts monthly or that another member reconcile them with the treasurer.
- 7) Investments are made with Easton Episcopal Funds.
- 8) Church has no petty cash.
- 9) The priest is retired, and no pension payment is required.
- 10) The organist is not having payroll taxes withheld. No W4 or MD 507 are on file. **Highly Recommend that both federal and state tax forms be obtained and that payroll taxes be withheld.**

Our inspection and certificate are not to be constructed as an audit and opinion rendered by a Certified Public Accountant.

Auditor's Name: Charlie Bohn

Signature: _____ Date: May 7, 2019

Phone Number: 410 822 4688 email: charlie.bohn@gmail.com

Auditor's Name: Myron Richardson

Signature: _____ Date:

Phone Number: 410 725 4335 email: richardmf@yahoo.com

Auditor's Name: Jim Adams

Signature: _____ Date:

Phone Number:

email: jadams8195@aol.com

Herbert J. Geary III
Corey N. Duncan
Roy J. Geiser
Chris A. Hall
Ronald W. Hickman
Craig A. Waller
Mark A. Welsh



November 18, 2019

To Management
St. Phillips Episcopal Church
6457 Quantico Road
Quantico, MD 21856

We are pleased to confirm our acceptance and our understanding of the services we will provide for St. Phillips Episcopal Church for the year ending December 31, 2019.

You have requested that we perform the following services:

1. We will provide you with the following bookkeeping services:
 - Reconcile accounts with bank statements each month, identify errors, inform you of adjustments, and request that you make correcting entries directly into your checkbook. We will not review the cancelled checks or electronic copies of the checks for payees or endorsements.
 - Record depreciation.
 - Prepare (Review) and reconcile your payroll records, payroll tax returns, and payroll tax deposits for the State of Maryland and the federal government.
 - Record all income and expenses, deposits, and adjusting entries needed each month.
 - Prepare the financial statements of St. Phillips Episcopal Church, which comprise the balance sheet as of December 31, 2019, and the related statements of income.

Our bookkeeping services will cover the year ended December 31, 2019.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the church or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that indicates fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Other Relevant Information

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our bookkeeping and financial statement preparation. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

We estimate that our fees for the bookkeeping services and financial statements will be \$250.00 per month for six months. We will readdress pricing at the end of six months and adjust accordingly. You will also be billed for out-of-pocket costs such as travel, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

955 Mt. Hermon Road | Salisbury, MD 21804 | 410-742-1328 | 1-888-546-1574
114 Bay Street, Building A | PO Box 627 | Easton, MD 21601 | 410-822-4008

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

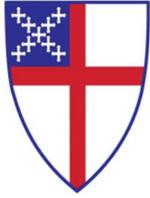
Sincerely,

Signature of Accountant

Acknowledged:
St. Phillips Episcopal Church

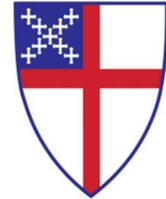
Senior Warden

Date



ST. PHILIP'S EPISCOPAL CHURCH

Quantico Parish
6457 Quantico Road
P.O. Box 92
Quantico, Maryland 21856-0092



"...a country church committed to a spiritual journey..."

Ms. Kay West

Trice Geary Group

955 Mt. Hermon Road

Salisbury, MD 21804

November 22, 2019

Dear Ms. West:

I wanted to review today's conversation to make sure we are in agreement about bookkeeping services for St. Philip's Episcopal Church as stated in our email of October 25, 2019 and our engagement letter. Please correct, add/change any items that I have not stated correctly. When I have received your review of this email, I will forward it to the Vestry of St. Philip's for its approval which we might be able to finalize by email.

The first nine items were stated and agreed to in the email of October 25, 2019 which is attached. The remaining ideas are in the letter of engagement.

- All accounts reconciled (approximately 8)
- Checks written but signed by Vestry members
- Monthly Vestry meeting attendance (mileage cost added)
- 1099 and/or payroll service
- Help with reducing income to reduce Diocesan apportionment
- Help with budget (actual vs projected)
- P & L statements
- \$250 amount could be lessened as better knowledge is acquired by Vestry
- Work could be done remotely, by delivery or in the church office
- The cost of services will be \$250 per month (plus mileage); this price will be held for 6 months.
- The term of our agreement can be for any amount of time.
- The letter of engagement is intended as a general agreement and therefore does not list all of the services we will be receiving help with as parochial report, budget, P & L, attending Vestry meetings, etc.

I enjoyed speaking with you and look forward to your response. Our next Vestry meeting is on Friday, December 6 at 11 AM and we are hoping you will be able to attend the meeting. I believe you and Dave will be having a meeting soon. Please advise. Do not hesitate to call if I can be of any help.

Sincerely,

Elaine Wallingford, Senior Warden, 410-742-1837

Kathryn A. West <kwest@tmgroupllc.com>

To: elaine wallingford

Fri, Nov 22, 2019 at 2:02 PM

Ms. Wallingford:

Thank you for your email clarifying our agreement. As we discussed and you pointed out in your letter, TGM Group's Engagement Letter is fairly broad and generic. It does not specifically itemize all of the tasks that you would like us to do for St. Phillips, however after reading over your attached letter, I believe we are in agreement on all topics listed.

I will be meeting with Dave at 5:00pm on Monday, Nov. 25th, to discuss the budgeting process and look over the existing QuickBooks setup. I should also be able to attend your next vestry meeting on December 6th at 11:00am.

If you have any questions in the meantime please feel free to contact me.

Thank you,

Kay West
Accounting Associate
TGM Group LLC
955 Mt. Hermon Road
Salisbury, MD 21804
410.742.1328 x138
888.546.1574 Toll Free
410.742.6855 Fax
kwest@tmgroupllc.com
Show original message

St. Philip's Episcopal Church

Vestry Minutes December 6, 2019

Present: Fr. Ken Thom, Senior Warden Elaine Wallingford, Junior Warden/ Treasurer Dave King, Registrar Nancy Hall, Vestry members Peggy Anne Mitchell and Rebecca Taylor White as well as Trice Geary Group bookkeeper, Kay West.

Call to order: Fr. Ken

Prayer: Fr. Ken

Minutes: November 17, 2019 noted by Elaine in Nancy's absence, Minutes Approved.

Special notation: Priest-in-Charge contract for Fr. Ken Thomas has been approved by the Diocese of Easton effective December 1, 2019.

Fr. Ken will preside over all Vestry Meetings beginning with this meeting.

Cemetery Committee Members in attendance: Phil Tilghman, Tom Dorman and Peggy Anne Mitchell, absent: Barbara McNaughton, Marvin Carter, and new member representing Quantico Public Cemetery, Dean Bailey

Cemetery Committee Report:

- The final revised copy of the 6-page Guidelines, Rules and Regulations for St. Philip's Churchyard was presented to Vestry and approved with the only correction on page 6 Note: Remove Cemetery Committee of St. Philip's and only have The Vestry of St. Philip's reserves the right to modify or reduce pricing at any time. Vestry voted to APPROVE
- Lists for the deceased of St. Philip's and of Quantico Public cemeteries was found online by Tom Dorman who suggested website Maryland.gov>mit> and www.mdgenweb.org Google St. Philip's Episcopal Church Quantico Maryland Cemetery. A copy of the list of deceased was filed into the record for the Vestry.
- The committee will continue research to locate living descendants and plan fundraising efforts to insure funding for continued care of both cemeteries and report back to vestry.
- Ownership of the Public Cemetery is still in question and the Cemetery Committee is making progress on this issue.
- A request from Tom Dorman was made to allow pre-payments of the administration fee of \$600.00 for Quantico Public Cemetery directly to the Community Foundation of The Eastern Shore; Vestry APPROVED. The Vestry requests a receipt of any prepayment from CFES.
- Cemetery Committee recommends 25% of grass cutting cost be allocated from the grant (interest money) received yearly from CFES and all grant money received from CFES (plus \$100 annually for miscellaneous items) be transferred to the St. Philip's Cemetery Account to pay for this expense. Further, it was stated that as soon as the CFES reaches \$1000, that amount will go into the Cemetery Fund. This guarantees the money is available and allows for a change in market prices. Vestry voted to APPROVED.
- Elaine has received 2 quotes (Salisbury Monument Company and Pocomoke Monument Company) for cemetery stone maintenance (cleaning and stabilizing) and has emailed all Vestry and Cemetery Committee members for review. Holloway decided the job was too much for them; 2 more estimates (Parsonsburg Cemetery and Wicomico Monument/Vault Co.) are expected. Money would need to be raised before moving forward and the Cemetery Committee will continue to work toward that goal.

- Cemetery Committee agreed to accept all proposed goals given to Cemetery Committee at previous Vestry meeting.
- Vestry heartily thanks the Cemetery Committee for all its hard work and notes it will be an ongoing process.

Bookkeeper Kay West: Elaine Introduced Kay West, bookkeeper with Trice Geary Myers CPA.

- A letter of engagement for services has been signed; Vestry voted to APPROVE this contract until December 2020. Fees for this service have been included in our 2020 budget.
- Kay met with Dave, and Elaine on Monday, December 9 to review our QuickBooks bookkeeping reporting system and verify that we are in compliance with Diocese of Easton. Kay has sent a summary of her work with us thus far to Elaine; she forwarded the report to the Vestry.
- Dave will work on 2nd draft of 2020 budget to merge with Kay's recommendations with some line item reporting issues.

Apportionment/Parochial Report:

- Elaine has letter of commitment ready; Vestry signed and Fr. Ken will personally deliver to the Diocese on Dec. 7, 2019.
- Peggy Anne asked, on behalf of ECW, Kay's opinion on petty cash- how much was reasonable to keep on hand how it should be stored and distributed and reconciled to books. Kay will write a summary of her suggestions and they will be forwarded to ECW.
- Vestry asked Kay to attend next Vestry meeting January 17,2020 at 11:00am and Annual Meeting January 26, 2020, at 11:00 am. Kay agreed to attend.

Treasurer's Report: Dave

- See attachments for P&L, balance sheet, check register,
- Reporting: a line item has been added to reflect ECW flowers expense.
- To date \$989.00 has been received from Long and Foster from rent distribution.
- Dave recommends, based on preliminary budget for 2020, to appropriate to the CAPITAL IMPROVEMENT FUND \$4000.00 (and/or 50%) from net proceeds of the fall fundraiser, \$600.00 from the net proceeds from ECW ladies tea, and \$1,000.00 from the ECW silent auction fall fundraiser: Vestry voted to APPROVE.
- Dave recommends that \$960.00 be placed in the 2020 budget as OUTREACH FUND: Vestry voted to APPROVE
- McIntyre Electrical Bill of \$895 for light poles from 2017 thought to have been paid by Andy Phillips has been received by St. Philip's and gone to collections: Fr. Ken will resolve this.
- Dave recommends that \$3600.00 be placed in the 2020 budget as CONTRIBUTION CEMETERY ALLOTMENTS. Vestry voted to approve.
- Pennies from Heaven is an on-going drive; proceeds go directly to Capital Improvement Fund; Dave will announce this at church Sunday.

- 2020 Budget: Dave will have another draft of the budget before the next Vestry meeting.
- Motion approved to file Treasurer's reports

Junior Warden Report: Dave

A support beam under rectory has come down and Dave will be repairing this week. The cost is expected to be the cost of wood beams and concrete. Renters have been notified that work would begin on Monday, Dec. 9.

Rectory Report: Nancy

- Tenants are current on rent and \$989.00 has been received from rent due minus repairs done and management fees.
- Long and Foster Monthly Owner Statement Report for October is attached to the Minutes.
- Next month will reflect a \$597.038 expense for the repiping of the master bath sewer line.
- A support beam underneath the house has fallen and Dave addresses that in Junior Warden Report.
- Peggy Anne has a report from a neighbor that tenant is not cleaning up after their dogs of which there are 3 dogs and only one was listed in contract. Nancy will call Shane at Long and Foster and request an on-site in-house inspection.

Stewardship Report: Elaine

- Pat Cavanaugh has agreed to chair and will present to the congregation the need to increase stewardship to reflect 5% increase in 2020 budget needs.
- Pat will address the congregation this Sunday, Dec. 8, 2019.
- A Stewardship Letter will be given to each church member attending church on Sunday with a self-addressed stamped envelope to anonymously return a pledge amount anonymously. Dave will give postage stamps to Pat for the envelopes.

ECW Report: Peggy Anne

- A letter to ECW regarding questions on petty cash will be sent to ECW by Kay West bookkeeper, Trice Geary Myers
- Peggy Anne has located the original donors of the altar candelabras- The Conway/ Graham Family - Gail, Jo, and Gary and they have generously offered to contribute to the Capital Improvement Fund \$500.00 to cover the cost of refurbishing the candelabras. Peggy Anne worked with Jack Savage of Jack's Religious Gift to locate a craftsman to repair and re lacquer the candelabras. Thomas's Fine Jewelry located in Cambridge Maryland will be doing the work. Peggy Anne and Elaine took the candelabras to Thomas's and left the candelabras there with an estimate of \$500 for repairs. Peggy Anne will notify the family of the bill; the church will pay for it and then be reimbursed by the Conway/Graham families. A special thank you will be sent to them for their generous contribution. Vestry will ask that the candelabras be used on the altar again when work is complete.
- ECW voted to cap apportionment contribution to \$3000.00 yearly (previously they contributed 1/2 apportionment amount)
- Discussion on ECW creating its own budget to help Vestry with church budget needs.

Bylaws Committee Report:

- Bylaws are at Diocese and we are waiting on approval from newly formed Constitutions and Canon Committee.

Nominating Committee Report: Elaine, Nancy, Pat Cavanaugh

- Proposed candidates for the Vestry discussed: New members and offices- senior warden, junior warden, treasurer: remaining Vestry includes Registrar Nancy Hall and Vestry member Rebecca Taylor White.
- Nominating Committee will meet to discuss approaches to candidates and Plan B if necessary.
- Delegates to Convention March 7, 2020 Kent Island are Elaine Wallingford and Nancy Hall. Fr Ken will ask Sunday for volunteers to serve as alternates (2).

Other Concerns:

- Small church Summit meeting December 7, 2019- Fr. Ken and Elaine will attend
- Southern Convocation Meeting (Pre-Convention Mtg) – December 12, 2019- Fr. Ken and Elaine will attend.
- Guest Lecture Series: Beginning on 3rd Thursday in February at 2 PM Talk and Paint \$100.00 from Vestry and \$100.00 from ECW has been allocated to defray cost of supplies and light refreshments, etc.
- Outreach to attract grown children of parishners: consider matching skills of individuals/ needs of church: Elaine and Pat C. will be working on this.
- Discussion on whether to pay Taylor Harvey for absences due to serious illness; no decision was made.
- A delicious lunch was provided complements of Elaine as a Christmas thank you to Vestry members for all their hard work during Elaine's tenure as Senior Warden (until January 2020) and enjoyed by all.

Next Vestry meeting: Friday January 17, 2020 at 11AM

Possible Vestry Meeting January 24 at 11 AM

Annual meeting: January 26, 2020

Respectfully submitted,

Nancy Hall
Registrar

7:16 PM

01/11/23

Cash Basis

St. Philip's Episcopal Church
Balance Sheet
 As of December 31, 2022

	Dec 31, 22	Dec 31, 21
ASSETS		
Current Assets		
Checking/Savings		
1100 · HSB Cash Accounts	8,720.00	0.00
1101 · Primary Operating Account	1,315.88	4,781.70
11011 · CapImpTempFnd		
1101 · Primary Operating Account - Other		
Total 1101 · Primary Operating Account	10,035.88	4,781.70
1104 · Deacon's Discretionary Account	500.00	500.00
1105 · ECW Funds	17,128.59	8,500.06
1106 · Capital Improvement Fund	0.00	22,204.21
1107 · Cemetery Reserve Fund - HSB	0.00	5,642.83
Total 1100 · HSB Cash Accounts	27,664.47	41,628.80
1200 · Investments		
1201 · EEF Church Fund	104,400.15	124,310.92
1202 · EEF Cemetery Fund	46,414.22	49,340.43
1203 · EEF Capital Improvement Fund	12,869.41	0.00
1204 · Hodgson/PNC Fund	39,050.23	54,024.40
1205 · Comm Frdn Eastern Shore	35,114.40	41,960.08
Total 1200 · Investments	237,848.41	269,635.83
Total Checking/Savings	265,512.88	311,264.63
Total Current Assets	265,512.88	311,264.63
TOTAL ASSETS	265,512.88	311,264.63
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	-26.30	-26.30
2000 · Accounts Payable	-26.30	-26.30
Total Accounts Payable	-26.30	-26.30
Total Current Liabilities	-26.30	-26.30
Total Liabilities	-26.30	-26.30

7:16 PM
01/11/23
Cash Basis

St. Philip's Episcopal Church
Balance Sheet
As of December 31, 2022

	Dec 31, 22	Dec 31, 21
Equity		
3000 · Opening Bal Equity	243,394.85	243,347.81
3900 · Retained Earnings	67,943.12	21,117.31
Net Income	-45,798.79	46,825.81
Total Equity	265,539.18	311,290.93
TOTAL LIABILITIES & EQUITY	265,512.88	311,264.63

48	Comcast Communications internet/phone	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$1,560.00
49	Special & normal construction projects (Church)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1800	\$0	\$0	\$1,800.00
50	Real estate Taxes (Wicomico County)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$450	\$450	\$450	\$50	\$1,400.00
51	Loan repayment (30001 account)	\$313	\$313	\$313	\$313	\$313	\$313	\$313	\$313	\$313	\$313	\$313	\$307	\$3,750.00
52	Apportionment Diocese of Easton	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$8,100.00
53	DISCRETIONARY FUND	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500.00
54	Development Fund (ERD) and other relief (if applicable).	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150.00
55	Christmas Recognition (employee bonus)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300	\$300.00
56	FUND RAISER CAPITAL FUND TRANSFER										\$4000			\$4,000.00
57	ECW SILENT AUCTION CAPITAL FUND TRANSFER										\$1100			\$1,100.00
58	ECW LAVENDAR TEA CAPITAL FUND TRANSFER				\$600									\$600.00
59	CAPITAL FUND CONTRIBUTION FROM RECTORY RENT	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$240	\$2,880.00
60	CEMETERY FUND CONTRIBUTION	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600.00
61	MISCELLANEOUS ESSENTIAL EXPENSES (special party/catering, meeting expenses, out-of-pocket, Hebron Fire Dept., water, snow removal, mosquito spraying, Diocesan Convention)	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$450	\$670.00
62	OUTREACH/ GUEST LECTURE SERIES	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$960.00
63	OUTSIDE ACCOUNTING	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000.00
63	TOTAL EXPENSES (by month)	\$5,381	\$4,571	\$6,236	\$5,381	\$4,721	\$6,886	\$5,281	\$5,071	\$7,586	\$12,381	\$5,221	\$7,310	\$76,026.00

BYLAWS OF QUANTICO PARISH
Quantico, Maryland

ARTICLE I TITLE

The title of this corporation shall be the Vestry of Quantico Parish.

ARTICLE II PARISH YEAR

The parish year shall begin on the first day of January of each year.

ARTICLE III GOVERNANCE

Section 1. AUTHORITY

The Quantico Parish shall at all times be subject to the jurisdiction of the Protestant Episcopal Church in the United States of America as set forth in its Constitutions and Canons. The parish shall be subject to the spiritual jurisdiction of the Bishop of the Diocese of Easton in accordance with the Constitution and Canons of the Protestant Episcopal Church and the Diocese.

Section 2. GOVERNING BODY

The governing body of Quantico Parish shall consist of a rector and a vestry, who shall have the authority and duties set forth in these Bylaws and the Constitution, Canons, and the Vestry Act Affecting the Diocese of Easton (Annotated Code of Maryland).

ARTICLE IV ENROLLED MEMBERS

The following persons shall be enrolled by the registrar as members of the parish:

- a. Every communicant and every baptized member of the Protestant Episcopal Church who requests that he/she be enrolled as a member of Quantico Parish.
- b. Every baptized person, whether he or she be a communicant of the Protestant Episcopal Church or not, who is a regular attendant or who contributes money or personal service to Quantico Parish and who requests that she or he be enrolled as a member thereof.

ARTICLE V PARISH MEETINGS

Section 1. ANNUAL MEETING

- a. The annual meeting of Quantico Parish shall be held on the fourth Sunday in January, following the normal Sunday liturgy, provided, however, that the vestry shall have the

power to appoint another day for sufficient reason.

- b. The annual meeting shall be for receiving reports and for the election of officers, vestrypersons, and delegates and alternates to the Diocesan Convention.
- c. Any person, 18 or over, who has been an enrolled member of Quantico Parish for 6 months preceding the meeting and who shall have shared in the work of the parish by regular attendance, contributions, donations, or personal services rendered, shall be entitled to vote in elections and on any other matter on which the congregation may act.
- d. A majority vote of eligible voters present shall be necessary for an election or adoption of any matter voted upon.
- e. The rector shall be the chairman of all parish meetings. In the rector's absence the senior warden shall preside.

Section 2. SPECIAL PARISH MEETINGS

The rector, or a majority of the officers and vestry, or not less than five of the qualified voters of the parish, may call a special congregational meeting, notice of such meeting to be given to the voting members.

ARTICLE VI THE RECTOR

Section 1. POWERS AND DUTIES

- a. The rector, under the authority of the Bishop and the provisions of the Constitution and Canons of the Diocese of Easton, has exclusive charge of all things pertaining to the spiritual interest of the parish.
- b. The rector shall be entitled to the use and control of the church and parish buildings with the appurtenances and furniture thereof for the purpose of his/her office and the full and free discharge of the functions and duties pertaining thereto, and, unless he/she otherwise contract with the vestry, he/she shall have the possession and the right to occupy and freely use the rectory and grounds thereof and shall exercise the same care that any prudent person would exercise in the care of her/his own property.
- c. The rector shall order the worship of the Church and all that accompanies it and may appoint fit persons for the performance of such duties as may be properly assigned to others.
- d. The rector shall preside at all meetings of the vestry but will vote at vestry meetings only in the case of a tie, except in connection with the alienation of property, when the rector shall always vote.

Section 2. VACANCY OF THE RECTORSHIP

- a. When the office of the rector falls vacant, it shall be the duty of the vestry to appoint a search committee composed of some members of the vestry and some members of the parish.
- b. It shall be the duty of the search committee to consult with the Bishop, to interview possible successors, and to make this information available to the vestry and to the parish.
- c. It shall be the responsibility of the vestry to elect by majority vote the priest they decide will best serve the interests of the parish. The result shall be communicated to the Bishop for his/her approval before calling and notifying such priest.
- d. The priest so called and elected shall serve under written contract for a fixed period set forth in the contract with renewal to be guided by a review during the latter part of each year of service. The rector and vestry shall be guided by a third party (either clerical or lay) in this annual review.

Section 3 Duties of Ordained Priest who serves St Philips, but has not been appointed as Rector
ARTICLE VII VESTRY

Section 1. ELIGIBILITY

Any enrolled member may be nominated to serve on the vestry.

Section 2. MEMBERS

The vestry shall consist of the rector, officers, and six lay members. There shall be a senior warden, a junior warden, and six vestrypersons. Of the six vestrypersons one may be the registrar and one may be the treasurer.

Section 3. TERM OF OFFICE

The senior warden and junior warden shall each serve a two year term. Vestrypersons and the treasurer shall serve for three years. The registrar shall serve for one year and may be a vestryperson or may be appointed by the vestry. The treasurer may be a vestryperson or may be appointed by the vestry. A vestryperson or treasurer whose term has expired may not stand for election until one year has elapsed.

Section 4. VACANCIES

If a vestrymember is unable to complete the term to which elected, the remaining vestrymembers may, by majority vote at a duly constituted meeting, elect an eligible person to fill the unexpired term until the next annual meeting at which time the vacancy will be filled using the procedure for election of vestrypersons. If the person elected by the vestry to fill the unexpired term completes more than one year of service in so doing, that person is not eligible for re-election to the vestry for a period of one year.

Section 5. MEETINGS

- a. Vestry meetings shall be held monthly unless otherwise established by the vestry. Any five of the eight lay members constitute a quorum to do the necessary business of the church. Proxy votes will not be accepted.
- b. A majority of the vestry may call a special meeting.

Section 6. POWERS AND DUTIES

- a. Except as provided by the law of the state or of the Diocese, the vestry shall be agents and legal representatives of the parish in all matters concerning its corporate property and the relation of the parish to its clergy.
- b. Personal commitment and sustained activity on the part of its members are essential to enable the vestry to carry out its mission and governance of the parish. A vestry member who finds that altered circumstances prevent his/her continuous discharge of assigned responsibilities is required to withdraw in favor of a successor. If any vestry member shall be absent from regular meetings three times during a calendar year without obvious justification, approved by the vestry, his/her resignation will be automatically assumed and a successor elected.

ARTICLE VIII OFFICERS

The officers of the parish shall be senior warden, junior warden, registrar, and treasurer. They shall assume their duties upon election or appointment.

Section 1. The SENIOR WARDEN shall be responsible--

- a. for assisting the rector in the spiritual aspects of parish life.
- b. for the spiritual leadership of the parish in the rector's absence and during intervals between rectors.
- c. for the lay administrative leadership of the vestry.
- d. for chairing the vestry meetings in the rector's absence.
- e. for serving as a member ex officio of any committee to select a new rector.
- f. in consultation with the rector, for preparation of the agenda for vestry meetings.
- g. in consultation with the rector, for instructing new vestry members and new officers of the vestry.

Section 2. The JUNIOR WARDEN shall be responsible--

- a. for periodically inspecting all church property and for bringing to the attention of the vestry the needs of church property for repair, maintenance, and improvements.
- b. for seeing that the decisions of the vestry in such aforesaid matters are carried out.
- c. for maintaining an up-to-date, comprehensive inventory of all church property, the master copy of which is to be kept in the custody of the treasurer for insurance purposes.

Section 3. The REGISTRAR shall be responsible--

- a. for keeping true and accurate minutes of the vestry and parish meetings and for copying these minutes into the permanent records of the parish.
- b. for having a working knowledge of the parish register which includes the enrollment record and baptisms, confirmations, marriages, and burials and for recording such in the absence of the rector.
- c. for the performance of all duties of the rector with respect to the register of services in the absence or inability of the rector to do so.
- d. for the certification of the election of lay delegates and alternates to the Diocesan Convention.
- e. for the custody of the church files in general and for such other duties as may be delegated by the vestry.

Section 4. The TREASURER shall be responsible--

- a. for the receipt and disbursement of all monies deposited in the name of the vestry.
- b. upon advice of the vestry, for the management of all securities held by the vestry.
- c. for the keeping of a detailed account of the receipt and disbursement of parish funds.
- d. for submitting monthly reports to the vestry and for submitting a report of the complete financial status of the parish at the annual meeting.
- e. for performing such other duties which the vestry may delegate.

ARTICLE IX COMMITTEES

Section 1. STANDING COMMITTEES

The following shall be designated as standing committees: liturgy, finance, property, cemetery, and nominating. The rector and vestry shall appoint members to serve on the

committees.

Section 2. NOMINATING COMMITTEE

- a. The nominating committee shall consist of the out-going members of the vestry.
- b. The committee shall be formed at the October vestry meeting to prepare a list of nominees. for vestry and delegates and alternates to the Diocesan Convention.
- c. These nominations shall be submitted to the vestry, and the vestry shall provide the congregation with the names of the nominees.
- d. Further nominations may be made from the floor of the annual meeting, if duly seconded, but only with the consent of the nominee.

ARTICLE X FISCAL MATTERS

Section 1. FISCAL YEAR

The fiscal year shall be the calendar year.

Section 2. EXPENDITURES

Ordinary recurring expenditures may be authorized by general order of the vestry; non-recurring expenditures shall be specifically authorized by the vestry.

Section 3. CONTRACTS

No officer or member of the vestry shall make any contract or agreement obligating the parish unless it first be approved by the vestry.

Section 4. PARISH OBLIGATIONS

No officer or member of the vestry shall be personally liable for a debt, contract, or other obligation of the parish.

Section 5. AUDIT

The financial records of the Church shall be audited annually in accordance with the canons of the Protestant Episcopal Church.

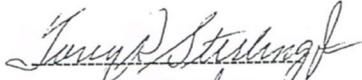
ARTICLE XI PARLIAMENTARY AUTHORITY

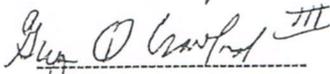
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall prevail but may be suspended by two-thirds vote.

ARTICLE XII AMENDMENTS

These by-laws may be amended at any annual or special parish meeting by a two-thirds majority of the qualified voters present, provided that the proposed amendments have been stated in writing and posted at least three weeks prior to such meeting.

COMMITTEE:

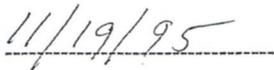

Tony R. Sterling


Guy Crawford III


Frances Cullen

SENIOR WARDEN:


Geoffrey Smoot


11/19/95

**Bylaws of the Vestry of Quantico Parish
St Philip's Episcopal Church
Quantico, Maryland**

ARTICLE I TITLE

The title of this corporation shall be the Vestry of Quantico Parish.

ARTICLE II PARISH YEAR

The parish year shall begin on the first day of January of each year.

ARTICLE III GOVERNANCE

Section 1. AUTHORITY

The Quantico Parish shall at all times be subject to the jurisdiction of the Protestant Episcopal Church in the United States of America as set forth in its Constitutions and Canons. The parish shall be subject to the spiritual jurisdiction of the Bishop of the Diocese of Easton in accordance with the Constitution and Canons of the Protestant Episcopal Church and the Diocese.

Section 2. GOVERNING BODY

The governing body of Quantico Parish shall consist of a Cleric and a Vestry, who shall have the authority and duties set forth in these Bylaws and the Constitution, Canons, and the Vestry Act Affecting the Diocese of Easton (*Annotated Code of Maryland*).

ARTICLE IV ENROLLED MEMBERS

The following persons shall be enrolled by the Registrar as members of the parish:

- a. Every communicant and every baptized member of the Protestant Episcopal Church who requests that he/she be enrolled as a member of Quantico Parish.
- b. Every baptized person, whether he or she be a communicant of the Protestant Episcopal Church or not, who is a regular attendant or who contributes money or personal service to Quantico Parish and who requests that she or he be enrolled as a member thereof.

ARTICLE V PARISH MEETINGS

Section 1. ANNUAL MEETING

- a. The annual meeting of Quantico Parish shall be held on the fourth Sunday in January, following the normal Sunday liturgy, provided, however, that the Vestry shall have the power to appoint another day for sufficient reason.
- b. The annual meeting shall be for receiving reports and for the election of the Junior and Senior Wardens and of any Vestry persons, whose term has expired as well as delegates and alternates to the Diocesan Convention. The Vestry can appoint its own treasurer and registrar.
- c. Any person, 18 or over, who has been an enrolled member of Quantico Parish for six (6) months preceding the meeting and who shall have shared in the work of the parish by regular attendance, contributions, donations, or personal services rendered, shall be entitled to vote in elections and on any other matter on which the congregation may act.
- d. A majority vote of eligible voters present shall be necessary to constitute a quorum for an election or adoption of any matter voted upon. Proxy votes are permitted per *Robert's Rules of Order*.
- e. The Cleric shall be the chairman of all parish meetings. In the Cleric's absence, the Senior Warden shall preside. In the absence of the Senior Warden, the Junior Warden shall preside. In the absence of any clergy and both Wardens, those gathered for a congregational meeting shall elect a Presiding Officer.

Section 2. SPECIAL PARISH MEETINGS

The Cleric, or a majority of the officers and Vestry, or not less than five of the qualified voters of the parish, may call a special congregational meeting. Notice of such a meeting is to be given to the voting members with two weeks' written notice.

ARTICLE VI PARISH CLERIC

Section 1. POWERS AND DUTIES

- a. The Cleric, under the authority of the Bishop and the provisions of the Constitution and Canons of the Diocese of Easton, has exclusive charge of all things pertaining to the spiritual interest of the parish.

- b. The Cleric shall have the right to occupy and freely use the Church, Parish Hall, and grounds. The Cleric shall take proper care of the property that is entrusted to him/her.
- c. The Cleric shall determine and order the liturgy of the Church and all that it encompasses. The Cleric shall also appoint qualified persons to assist in the performance of such duties.
- d. The Cleric shall be a member of the Vestry and preside at all meetings of the Vestry but will vote at Vestry meetings only in the case of a tie. The exception would be in connection with the alienation of property, when the Cleric shall always vote.

Section 2. VACANCY OF THE CLERIC

- a. When the office of the Cleric falls vacant, the Search Committee shall consist of all of the members of the Vestry and two members of the parish as selected by the Vestry.
- b. It shall be the duty of the Search Committee to consult with the Bishop or his appointed aides, to interview possible successors, and to give progress reports to the parish.
- c. It shall be the responsibility of the Vestry to elect by majority vote the Cleric it decides will best serve the interests of the parish. The result shall be communicated to the Bishop for his/her approval before calling and notifying such Cleric.
- d. The Cleric, when called and elected, shall serve under written contract for a fixed period set forth in the contract with renewal to be guided by a review during the first six months of each year of service.

ARTICLE VII VESTRY

Section 1. ELIGIBILITY

Only an enrolled member may be nominated to serve on the Vestry.

Section 2. MEMBERS

The Vestry shall consist of the Cleric and five (5) Vestry members. This includes officers (Senior and Junior Wardens, Registrar and Treasurer) and one lay member. Everyone serves for a term of two years.

Section 3. TERM OF OFFICE

All Vestry members shall serve for two years, except the Cleric, per his/her contract. All Vestry members' terms of office begin upon election at an annual meeting and conclude at an annual meeting, two years later, when replacements are elected. The Senior Warden's term and the Registrar's term will expire on even years, the Junior Warden's term and Treasurer's term and the remaining Vestry member's term will expire on odd years. A Vestry person who has served two consecutive two-year terms cannot stand for reelection until one year has elapsed. Special permission from the Bishop can extend a term of office.

Section 4. VACANCIES

If a Vestry member is unable to complete the term to which elected, the remaining Vestry members may, by majority vote, at a duly constituted meeting, elect an eligible person to fill the unexpired term until the next annual meeting at which time the vacancy will be filled using the procedure for election of Vestrypersons. If the person elected by the Vestry to fill the unexpired term completes more than one year of service of a two year term, that person is considered as having served a completed term.

Section 5. MEETINGS

- a. Vestry meetings shall be held monthly unless otherwise established by the Vestry. Two thirds of the Vestry members will constitute a quorum. At the first Vestry meeting a Treasurer and Registrar will be selected from among the Vestry. Proxy votes will be accepted.
- b. A majority of the Vestry may call a special meeting with seven (7) days **written** notice.

Section 6. POWERS AND DUTIES

- a. Except as provided by the law of the state or of the Diocese, the Vestry shall be the sole agent and the sole legal representative of the parish in all matters concerning its corporate property and the relation of the parish to its clergy.
- b. Personal commitment and sustained activity on the part of its members are essential to enable the Vestry to carry out its mission and governance of the parish. A Vestry member who finds that altered circumstances prevent his/her continuous discharge of assigned responsibilities is required to withdraw in favor of a successor. If any Vestry member shall be absent from regular meetings three times during a calendar year without obvious justification, approved by the Vestry, his/her resignation will be automatically assumed and a successor elected.
- c. Approve the annual parochial report as prepared jointly by the Cleric and parish officers.

ARTICLE VIII OFFICERS

The officers of the Vestry shall be Senior Warden, Junior Warden, Registrar, and Treasurer. They shall assume their duties upon election or appointment.

Section 1. The SENIOR WARDEN shall be responsible--

- a. for assisting the Cleric in the spiritual aspects of parish life.
- b. for the spiritual leadership of the parish in the Cleric's absence and during intervals between Clerics.
- c. for the lay administrative leadership of the Vestry.
- d. for chairing the Vestry meetings in the Cleric's absence.
- e. for serving as a member ex officio of any committee to select a new Cleric.
- f. in consultation with the Cleric for preparation of the agenda for Vestry meetings.
- g. in consultation with the Cleric, for instructing new Vestry members and new officers of the Vestry.

Section 2. The JUNIOR WARDEN shall be responsible--

- a. for annually inspecting all church property and for bringing to the attention of the Vestry, via a written assessment, the needs of church property for repair, maintenance, and improvements.
- b. for seeing that the decisions of the Vestry in such aforesaid matters are carried out. The Junior Warden will submit a written report at each Vestry meeting.
- c. for maintaining an up-to-date, comprehensive inventory of all church property, the master copy of which is to be kept in the church office.

Section 3. The REGISTRAR shall be responsible--

- a. for keeping true and accurate minutes of the Vestry and parish meetings and for copying these minutes into the permanent records of the parish and posting the minutes.
- b. for updating and maintaining the parish registers to be kept in the church office. This includes the enrollment record and baptisms, confirmations, marriages, and burials transfers, etc. and for recording such in the absence of the Cleric.
- c. To ensure that the register of services (in the Sacristy) is up to date and complete.
- d. for the certification of the election of lay delegates and alternates to the Diocesan Convention.

- e. for the filing of the church records in the church office and for such other duties as may be delegated by the Vestry.

Section 4. The TREASURER shall be responsible--

- a. for the receipt and disbursement of all monies deposited in the name of the Vestry. The currently approved Diocesan accounting system (currently Quick books) and the *Manual of Business Methods in Church Affairs* shall be employed.
- b. upon advice of the Vestry, for the management of all securities held by the Vestry.
- c. for the keeping of a detailed account of the receipt and disbursement of parish funds.
- d. for submitting monthly reports to the Vestry and for submitting a report of the complete financial status of the parish at the annual meeting.
- e. for performing such other duties which the Vestry may delegate.

ARTICLE IX COMMITTEES

Section 1. STANDING COMMITTEES as approved by the Vestry.

The following shall be designated as standing committees: Budget, Cemetery and Nominating. The Vestry shall appoint members to serve on the committees. Other committees may be appointed as needed. All committees are to report to the Vestry.

Section 2. NOMINATING COMMITTEE

- a. The Nominating Committee shall consist of at least three members. One must be a current Vestry member, one must be an outgoing Vestry member, and one must be a non-Vestry member of the Parish.
- b. The Nominating Committee shall be formed at the October Vestry meeting.
- c. The Nominating Committee is to prepare a list of nominees to the Vestry for delegates and alternates to the Diocesan Convention.
- d. The names of those candidates accepting nomination shall be submitted to the Vestry, and the Vestry shall provide the congregation with the names of the nominees.
- e. Further nominations may be made from the floor of the annual meeting, if duly seconded, but only with the consent of the nominee.

ARTICLE X FISCAL MATTERS

Section 1. FISCAL YEAR

The fiscal year shall be the calendar year.

Section 2. EXPENDITURES

Ordinary recurring expenditures may be authorized by general order of the Vestry; nonrecurring expenditures shall be specifically authorized by the Vestry. Emergency expenses (over \$500.00 Dollars) must be approved by at least two Vestry members in writing. One of those Vestry members must be a check signatory.

Section 3. CONTRACTS

No single officer nor member of the Vestry shall make any contract or agreement obligating the parish unless it first be approved by the Vestry.

Section 4. PARISH OBLIGATIONS

No officer or member of the Vestry shall be personally liable for a debt, contract, or other obligation of the parish.

Section 5. AUDIT

The financial records of the church shall be audited annually in accordance with the canons of the Protestant Episcopal Church.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall prevail but may be suspended by two-thirds vote.

ARTICLE XII AMENDMENTS

These bylaws may be amended at any annual or special parish meeting by a two-thirds majority of the qualified voters present, provided that the proposed amendments have been stated in writing and posted at least three weeks prior to such meeting

BYLAWS COMMITTEE:

Carole Wellingford
Elaine Wallingford (Senior Warden)

WV 2/15
Dave King (Junior Warden/Treasurer)

Tom Lilly
Pat Cavanagh

Pat Cavanagh
Tom Lilly

PROPOSED AMENDMENTS 05/29/2019

ST. PHILIP'S EPISCOPAL CHURCH
QUANTICO PARISH
Quantico, Maryland

Bylaws of the Vestry of Quantico Parish

PREAMBLE

The Bylaws of the Vestry of Quantico Parish, located in Wicomico County, Maryland, are drawn with the recognition that, as a Parish in union with the Convention of the Diocese of Easton, the Vestry of St. Philip's Episcopal Church, Quantico Parish, accedes to the Constitution and Canons of the Diocese of Easton, the Constitution and Canons of the Protestant Episcopal Church in the United States of America, also known as and referred to in these bylaws as "The Episcopal Church" or as "Episcopal Church," and the laws of the State of Maryland, as these may be duly amended from time to time.

**ARTICLE I
GENERAL PROVISIONS**

Section 1. Name. The legal name of this parish is Vestry of Quantico Parish, also known as St. Philip's Episcopal Church and sometimes referred to in these bylaws as "St. Philip's" or "the Parish."

Section 2. Address. The address of the Parish is St. Philip's Episcopal Church, 6451 Quantico Road, P.O. Box 92, Quantico MD 21856.

Section 3. Parish Organization. The Parish Organization shall consist of a Cleric, a Senior Warden, a Junior Warden, a Treasurer, a Registrar, the Vestry, and such committees as may be required to effectively conduct the business of the Parish. Wherever used in these bylaws, the term "Cleric" includes the terms "Rector," "Priest-in-Charge," "Interim Minister," "Deacon Vicar," "Deacon-in-Residence," or "Vicar," as applicable.

Section 4. Parish Year. The parish year shall be from the first day of January until the last day of December of each year.

**ARTICLE II
MEMBERSHIP**

Any person who has received the Sacrament of Holy Baptism with water in the Name of the Father, and of the Son, and of the Holy Spirit, whether in The Episcopal Church or in another Christian Church, and whose Baptism has been duly recorded in The Episcopal Church, or who has

been confirmed or received into The Episcopal Church, and who wishes to become a member of this Parish shall be duly enrolled by the Registrar pursuant to the relevant Episcopal Church and Diocesan Canons.

ARTICLE III PARISH MEETINGS

Section 1. Annual Meeting. An annual meeting of the qualified voters of the Parish, as defined in Section 4 of this Article, shall be held on the fourth Sunday in January, following the normal Sunday liturgy, or on such other date and time as shall be determined by the Vestry.

Section 2. Special Meetings. If determined desirable by a majority of the Vestry, or twenty percent or more of the qualified communicants of the Parish, as defined in Section 4 of this Article, a special parish meeting may be called for any purpose and notice thereof shall be given pursuant to Section 3 of this Article. The only business to be conducted at such special meeting shall be that related to the purposes for which the meeting was called, and notice was given to the members.

Section 3. Notice of Meetings. The date, time, place, and purpose of all parish meetings shall be made known to the Parish in writing at least thirty days in advance for the Annual Meeting, and at least fifteen days in advance for Special Parish Meetings. The Parish newsletter, e-mail, web site, or Sunday bulletin may be used for sufficient notification. In addition, announcement of a meeting may be made during regular Sunday services. Said meetings may be held electronically, or a member may participate in, and vote at, all meetings by means of technology, provided that all participants are able to hear one another simultaneously.

Section 4. Qualification of voters. Every communicant in good standing in this Parish who meets the following qualifications is eligible to vote in the election of Vestry members and delegates to the Diocesan Convention, and any other matters on which the Parish may act:

- a. baptized Christian,
- b. at least sixteen years of age,
- c. enrolled as a member in the Parish Registry,
- d. made his or her communion at the Parish at least three times during the past twelve months,
- e. shared in the work of the Parish by faithfully working, praying, and giving during the past twelve months, and
- f. present to personally cast his or her vote. Alternatively, a qualified voter may cast a written ballot in the Parish office not more than one week prior to the Annual Meeting or vote by proxy pursuant to Robert's Rules of Order.

Section 5. Quorum. A quorum at any Parish meeting shall be a majority of the Parish's qualified voters, as set forth in Section 4 above.

Section 6. Officers at meetings. At all parish meetings, the Cleric if present shall preside. If the Cleric is absent, then one of the following, in the order named, shall preside: Senior Warden, Junior Warden, a Vestry member elected by the Vestry members present, or a qualified communicant elected by the remaining voters present. The Cleric may appoint any of the above to preside, even when present. The Registrar, if present, shall be the secretary of all such meetings. If the Registrar is absent, then the presiding officer shall appoint a secretary from among the qualified voters present. If the Registrar does not act as secretary of a Parish meeting, the minutes of such meeting shall be delivered to the Registrar as soon as practicable after the meeting. The presiding officer may appoint tellers and such other officers for the meeting from among the qualified voters present as he or she deems necessary.

Section 7. Procedure at meetings. The latest edition of Robert's Rules of Order shall govern parliamentary procedure for all meetings.

Section 8. Purpose of the Annual Meeting. The Annual Meeting shall receive the recommendation of the Nominating Committee of the Vestry and elect a sufficient number of qualified communicants to serve as Vestry members and the appropriate number of delegates to any convention of the Diocese; shall receive one or more reports on the significant events during the preceding year, either orally or in writing, from the Cleric and Vestry, of such of the affairs which transpired during the preceding parochial year as are deemed necessary and appropriate to inform the members of the status of the Parish; and shall allow opportunity for any member to question the Cleric, or any Vestry member present, and bring up any matters which may be pertinent. In addition, excepting the amounts of individual contributions, the Treasurer shall exhibit the Parish books of account for inspection at the annual parish meetings. The budget, as adopted by the Vestry, may also be reviewed.

Section 9. Notice of Vestry vacancies. Sixty days before the Annual Meeting, the Cleric shall inform the members of the Parish of the number of vacancies occurring on the Vestry.

Section 10. Convention delegates. Communicants in good standing in the Parish are eligible for election as delegates or alternates to any convention of the Diocese. The Vestry shall fill any vacancy occurring after the election and before the Convention in such manner as it deems proper.

ARTICLE IV PARISH CLERIC

Section 1. Powers and Duties.

a. The Cleric, under the authority of the Bishop and the provisions of the Episcopal Church and Diocesan constitution and canons, has exclusive charge of all things pertaining to the spiritual interests of the Parish and all that accompanies it, may appoint fit persons for the performance of such duties as may be properly assigned to others, and shall have the right to the use and control of all Parish buildings with the appurtenances and furniture thereof for the purpose of the office

b. The Cleric shall make, or cause to be made, promptly and properly, all entries in the Parish register, shall be responsible for the safekeeping of the same, and shall perform such other duties and obligations as may be required by Episcopal Church or Diocesan constitution or canons.

c. The Cleric shall be a member of the Vestry and preside at all meetings of the Vestry but will vote at Vestry meetings only in the case of a tie. The exception would be in connection with the alienation of property, when the Cleric shall always vote.

Section 2. Vacancy of the Cleric.

a. When the office of the Cleric falls vacant, the Search Committee shall consist of all the members of the Vestry and two members of the parish as selected by the Vestry.

b. It shall be the duty of the Search Committee to consult with the Bishop or his appointed aides, to interview successors, and to give progress reports to the parish.

c. It shall be the responsibility of the Vestry to elect by majority vote the Cleric it decides will best serve the interests of the parish. The Vestry shall communicate the result to the Bishop for his or her approval before calling and notifying such Cleric.

d. The Cleric, when called and elected, shall serve under written contract for a fixed period set forth in the contract with renewal to subject to joint review during the first six months of each year of service.

**ARTICLE V
VESTRY**

Section 1. Eligibility. Any enrolled member of the Parish who is a communicant in good standing is eligible to serve as a Parish officer or member of the Vestry.

Section 2. Membership and Right to Vote. The Vestry shall consist of the Cleric and five Vestry members elected by the Parish, plus the Registrar and the Treasurer if they were not elected by the Parish. The officers of the Vestry shall be the Senior Warden, the Junior Warden, the Registrar, and the Treasurer. The Senior Warden and Junior Warden shall be among the Vestry members elected by the Parish. The Registrar and the Treasurer shall be appointed by the Vestry for one-year terms and need not have been elected to the Vestry by the Parish. Only those Vestry members elected by the Parish pursuant to Article III Section 8 shall have the right to vote.

Section 3. Term of Office. Vestry members shall serve for two years, except the Cleric, whose term shall be pursuant to his or her letter of agreement. All Vestry members' terms of office begin upon election at an annual meeting and conclude at an annual meeting, two years later, when replacements are elected. Two members shall be elected in even-numbered years and three members shall be elected in odd-numbered years. The Registrar and the Treasurer shall serve for one-year terms.

Section 4. Eligibility for re-election. A member of the Vestry who has served two consecutive two-year terms cannot stand for reelection until one year has elapsed. A member elected to fill a vacancy shall be eligible for election to a full term if person has served for less than twelve consecutive months at the time of his or her election. The Registrar and Treasurer may not serve more than five consecutive one-year terms without special permission from the Bishop.

Section 5. Removal of Vestry Members. Should a Vestry member or officer, without prior notice to the Cleric or Senior Warden, fail to attend three Vestry meetings within a period of one year, the Vestry shall consider whether to ask such person to resign or to declare the office vacant.

Section 6. Vacancies. When a vacancy occurs in the Vestry, the remaining Vestry members may, by majority vote, elect an eligible person to fill the vacancy. The successor so elected shall serve until the term of the member replaced shall have expired.

Section 7. Meetings.

a. The Vestry shall meet monthly unless otherwise established by the Vestry, with the first such meeting to be called by the Cleric within thirty days of the Annual Parish Meeting. Two-thirds of the Vestry members constitutes a quorum. At the first Vestry meeting following the annual meeting of the Parish, the Vestry shall elect a Registrar and a Treasurer by majority vote of the Vestry. Proxy votes are acceptable.

b. A majority of the Vestry may call a special meeting with seven days written notice.

Section 8. Authority. Consistent with the provisions of Article IV Sections a. and b., and the canonical authority of the Cleric, the Vestry shall be the sole agent and the sole legal representative of the Parish in all matters concerning its corporate property and the relation of the Parish to its clergy, and shall manage, preserve, control and insure all such real and personal property as the Vestry may own or possess for the advancement of the Parish as an integral part of the Church.

Section 9. Powers and Duties. The Vestry shall provide a Parish register in which shall be recorded the date and place of all baptisms, confirmations, marriages, and burials occurring at the Parish; a proper minute book, suitable account book or books, and an enrollment record, all in such permanent form as the Vestry shall decide. The Vestry shall see that the appropriate entries are made in such record books properly and promptly, in accordance with Episcopal Church and Diocesan constitution and canons. The Vestry shall also see that the record books are carefully preserved. The Vestry shall maintain current copies of the Episcopal Church and Diocesan constitution and canons, either in hard copy for or access to them through the internet. The Vestry

shall approve the annual parochial report as prepared jointly by the Cleric and parish officers. The Vestry shall have such other powers and perform such other duties not set forth herein as may be required by the laws of Maryland and the Episcopal Church and Diocesan constitution and canons. No Parish officer or member of the Vestry shall make any contract or obligate the Parish in any way unless the undertaking has been approved by the Vestry and recorded in the minute book by the Registrar.

ARTICLE VI OFFICERS AND THEIR DUTIES

Section 1. Officers. The officers of the Parish shall be Senior Warden, Junior Warden, Registrar, and Treasurer. They shall assume their duties upon election or appointment.

Section 2. Senior Warden. The Senior Warden shall be responsible--

- a. for assisting the Cleric in the spiritual aspects of parish life,
- b. for the spiritual leadership of the parish in the Cleric's absence and during intervals between Clerics,
- c. for the lay administrative leadership of the Vestry,
- d. for chairing the Vestry meetings in the Cleric's absence,
- e. for serving as a member ex officio of any committee to select a new Cleric,
- f. in consultation with the Cleric for preparation of the agenda for Vestry meetings, and
- g. in consultation with the Cleric, for instructing new Vestry members and new officers of the Vestry.

Section 2. Junior Warden. The Junior Warden shall be responsible--

- a. for annually inspecting all church property and for bringing to the attention of the Vestry, via a written assessment, the needs of church property for repair, maintenance, and improvements,
- b. for seeing that the decisions of the Vestry in such matters are carried out,
- c. for submitting periodic written reports to the Vestry, and
- d. for maintaining an up-to-date, comprehensive inventory of all church property, the master copy of which is to be kept in the church office.

Section 3. Registrar. The Registrar shall be responsible—

- a. for keeping true and accurate minutes of the Vestry and parish meetings and for copying these minutes into the permanent records of the parish and posting the minutes,

b. for updating and maintaining the parish registers to be kept in the church office, including enrollments, baptisms, confirmations, marriages, transfers, and burials, and for recording such in the absence of the Cleric,

c. for ensuring that the register of services (in the Sacristy) is up to date and complete,

d. for the certification of the election of lay delegates and alternates to the Diocesan Convention,

e. for the filing of the church records in the church office, and

f. for such other duties as the Vestry may assign.

Section 4. Treasurer.

a. The Treasurer shall be responsible—

i. for the receipt and disbursement of all moneys from whatever source. The Treasurer deposit all receipts in the name of the Vestry in such depositories as the Vestry may direct, subject to the check of the Treasurer, or such member of the Vestry, jointly or otherwise, as the Vestry may from time to time direct. The Treasurer shall deposit all securities or other intangible property owned by the Parish as well as other valuable documents and instruments of writing in the name of the Vestry in such safe deposit box or other suitable location as the Vestry may direct, subject to withdrawal by the Treasurer, or such member of the Vestry, jointly or otherwise, as the Vestry may from time to time prescribe,

ii. upon advice of the Vestry, for the management of all securities held by the Vestry,

iii. for the keeping of a detailed account of the receipt and disbursement of parish funds,

iv. for submitting monthly reports to the Vestry and for submitting a report of the complete financial tatus of the parish at the annual meeting, and

v. for performing such other duties which the Vestry may delegate.

b. No money shall be expended for any purpose unless authorized by the Vestry, whether by inclusion in the annual budget or as otherwise approved.

c. The Treasurer's accounts shall be audited as required by Episcopal Church and Diocesan constitution and canons.

d. The Treasurer, with consent of the Vestry, may appoint an Assistant Treasurer to assist in the duties assigned to the Treasurer or to represent the Treasurer as needed.

**ARTICLE VII
COMMITTEES**

Section 1. Standing and Other Committees. The standing committees of the Vestry shall be determined from time to time by the Vestry and shall at least comprise an Audit Committee and a Nominating Committee. The Vestry shall appoint persons to serve on the committees. The Vestry may appoint other committees from time to time as it shall deem appropriate. All committees shall report to the Vestry.

Section 2. Nominating Committee.

a. The Nominating Committee shall consist of at least three members. One must be a current Vestry member, one must be an outgoing Vestry member, and one must be a non-Vestry member of the Parish.

b. The Nominating Committee shall be formed at the October Vestry meeting.

c. The Nominating Committee shall prepare a list of nominees to the Vestry, including the positions of Senior Warden and Junior Warden, and for delegates and alternates to the Diocesan Convention.

d. The names of those candidates accepting nomination shall be submitted to the Vestry, and the Vestry shall provide the congregation with the names of the nominees.

e. Further nominations may be made from the floor of the annual meeting, if duly seconded, but only with the consent of the nominee.

**ARTICLE VIII
AMENDMENTS**

These bylaws may be adopted, amended, or repealed at any annual or special Parish meeting by a favorable vote of two-thirds of the qualified voters present, provided that the proposed amendments have been stated in writing and posted at least three weeks prior to such meeting. Upon the adoption of these bylaws, all previous bylaws are repealed.

APPROVED by Committee on Constitution and Canons of the Diocese of Easton, received on January 6, 2013.

ADOPTED by the Annual Meeting of the St. Philip's Church on _____.

Registrar: _____

Parochial Report 2017

THE 2017 REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
ACCORDING TO CANONS 1.6, 1.7, AND 1.17
(OTHERWISE KNOWN AS THE PAROCHIAL REPORT)



Name of Congregation St Phillips Episcopal Church		Diocese Easton	
Street Address 1 6457 Quantico Rd		City Quantico	State MD
Street Address 2		Zip + 4 21956-0092	County Wicomico
Mailing Address 1 PO Box 92		City Quantico	State MD
Mailing Address 2		Zip + 4 21956-0092	Phone # 410-742-1837
Federal tax ID # 52-1163224	Congregation's Email address st.philip@comcast.net	Congregation's Web Address stphilipchurchquantico.org	

Report Preparation

Page 2 Prepared by (Print or type name) Elaine Wallingford Laura Dorsey Dave	Daytime Phone 410-742-1837	Email Address ewallingford2004@yahoo.com
Page 3 Prepared by (Print or type name) Dave King	Daytime Phone 410-873-3096	Email Address dking17423@aol.com

Certified by the Clerk of the Vestry

Certified by (Print or type name) Tom Hylden	
Signature	Date

Certified by Treasurer/Financial Officer

Certified by (Print or type name) Elaine Wallingford Dave King	
Signature	Date

Certified by Rector/Vicar/Person in Charge

Certified by (Print or type name) Laura Dorsey		Daytime Phone 410-430-7922
Signature	Date	

Vestry Approval

Indicate date that your 2017 Parochial Report was approved by the Vestry or Bishop's Committee (Canon 1.6.1)	Date
--	------

Membership, Attendance and Services of the Reporting Congregation

During the 2016 Parochial Report, record the Number of Baptized Members Reported as of December 31, 2016
Close year 2016 Parochial Report, Box M16)
Members Reported Last Year = M16.

1. Increases during year: All members added to the baptized members section of your congregation's Membership Register during 2017 by: baptism, confirmation/reception, or transfer, and those persons restored from inactive status, or not counted in last year's membership count
Total Increases = 1.

2. Decreases during year: All baptized members lost by death, transferred to another congregation, received in inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count
Total Decreases = 2.

M17: Add the increases entered in Box 1 to Box M16. Then subtract the decreases entered in Box 2
By the total active membership as of December 31, 2017
Total Active Baptized Members (end of report year) = M17.

Communicants in good standing: All baptized members of the reporting congregation, who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless by good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."
3. Adult communicants in good standing (age 18 and over) =
4. Youth communicants in good standing (under age 18) =
5. Total communicants in good standing (3 + 4) =
6. Others who are active whose baptisms are not recorded in the Parish Register, or in another Episcopal congregation
Others = 6.

7. Sunday (& Saturday Evening) Attendance: Divide total attendance by the total number of Sundays when services were held
Average Sunday Attendance = 7.
8. Average Principal Worship Service Attendance on a Weekday (in congregations without Sunday or Saturday evening services) = 8.
9. Easter Sunday Attendance (9)

10. Total Sunday & Saturday Evening Eucharists (10)
11. Total Weekday Eucharists (11)
12. Total Private Eucharists (12)
13. Daily Offices Held on Sunday (13)
14. Daily Offices Held on Weekdays (14)
15. Marriages conducted in 2017 (15)
16. Burials conducted in 2017 (16)

17. Baptisms 16 years and older (17)
18. Baptisms under 16 years of age (18)
19. Confirmations 16 years and older (19)
20. Confirmations under 16 years of age (20)
21. Received by a bishop (21)

22. Total Church School Students Enrolled (22)
23. Regular Sunday or weekday adult education programs held? Yes No
24. Number of adults engaged in religious education or spiritual formation

25. English Spanish French Other
26. (Other languages, list)

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2017				
Number of Pledges	1. Number of signed pledge cards for 2017 -report year	(1)	19	
Total \$ Pledged	2. Total dollar amount pledges for 2017-report year	(2)	\$28,000	
Report of Revenues and Expenses for 2017				
Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	\$32,091	
	4. Money from investments used for operations in 2017	(4)	\$5,245	
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations, & contributions from congregation's organizations	(5)	\$24,578	
	6. Unrestricted bequests used for operations	(6)	\$0	
	Subtotal Normal Operating Income (3 + 4 + 5 + 6) = A			\$61,914
	7. Assistance from diocese for operating budget	(7)	\$0	
Total Operating Revenues (A + 7) = B			\$61,914	
Non-Operating Revenues	8. Funds received for capital projects	(8)	\$0	
	9. Additions to endowment, & other investment funds	(9)	\$0	
	10. Contributions & grants for congregation based outreach & mission programs	(10)	\$0	
	11. Funds for transmittal to other organizations	(11)	\$0	
Subtotal Non-Operating Revenues (8 + 9 + 10 + 11) = C			\$0	
Total All Revenues (B + C) = D			\$61,914	
Operating Expenses	12. To diocese for assessment, apportionment, or fair share	(12)	\$6,760	
	13. Outreach from operating budget	(13)	\$0	
	14. All other operating expenses	(14)	\$44,104	
Subtotal Operating Expenses (12 + 13 + 14) = E			\$50,864	
Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	\$7,388	
	16. Expense for congregation's outreach & mission	(16)	\$500	
	17. Funds contributed to Episcopal seminaries	(17)	\$0	
	18. Funds transmitted to other organizations	(18)	\$150	
Subtotal Non-Operating Expenses (15 + 16 + 17 + 18) = F			\$8,038	
Total All Expenses (E + F) = G			\$58,902	
At Year End:				
As of December 31, 2017	19. Total cash in all checking & passbook savings accounts	(19)	\$10,290	
	20. Total investment at market value (not including cash reported in line 19)	(20)	\$146,913	

St. Philips Episcopal Church
Congregation

Quantico
City

Easton
Diocese

Page

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-charge or interim 1. Ducey	First name Laura	Middle name M.
Title of position VICAR	Year ordained 2001	Diocese of canonical residence Easton
Employment status at this congregation <input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation 2016	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input checked="" type="checkbox"/> Non-active
Last name of associate priest, assisting priest or curate	First name	Middle name
Title of position	Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active
Last name of associate, assisting or other priest	First name	Middle name
Title of position	Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active
Last name of associate, assisting or other priest	First name	Middle name
Title of position	Year ordained	Diocese of canonical residence
Employment status at this congregation <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary	Year called to this congregation	Church pension status <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no priest at present, who leads Sunday worship services? (check all that apply)

Supply priest Deacon Lay worship leader Other
 A long-term supply priest: _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1	First name	Middle name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon	Year ordained	
Last name of Deacon #2	First name	Middle name
<input type="checkbox"/> Deacon (Vocational) <input type="checkbox"/> Transitional Deacon	Year ordained	

Name(s) of other congregation(s) currently served by these priests (if any)

Equally shared ministry with St. Paul's
Rehoboth, MD 21830

Explanation of Unique or Unusual Clergy Situation

Outreach Ministries and Volunteer Activity of this Congregation

Using the checkboxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2017.

If yes, indicate whether a **few** volunteers were involved in the ministry, or a **larger** number of your members were involved.

Please also estimate in the space provided approximately how many people were helped or served **each month** by the ministry.

	No	Yes			Estimated number of people served
		Few volunteers involved	Many volunteers involved		
1. Food pantry, soup kitchen, or meal projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		140
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Cash, vouchers, or help with rent/utilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Day care, preschool, before- or after-school programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Tutoring or literacy programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		40
6. Health programs (parish nurse, clinics, health education, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Community organizing, organized social issue advocacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Job placement, job training, employment counseling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Building projects (such as Habitat for Humanity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Support groups (bereavement, divorce, job loss, 12-step, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Programs for the elderly and homebound persons	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		52
12. Clothes closet, thrift store	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		30
13. Homeless or no-freeze shelter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Overseas sponsorships, microloans, Heifer Project, Haiti relief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		40
15. Other; not listed Primary school, Camp Wright, Children's Home	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		50

2018 Parochial Report filed in March of 2019

Parochial Report
Filing Site

Canonical Deadlines ([CANON I.6.1-5](#)):

- The 2018 Parochial Report is due to your diocese by March 1, 2019 [4 days]. *Make sure to check with your diocese for particular requirements.*
- All 2018 Parochial Reports must be reviewed and completed by the Dioceses to the General Convention Office by May 1, 2019 [65 days].

St Philips (Quantico):

Update Parish

Parish Code	<input type="text" value="8395-2515"/>
Name of parish	<input type="text" value="St Philips Epis"/>
Tax ID	<input type="text" value="52-1163224"/>
Congregation's Phone Number	<input type="text" value="443-665-4038"/>
Congregation's Email Address	<input type="text" value="st.philip@com"/> When entering your congregation's email address, do not enter an address that requires sender pre-approval.
Congregation's URL (Web Address)	<input type="text" value="stphilipschurc"/>
Established	<input type="text" value="1845"/>
Street Address	
Address 1	<input type="text" value="6457 Quantico"/>
Address 2	<input type="text"/>
City	<input type="text" value="Quantico"/>
State	<input type="text" value="Maryland"/>
Zip/Postal code	<input type="text" value="21856-0092"/>
County	<input type="text" value="Wicomico"/>

Country

Mailing Address

Address 1

Address 2

City

State

Zip/Postal code

Country

Save Changes

-1	0	0	0	Parish	1
----	---	---	---	--------	---

The General Convention of the Episcopal Church
 815 Second Avenue, New York, NY 10017
 212-716-6159 | pr@dfms.org | Fax: +1 (212) 972-9322

Research and Statistics on the web: [Episcopal Church General Convention Studying Your Congregation and Community](#)

Parochial Report
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St Philips (Quantico): Update Filing Information

The Episcopal Church Center accepts the following names and dates as electronic signatures:

Membership, Attendance, & Services prepared by

Email address

Daytime Phone

Stewardship & Financial prepared by

Email address

Daytime Phone

Certified by the Clerk of the Vestry

Certified by

Nancy Hall, Re

Date certified

Certified by Treasurer/Financial Officer

Certified by

Dave King

Date certified

Certified by Rector/Vicar/Person in Charge

Certified by

Elaine Wallingf

Date certified

Daytime Phone

410-742-1837

Vestry Approval

Date Approved

Save Changes

The General Convention of the Episcopal Church
815 Second Avenue, New York, NY 10017
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St Philips (Quantico): Update Vital Statistics

	2017	2018
M17 Members Reported Last Year	35	30
1. Increases during year	3	2
2. Decreases during year	8	3

M18 Total Active Baptized Members	<input type="text" value="30"/>	<input type="text" value="29"/>
3. Communicants in Good Standing Age 16 and up (Adults)	<input type="text" value="30"/>	<input type="text" value="29"/>
4. Communicants in Good Standing under Age 16 (Youth)	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Total Communicants in Good Standing	<input type="text" value="30"/>	<input type="text" value="29"/>
6. Others who are active	<input type="text" value="3"/>	<input type="text" value="0"/>
7. Average Sunday Attendance	<input type="text" value="20"/>	<input type="text" value="18"/>
8. Average Principal Worship Service Attendance on a Weekday (<i>if no Sunday service</i>)	<input type="text" value="0"/>	<input type="text" value="0"/>
9. Easter attendance	<input type="text" value="42"/>	<input type="text" value="40"/>
10. Sunday and Saturday evening Eucharists	<input type="text" value="24"/>	<input type="text" value="25"/>
11. Weekday Eucharists	<input type="text" value="1"/>	<input type="text" value="2"/>
12. Private Eucharists	<input type="text" value="0"/>	<input type="text" value="0"/>
13. Daily Offices on Sunday	<input type="text" value="25"/>	<input type="text" value="26"/>
14. Daily Offices on Weekdays	<input type="text" value="0"/>	<input type="text" value="1"/>
15. Marriages	<input type="text" value="0"/>	<input type="text" value="1"/>
16. Burials	<input type="text" value="1"/>	<input type="text" value="1"/>
17. Baptisms 16 years and older	<input type="text" value="0"/>	<input type="text" value="0"/>
18. Baptisms under 16 years	<input type="text" value="0"/>	<input type="text" value="0"/>
19. Confirmations 16 years and older	<input type="text" value="1"/>	<input type="text" value="0"/>
20. Confirmations under 16 years	<input type="text" value="0"/>	<input type="text" value="0"/>
21. Received by a Bishop	<input type="text" value="1"/>	<input type="text" value="0"/>
22. Total Church School Students enrolled	<input type="text" value="0"/>	<input type="text" value="0"/>
23. Adult Education Program	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
24. Adults engaged in religious education or spiritual formation	<input type="text" value="2"/>	<input type="text" value="0"/>
25. Languages in which Worship is conducted	<input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French	<input checked="" type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> French

26. List up to 5 other languages in which
Worship is conducted

Show languages

Parochial Report
Filing Site

Canonical Deadlines ([CANON I.6.1-5](#)):

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- All 2018 Parochial Reports must be reviewed and completed by the Dioceses to the General Convention Office by May 1, 2019 [65 days].

/w EPDw UKMTcx
1FC19030
/w EdADgmvMhQv

St Philips (Quantico): Update Financial Statistics

	2017	2018
1. Number of signed pledge cards	19	19
2. Total dollar amount pledged	28,000	29,000
3. Plate offerings, pledge payments & regular support	32,091	35,866
4. Money from investments used for operations	5,245	9,232
5. Other operating income	24,578	25,348
6. Unrestricted bequests used for operations		
A. Subtotal Normal Operating Income	61,914	70,446
7. Assistance from diocese for operating budget		
B. Total Operating Revenues	61,914	70,446
8. Funds received for capital projects		3,476
9. Additions to endowment & other investment funds		
10. Contributions for outreach & mission programs		50
11. Funds for transmittal to other organizations		210

C. Subtotal Non-Operating Revenues	0	3,736
D. Total All Revenues	61,914	74,182
12. To Diocese for assessment, apportionment, or fair share	6,760	5,813
13. Outreach from operating budget		
14. All other operating expenses	44,104	52,766
E. Subtotal Operating Expenses	50,864	58,579
15. Major improvements & capital expenditures	7,388	16,738
16. Expense for congregation's outreach & mission	500	50
17. Funds contributed to Episcopal seminaries		
18. Funds transmitted to other organizations	159	210
F. Subtotal Non-Operating Expenses	8,047	16,998
G. Total All Expenses	58,911	75,577
19. Total cash in all checking & passbook savings accounts	10,290	24,341
20. Total investment at market value (not including cash reported in line 19)	146,913	150,239

Save Changes

true	1
------	---

The General Convention of the Episcopal Church
815 Second Avenue, New York, NY 10017
212-716-6159 | pr@dfms.org | Fax: +1 (212) 972-9322

Research and Statistics on the web: [Episcopal Church General Convention Studying Your Congregation and Community](#)

Parochial Report
Filing Site

Canonical Deadlines ([CANON I.6.1-5](#)):

- The 2018 Parochial Report is due to your diocese by March 1, 2019 [4 days]. *Make sure to check with your diocese for particular requirements.*
- All 2018 Parochial Reports must be reviewed and completed by the Dioceses to the General Convention Office by May 1, 2019 [65 days].

/w EPDw UKMTcy

50C7D0DA

/w EdACw e50zc2

St Philips (Quantico): Update Clergy Serving Congregation

Clergy Serving This Congregation:

Additional Information:

Select a saved clergy record to edit:

- Priest
- Deacon (Vocational)
- Transitional Deacon
- Worship Leader(s) (for parishes currently without priests)

Priests	#	Last Name *	First Name *	Middle Name	Year Ordained *
Laura M. Dorsey	0				

Other Congregations Served by

Clergy:

Equally shared with S

Position Title *

Unlisted Position Title: *

Unique or Unusual Clergy

Employment status

at this congregation: *

Year called to this congregation:

Situation:

j
c
1
:
1
:
1
:
:
:

Worship leader(s)

- Supply priest
- Long-term supply priest
- Deacon
- Lay Leader
- Other

0		1	True
1	1	2	1

* Required field

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Research and Statistics on the web: [Episcopal Church General Convention Studying Your Congregation and Community](#)

**THE 2020 SPECIAL REPORT OF EPISCOPAL CONGREGATIONS AND MISSIONS
 ACCORDING TO CANONS 1.6, 1.7, AND 1.17
 (OTHERWISE KNOWN AS THE PAROCHIAL REPORT)**



Name of Congregation St. Philip's Episcopal Church		Diocese Easton	
Street Address 1 6457 Quantico Road		City Quantico	State MD
Street Address 2		Zip + 4 21856-0002	County Wicomico
Mailing Address 1 P O Box 92		Mailing City Quantico	State MD
Mailing Address 2		Zip + 4 21856-0002	Phone # None
Federal Tax ID # 52-1163224	Email Address st.philips@comcast.net	Congregation's Web Address stphilipschurchquantico.org	

Report Preparation

Membership, Attendance, & Services - Pages Prepared by: Kenneth Thom	Daytime Phone: 410-251-8651	Email Address: ksthom@gmail.com
Stewardship & Financial - Pages Prepared by: Tom Hylden	Daytime Phone: 240-672-2317	Email Address: tom.hylden@outlook.com

Certification by the Clerk of the Vestry

Certified by (Print or type name) Rebecca Taylor-White	Date
Signature	

Certification by the Treasurer/Financial Vestry Officer

Certified by (Print or type name) Tom Hylden	Date
Signature	

Certification by the Rector/Vicar/Priest-in-Charge

Certified by (Print or type name) Kenneth Thom	Email Address: ksthom@gmail.com	Daytime phone 410-251-8651
Signature	Date	

Vestry Approval

Indicate the date that your 2020 Parochial Report was approved by the vestry or Bishop's Committee (Canon 1.6.7)	Date
--	------

Parochial Report Completion

How many people participated in completing this parochial report?	
Please identify the roles of those who participated in completing this parochial report. (Not including vestry members who only voted to approve it):	

Membership, Attendance and Services of the Reporting Congregation

Using Last Year's Report:

Active Baptized Members of the Reporting Congregation Reported Last Year

Using the 2019 Parochial report, record the Number of Baptized Members Reported as of December 31, 2019. (See your 2019 Parochial Report, Box M19)

Members Reported Last Year = M19

Using the Register of Church Membership and Rites:

During the Report Year

Increases in Membership

1. **Increases during year:** All members added to the baptized members section of the congregation's Membership Register during 2020 by: baptism, confirmation/reception, or transfer; and those persons restored from inactive status, or not counted in last year's membership count.

Total Increases = 1.

Decreases in Membership

2. **Decreases during year:** All active baptized members lost by death, transferred to another congregation, removed to inactive status in the Register of Church Membership and Rites, removed for other reasons, or not removed from last year's membership count.

Total Decreases = 2.

Active Baptized Members of the Reporting Congregation at Year-End

M20. Add the increases entered in box 1 to Box M19. Then subtract the decreases entered in box 2 for the total active membership as of December 31, 2020

Total Active Baptized Members (end of report year) = M20

Communicants in Good Standing of the Reporting Congregation

Communications in good standing: Baptized members of the reporting congregation who "have received Holy Communion at least three times during the preceding year" and are faithful "in corporate worship, unless for good cause prevented," and "in working, praying, and giving for the spread of the Kingdom of God."

Youth Communicants in Good Standing

3. Adult communicants in good standing (age 16 and over) =

4. Youth communicants in good standing (under age 16) =

5. Total Communicants in Good Standing (sum of 3 and 4) =

Others Active

6. **Others who are active** who baptisms are not recorded in the Membership Register, or in another Episcopal congregation. Others =

Using the Service Register:

Average Sunday Attendance for 2020

7. **Sunday (& Saturday Evening) Attendance:** Divide total attendance by the total number of Sundays when services were held. For 2020, calculate Average Sunday Attendance for January 1 through March 1 only.

Average Sunday Attendance = 7.

Weekday Attendance in Congregations without Sunday Attendance

8. Average Principal Worship Service Attendance on a Weekday (for congregations without Sunday or Saturday evening services) =

Sacraments & Services:

Number of Holy Eucharists Celebrated During 2020

		In-person	Online
10. Total Sunday & Saturday Evening Eucharists	(10)	TBD	TBD
11. Total Weekday Eucharists	(11)	0	0
12. Total Private Eucharists	(12)	0	0
13. Daily Offices on Sunday or Saturday Evening	(13)	TBD	TBD
14. Daily Offices Held on Weekdays	(14)	0	0
15. Marriages Conducted in 2020	(15)	0	0
16. Burials Conducted in 2020	(16)	2	0

Daily Offices and Other Services Held During 2020

Using the Register of Church Membership and Rites:

Baptisms in 2020

17. Baptisms 16 years and older

18. Baptisms under 16 years of age

Confirmation in 2020

19. Confirmations 16 years and older

20. Confirmations under 16 years of age

Received in 2020

21. Received by a Bishop

Education

23. Regular Sunday or weekday adult education programs held? Yes NO

24a. Number of adults engaged in religious education or spiritual formation

24b. Number of children and youth engaged in religious education or spiritual formation

24c. What was the impact of the pandemic on participation of children and youth in religious education or spiritual formation?

Congregation

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Diocese

Page 13

24d. What was the impact of the pandemic on participation of adults in religious education or spiritual formation?

significantly less, less, about the same, slightly more, significantly more

Languages in which worship is conducted:

Check all that apply

25. English, Spanish, French, Other

2020 worship during the Pandemic:

- 1. Did you offer online worship prior to the pandemic?
2. Did you offer online worship during the pandemic?
2a. If you answered yes, was worship produced solely by your congregation...
2b. If you answered no, did you direct the congregation to online worship by other congregations?
3. What platforms did you use for worship?
4. Was your online worship primarily livestreamed or prerecorded?
5. If livestreaming services was new to your congregation during the pandemic, do you plan to continue streaming services after restrictions are lifted?
6. Where did you record or stream virtual services?
7. Did you return to in-person worship in 2020?
8. What metrics or analytics are you tracking for online worship?
9. Does most of your congregation have access to broadband internet and devices to view online worship?

Racial Justice and Reconciliation:

- 10. Our congregation is actively addressing and working toward racial justice and reconciliation
11. Working toward racial justice and reconciliation is a priority for our congregation
12. The Vestry/Bishop's Committee is committed to working toward racial justice and reconciliation
13. The Rector/Vicar/Clergy are committed to working toward racial justice and reconciliation

Stewardship and Financial Information of the Reporting Congregation

Giving Information for 2020:

Number of Pledges	1. Number of confirmed pledges for 2020 report year	(1)	
Total \$ Pledged	2. Total dollar amount pledged for 2020 report year	(2)	\$

Report of Revenues and Expenses for 2020:

Operating Revenues	3. Plate offerings, pledge payments & regular support	(3)	26,868
	4. Money from investments used for operations in 2020	(4)	4,936
	5. Other operating income, including unrestricted gifts & restricted gifts used for operations & contributions from congregation's organizations	(5)	12,308
	6. Unrestricted bequests used for operations	(6)	

Subtotal Normal Operating Income (3+4+5+6) = A 44,111

7. Assistance from diocese for operating budget	(7)	
---	-----	--

Total Operating Revenues (A + 7) = B 44,111

Non-Operating Revenues	8. Capital funds, gifts & additions	(8)	
	9. Additions to endowment & other investment funds	(9)	2,200
	10. Contributions & grants for congregation-based outreach & mission programs	(10)	155
	11. Funds for transmittal to other organizations	(11)	

Subtotal Non-Operating Revenues (8+9+10+11) = C 2,355

Total All Revenues (B+C) = D 46,466

Operating Expenses	12. To diocese for assessment, appointment, or fair share	(12)	8,101
	13. Outreach from operating budget	(13)	
	14. All other operating expenses	(14)	30,921.97

Subtotal Operating Expenses (12+13+14) = E 39,023

Non-Operating Expenses	15. Major improvements & capital expenditures	(15)	243
	16. Expenses for congregation's outreach & mission	(16)	
	17. Funds contributed to Episcopal seminaries	(17)	
	18. Funds sent to other organizations	(18)	905

Subtotal Non-Operating Expenses (15+16+17+18) = F 1,148

Total All Expenses (E+F) = G 40,171

At Year-End:

As of December 31, 2020	19. Total cash in all checking & savings accounts	(19)	29,697
	20. Total investments at market value (not including cash reported in line 19)	(20)	236,117

Congregation

City

Diocese

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Continuing Stewardship and Financial Information of the Reporting Congregation

Information for 2020:

21. Did your congregation apply for Paycheck Protection Program (CARES Act) loan? Yes No
22. Did your congregation receive a Paycheck Protection Program loan? Yes No
If yes, how much did your congregation receive? \$ _____
23. Has the loan been forgiven?
 yes no in process have not applied yet

24. Please provide an estimate of additional expenses your congregation incurred due to the pandemic (equipment for broadcasting services, Zoom and other subscriptions, personal protective equipment, sanitizing supplies, additional liturgical expenses, etc.). \$ 250

25. Did you change your approach to stewardship/fundraising in light of the pandemic? Yes No
If yes, please explain:

We were not able to hold our fundraisers the UCCW Luminar Via in the spring and summer in the fall. A number of events provided unrestricted support by unassigned contributions. Our parishioners took it upon themselves to send in contributions while we could not accept or otherwise gather together. Through Zoom we shared prayers and fellowship with St. Paul's, Utopia, and are continuing to do so. Our parishioners who could not attend Zoom or attend in person helped services, because of technical difficulties or professional obligations. Parishioners continued to contribute with time and treasure. We believe we are a stronger parish because of the pandemic, and our team connected with each other, our friends, and our neighbors.

26. If you have an endowment or reserve funds, how did usage of those funds in 2020 change compared to 2019?
 increased decreased same
27. How significant is the negative impact of the pandemic on your congregation's finances for 2021?
 Very significant somewhat significant neutral somewhat insignificant very insignificant

Comments:

see 25 above.

Narrative Questions

Clergy, Vestry and Staff are encouraged to participate in answering these questions.

1. What were the primary opportunities, innovations and challenges in conducting worship during the pandemic? What did you learn?

2. What are the primary opportunities and challenges your church is facing as it plans for the future?

3. What three things have changed the most in how the church conducts its ministry?

Congregation

City

Diocese

Priest(s) Serving this Congregation

Last name of Rector, Vicar, Dean, Priest-in-Charge or Interim Thom			First Name Kenneth		Middle Name S	
Title of position Priest-in-Charge			Year ordained (priest) 2001		Diocese of canonical residence Easton	
Employment status at this congregation: <input type="checkbox"/> Full time <input checked="" type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary			Year called to this congregation: 2019		Church pension status: <input type="checkbox"/> Active <input checked="" type="checkbox"/> Retiree <input type="checkbox"/> Non-active	
Name of other congregation(s) currently served by this priest None						
Last name of associate priest, assistant priest or curate None			First Name		Middle Name	
Title of position			Year ordained (priest)		Diocese of canonical residence	
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary			Year called to this congregation:		Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active	
Last name of associate priest, assistant priest or curate			First Name		Middle Name	
Title of position			Year ordained (priest)		Diocese of canonical residence	
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary			Year called to this congregation:		Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active	
Last name of associate priest, assistant priest or curate			First Name		Middle Name	
Title of position			Year ordained (priest)		Diocese of canonical residence	
Employment status at this congregation: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Non-stipendiary			Year called to this congregation:		Church pension status: <input type="checkbox"/> Active <input type="checkbox"/> Retiree <input type="checkbox"/> Non-active	

If you have more than 4 priests who serve this congregation on a regular basis, complete this form online (where additional blanks will be generated) or attach a page to this paper form.

If you have no resident priest at present, who leads Sunday worship services? (Check all that apply)

- Supply Priest(s) Deacon Lay worship leader Other: _____ (e.g. lay vicar)
 A long-term supply priest _____ (Give full name of long-term supply)

Deacon(s) Serving this Congregation

Last name of Deacon #1 None			First Name		Middle Name	
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon			Year ordained (priest)			
Last name of Deacon #2			First Name		Middle Name	
<input type="checkbox"/> Deacon (vocational) <input type="checkbox"/> Transitional Deacon			Year ordained (priest)			
Name(s) of other congregation(s) currently served by these priests (if any)						
Explanation of Unique or Unusual Clergy Situation						

Outreach Ministries and Volunteer Activity of this Congregation

Using the check boxes below, please indicate whether your congregation provided any of the following community service or outreach ministries during 2020. If yes, indicate how many volunteers involved.

For 2020, please estimate in the space provided approximately how many people were new volunteers this year.

Please also estimate in the space provided approximately how many people were helped or served each month by the ministry.

And, for 2020, using the checkboxes below, please indicate whether this is a new ministry for your congregation this year.

	Ministry of the Congregation	Is this a new ministry in 2020?	Estimated number of volunteers involved	Estimated number of new volunteers	Estimated number of people served
(Provide a total figure only. No symbols or text.)					
1. Food pantry, soup kitchen or meal projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1		40
2. Sustainable food garden/cooperative (such as "Farm to Tray")	<input type="checkbox"/>	<input type="checkbox"/>			
3. Cash, vouchers or help with rent/utilities	<input type="checkbox"/>	<input type="checkbox"/>			
4. Day care, pre-school, before or after-school programs	<input type="checkbox"/>	<input type="checkbox"/>			
5. Tutoring or literacy programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		50
6. Health programs (parish nurse, clinics, health education, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		25
7. Community organizing, organized social issue advocacy	<input type="checkbox"/>	<input type="checkbox"/>			
8. Job placement, job training, employment counseling	<input type="checkbox"/>	<input type="checkbox"/>			
9. Building projects (such as Habitat for Humanity)	<input type="checkbox"/>	<input type="checkbox"/>			
10. Support groups (bereavement, divorce, job loss, 13-step, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
11. Programs for the elderly and homebound persons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		20
12. Clothes closet, thrift store	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4		20
13. Homeless or no-freeze shelter	<input type="checkbox"/>	<input type="checkbox"/>			
14. Overseas sponsorships, microloans, Helper Project, Haiti relief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0		unknown
15. Other, not listed:	<input type="checkbox"/>	<input type="checkbox"/>			

Agenda for Annual Meeting of St. Philip's Congregation

Sunday, January 27, 2019

Call to Order: Elaine

Opening Prayer: Elaine

Minutes: of January 21, 2018 Annual Meeting

Treasurer's Reports: Dave- Treasurer's Report, Balance Sheet, Profit & Loss, Proposed Budget for 2019

Stewardship Report: Pat

Message from Vicar Laura Dorsey

Senior Warden's Report: Elaine

Junior Warden's Report: Dave

Episcopal Church Women: Ann and P.K.

Men's Tuesday Morning Group: Phil

Update on By Laws: Dave

Dinner & Auction Report: Phil, Nancy, Pat

Convention & 150th Diocesan Celebration: Elaine

Nominating Committee: Linda, Nancy

Cemetery Committee: (Burials, Costs, etc.) Chair & Committee needed

Additional Concerns?

Adjournment

St. Philip's Episcopal Church

Senior Warden's Report for 2018 Prepared by Elaine T. Wallingford

Annual Meeting on January 27, 2019

- Two Year Plan for Organizing 2018-2019 Vestry

- 1st year: evaluate finances; property review and estimates with plan.
- 2nd year: grow church in spirit, programs, numbers. See cardstock attachment.
- Including today, the Vestry has had 20 meetings.
- More inclusive listing is in yearly lay schedule.
- More information listed is in weekly bulletin which is now sent to each person serving weekly.

- Church Statistics

- Active members: 28
- Average attendance: 21
- Total attendance-1197
- 1 Organist
- 1 Violinist
- 3 Lay Eucharistic Ministers/Worship Leaders
- 12 Lectors
- 14 Ushers/Greeters
- 15 Altar Guild Members Next year add- ECW and Men's Group nos.
- Total # regular services-51 (Jan. 7, 2017 cancelled for snow)
- Special Services-6 (1 wedding, 1 commendation/commitment, 1 burial/memorial, 1 away at St. Bart's, 1 Southern Convocation Meeting, 1 Lessons/Carols)

- Audit Improvements

- Insurance review and update
- Recording of weekly collection
- Stewardship program/Pat Cavanagh's letter requesting pledges for budget planning
- Check writer is not check signer
- Review of assets
- Office files improved-ongoing
- Contracts-updated and improved
- ECW reporting in as part of whole church reporting
- Establish capital fund
- Establish cemetery fund
- Utilize more of the interest from EEF

-2nd annual audit will be performed in early 2019

-Inaugural Semi-Annual Meeting: Sept. 16, 2018

- By Laws

-Committee Chair Dave, members Pat C., Tom Lilly and Elaine have met 3 times.

-A special meeting of the congregation will be announced. Copies of the proposed By Laws will be given to each church member 3 weeks ahead of the special meeting so discussion can be fruitful.

- Supply Priest

-Fr. Ken Thom will be serving in January (20th, 27th), February (10th, 24th), March (10th, 24th), and April (14th, 21st).

- Progress in Search for New Priest

-Rev. Laura's letter of resignation; 1st meeting for Sr. Warden with Canon Collins, 2nd meeting with Bishop San & Canon Collins, Received Canon Collins' summary of meeting with Bishop San & Canon Collins, Vestry response letter, Canon Collins response letter asking for signatures of all Vestry members on letter of agreement to follow Transitional Style #3 with slight alterations (as no \$1000 cost for Diocesan Consultant, 1 year contract, etc.), establish Search Committee (Vestry plus 2), training of Search Committee for congregational discussion-no post-a-notes, compile answers, church profile, church collect, improve/update communications/access as website, phone etc.). See "Steps for Hiring a Priest" sheet, last page of this report.

- Convention & 150th Diocesan Celebration

-Services at St. Philip's will be cancelled for March 3, 2019 to attend Holy Eucharist with Bishop Michael Curry as part of 150th Diocesan celebration.

-Make sure to get a free ticket from Elaine if you plan to attend the Holy Eucharist service at noon in Cambridge; please sign up on bulletin board in Parish Hall.

- Meetings Attended

-Community Foundation of the Eastern Shore Breakfast-new tax law affects donors

-Reconciliation Workshop at St. Paul's, Hebron- working for unity

-Meeting with Property Manager, Ann Morris, Dave King,

Hearing at Quantico Historical Commission on lot once owned by Kitty McDonald

-Canon Collins for preliminary work on search for priest

-Bishop San & Canon Collins-Vestry to discuss search for priest

- Spiritual Development

-Men's Tuesday Morning Group

-Shared Easter season services at St. Paul's (Stations of the Cross, Ash Wed.)

- Outreach Halo, Meals on Wheels, Hospital Clowning, Summer Reading materials for Westside Primary, Christmas gifts for Westside Primary Family, Scarf & Mitten Tree for Westside Primary, Back to School Supplies for Westside Primary, Children's Home Foundation, Camp Wright Scholarships, Vacation Bible School, Church Mouse Proceeds, Hebron Carnival Volunteers for streetlights, Canned Food Drive, Food Pantry at St. Paul's
- Church Celebrations 1st Sunday birthdays, 2nd Sunday Men's coffee hour, Bridal Shower, Wedding Reception, All Saints Day Bell Ringing Service, Memorial Flowers for Easter & Christmas, Ladies Easter Hats Tradition, The Verrills and Pat B.'s wreaths for spring, autumn and Advent, Apple Butter Bash at the Parkers, July 4th with the Verrills, Dinner Party for Meals on Wheels Volunteers with the Parkers, Dinner Party for Halo Volunteers with the Parkers, Christmas Eve with the Tilghmans, Parish Hall reception for Rev. Laura, New Year's Day with the Zirkels.
- Church Events
 - Dinner/auction
 - Wreath making and sale at Salisbury Art Space & coffee hour
- Promotion of Community Events
 - Oyster Fritter Fries at St. Mary's
 - White Haven Bazaar
 - Chaplains at St. Paul's
- Conclusion

I would like to take this space to thank everyone but especially our extraordinary Vestry for its faithful service to the people and place of St. Philip's.

Submitted by,

Elaine T. Wallingford

Senior Warden

Term of Office: January of 2018-January of 2020

Corrections/additions in green for next year

Inaugural Semi-Annual Meeting of St. Philip's Episcopal Church

Senior Warden's Report

September 16, 2018

The Vestry: people and plans

The new Vestry took office and held its first meeting Feb. 25, 2018. As a goal for our first year, I asked our Vestry to focus on property and finances. This required 12 Vestry meetings, thus far, which have run 3 hours per meeting with visitors welcomed. Everyone speaks and everyone listens. As a result, the first eight months have been highly productive. Specific improvements are explained in the Junior Warden's report. Junior Warden, Dave King is a tireless steward of this church. He is our contractor, banker, and ambassador. Dave is also our treasurer and has made great 'electronic' strides in educating the Vestry on how to best operate the church so that we are in compliance with Diocesan regulations (as presented in our recent audit of 2017). Peggy Anne Mitchell and Linda King serve the Vestry, and with great success, manage the Church Mouse many days a week, every week. Additionally, Linda lovingly cleans our church and reaches out to newbies like tenants and visitors. Peggy Anne creates celebratory, gourmet coffee hour treats and brings a multi-generational history to this church. You will find those two at the end of every Sunday helping anyone who needs help. Nancy Hall has taken on the job of registrar and event planner with great style and enthusiasm. Her exceptional efficiency and on target thinking keep the Vestry on topic. Pat Cavanagh provides us with financial analysis, labor and an ever-blooming garden as well as works with Nancy Hall and Phil Tilghman on our big dinner/auction fundraiser and is an entertaining storyteller. Rev. Laura reminds us of our spiritual values and brings a vast knowledge of church protocol. I mention these people specifically and only a few of their many offerings because they serve as examples to all of us. They are never too busy for St. Philip's and their efforts are generous and constant. Clearly, very clearly, St. Philip's is blessed to have this number and variety of angels.

I am asking the Vestry for a new goal as we approach our second year. More than hopefully, we will be working to grow the numbers and spirit of St. Philip's. Everyone's participation will be needed. In line with that, please see the "What We Do" and "What a Committee Might Do" handout. The handout is simply a listing of some of my thoughts, some ideas to use as possibilities for discussion and perhaps implementation. So, when someone asks, "What are you suggesting?" Here it is. A committee is needed for this work.

The Church: services and numbers

This year, so far, attendance is around 19 per Sunday. We have had 36 services of Eucharist with Rev. Laura and 17 services of Morning Prayer. It is with emphatic gratitude that I thank Rev. Laura, LEMs/Worship Leaders John Verrill and Tom Lilly for their faithful, continuous, uplifting and informative services. Their time, interest and training have benefitted everyone in this church on a regular basis. And where would we be without our superb organist Taylor Harvey, Altar Guild, ECW, the Brotherhood, and ushers and readers and altar wreath designers Pat Bean, John and Carol Verrill? Every one counts.

This year attendees have numbered 855 which includes one funeral service, one memorial service, one marriage and one meeting of the Southern Convocation. The funeral was for our beloved Andy Phillips, a true and lifelong member of St Philip's with a powerful and lasting voice for all that is good. We also had the wedding of Linda Sorrell and Dave King, a most meaningful and enjoyable union of two of our most devoted members. And Rev. Laura hosted the convocation with great response to the beauties of our church.

Our Vicar:

On September 9, 2018, Rev. Laura notified the Vestry that on December 31, 2018, when her contract expires, she will be leaving St. Philip's. Her plan is to work with St. Paul's, Hebron, possibly, in a new outreach capacity. As a result, St. Philip's wishes her well and will be discerning its new direction. To that plan, as stated in Rev. Laura's letter of resignation, I met with Canon to the Ordinary, Patrick Collins, on September 13 to receive an overview of possibilities. As that progresses, I will update everyone.

The Audit:

An audit was conducted for the year 2017, as required yearly, by the Diocese of Easton. The audit included extensive advance preparation and a day of meeting with two financial officers of the Diocese. Junior Warden/Treasurer Dave and I prepared and met with the auditors. It was clear from our meeting that we have many areas to improve in. After we received the report, which is posted on the bulletin board, we began to implement changes. This included such things as evaluating our insurance policies which we did. We spent an entire day with the insurance company field rep who visited St. Philip's for which we prepared a report. Then he prepared a report. More time and emails followed to develop our understanding. I also attended a breakfast with the Community Foundation of the Eastern Shore to better understand their goals and our investments as new laws apply. We also adjusted the way we count and report our Sunday offertory. All accounts, active and closed, had to be researched, as best we could, and renamed, reclassified and located in or out of Quick Books. We have developed a very pleasant friendship with Hebron Bank via many meetings since signatory cards and bank statements had to be located, updated and stored. We reviewed our contracts with lawncare and property management which also involved meetings and phone calls. Dave undertook this massive project and continues to work his wonders and answer the Vestry's infinite questions. We also looked at ways to save money. To this end, I made a simple budget, which I have attached; simply put, it shows our regular bills, which are not subject to negotiation and our expected income. The budget does not account for any emergencies. Dave has provided extensive detail on all of those matters and more. There were very few places we could lower our expenses; however, we reduced our internet service, our copier service, our publication/inserts, got multiple estimates for a single job and gratis work from Dave King, Pat Cavanagh & Al and Joey Lappin's men's group.

At the beginning of the 2019 year, the auditors will return to give a 'real' audit. What we had this past spring was not a full, half, quarter or even one eighth or one sixteenth audit. It was more of a "Hey, you, get with the program." Recommendations also included a stewardship program which Pat Cavanagh will float in today's discussion. All Diocesan directives are significant as a church can be closed for not complying with Diocesan procedures.

Activities for Fellowship and Funding:

Phil Tilghman has inspired a men's group that meets on Tuesday mornings. The men have shared their personal experiences and even provided funding for our yearly tax bill.

Joey Lappin, Shades of Green, owner, our lawncare person meets for a Bible study with a group of men on Monday nights in the Parish Hall. He and his group have made financial donations to the church as well as provide materials and labor for church projects. The church plans to show its appreciation with a special dinner in the near future.

Men of the church now provide coffee hour goodies the second Sunday of the month.

Birthdays will be celebrated for everyone. On the first Sunday of each month, we will have a birthday cake and recognition of individuals for that month.

The Mighty Trio of Nancy Hall, Phil Tilghman and Pat Cavanagh have taken on the 2nd Annual Dinner and Auction set for Oct. 21, 2018.

The ECW is planning a wreath making day in November for fun and, perhaps, profit.

The ECW is also planning a spring, Lavender Tea, for fun and profit.

The 150th celebration of the Diocese of Easton will also include St. Philip's.

Plans from The 79th General Convention of Episcopal Church was in Texas in July; next year it will be in Baltimore: House of Bishops & House of Deputies (lay & clergy) make up the attendees; it meets every 3 years, topics this year- evangelism, creationism, racial reconciliation; I went to Sept. 11 meeting at St. Paul's to become informed for our church.

Conclusion:

As we go forward with many challenges and opportunities, change has already been required and has been a bit unnerving. I was thinking about change and fear as I drove to meet Canon Collins on Sept. 13. And what do you think appeared? A huge billboard that seemed to come out of the clouds; it had a very direct message. It read:

“Fear is contagious. So is hope!” I close with that inspiring mantra.

Submitted by

Elaine Wallingford

Senior Warden

St. Philip's Episcopal Church
JUNIOR WARDEN REPORT

Annual Meeting

January 27, 2019

Introduction:

When our current Vestry first met in February 2018, I officially became St. Philip's Junior Warden. First, I did an overall inspection of the buildings and the grounds and submitted a lengthy report at that first meeting.

Since then, I have submitted a monthly, written report, at all subsequent Vestry meetings. These reports are part of the church records. They include many details and multiple estimates for jobs and any member can access them.

Today, at the Annual meeting, I present this report as a summary of what we've accomplished, what's in the works and what's yet to come.

Last year:

Here are projects that the Vestry approved and that were completed in 2018:

- 1) A 100 AMP service line was replaced from the church service panel outside at the back corner of the church, sacristy area, as it leads to the parish hall. The line was frayed and arching.
- 2) The upstairs HVAC at the rectory was reworked. It is much more efficient now.
- 3) The drain issue in back of the parish hall has been largely resolved with the help of Joey Lappin's group. There is new drain pipe and masonry in the area outside the back door which has been regraded. The gutter on the back of the kitchen roof has been realigned.
- 4) The leak **in in** the parish hall roof (over the office) has been fixed.
- 5) The back door of the parish hall has new locks, including a dead bolt. The broken window has been replaced.
- 6) The church crawl space has been treated for powder post beetles. Also, it's been treated for termites, along with the area surrounding the church's foundation perimeter.
- 7) The organ was repaired and moved for better communication between the organist and Vicar.
- 8) The church, parish hall and **M**ouse gutters and downspouts were cleaned.
- 9) A 28' extension ladder was purchased, along with a 12' step ladder. More to come on their use.
- 10) The roof over the rectory porch was torn off, repaired and got new shingles.
- 11) The pine branches that were all over the parish hall's kitchen roof have been cut back.
- 12) The Parish Hall roof over the kitchen was torn off, repaired and got new shingles.
- 13) Prior to the October 21 benefit dinner, the following issues were addressed:
 - a) Power washed the bird droppings outside the parish hall
 - b) Tightened railing to parish hall upstairs
 - c) Replaced missing ceiling tile in downstairs parish hall
 - d) General paint touched up of the parish hall.

- e) Replaced ladies' room light fixture
- f) Scraped and painted downstairs parish hall screen door with new handle
- g) Scraped and painted inside door trim to parish hall downstairs entrance.

14) The spotlights in front of the church and the accent lights inside the church have been fixed.

15) The church speakers were separated and moved for better sound distribution.

Projects in the works:

- 1) The erosion issue behind the parish hall will be finished this **spring (Jan. 13 rpt said before Annual Mtg)**. Joey Lappin from Shades of Green, has agreed to supply the dirt and labor. Then, that project will be complete.
- 2) We have had extensive discussion and research on the church HVAC concerns. The Vestry has tentatively approved repairing the church ductwork, and the money has been allocated in the budget. After this repair the vapor barrier would be laid down in the church crawl space. The money for the vapor barrier is part of the capital improvement loan, and is in the capital improvement checking account. After the duct work repair, the oil furnaces would be replaced when they reach the end of their life by a new heat pump. We have one existing heat pump, which provides air conditioning only. The church HVAC system would then be all electric. Final Vestry approval on this project is expected this spring, prior to the summer weather. Stay tuned.
- 3) Work on the peeling paint in the upstairs ceiling of the parish hall started prior to the Fall dinner, with the help of the new 12' ladder. Peeling paint was scraped and the affected areas were spot primed. A top coat still needs to be applied.

Upcoming projects:

- 1) The outside of the church, particularly the back, has a chipping paint problem. It is my plan to address this in 2019. I will likely get it started in the spring. It was a primary reason for the 28" extension ladder purchase.
- 2) Some of the grave markers in the cemetery need attention. There is money in the new cemetery fund and we are looking at some action this spring.
- 3) The windows in the parish hall need attention. This is another 2019 project that is in the planning stage.
- 4) Motion sensor light, front, left side of Parish Hall needs to be fixed.
- 5) Birds' nests and droppings have been removed at front of parish hall and side entrance to church. The corners where the bird's nest will be blocked.
- 6) The 100 AMP lines from the church to the parish hall are starting to show wear. This problem can be addressed with a good quality duct exterior grade duct tape, which has been purchased. The wires are not a fire hazard (yet) as was the 100 AMP wire at the church.

The rental property:

As Junior Warden I am the point of contact with our management company as regards keeping a suitable tenant in the house, and keeping up with maintenance issues. We now have a new tenant. There will be more about the financial details in my Treasurer's report.

In August, some repairs were needed to pass the lead inspection. Our new 28' ladder sure helped solve this problem.

Summary:

We had a very good year with improvements to the church buildings. My thanks to the Vestry for approving the many projects already completed and for approving upcoming projects.

Of course, every one of the members of our church deserves a lot of credit here as well. Without your financial backing and support none of this would be possible. We all have one thing in common – our love of this beautiful church which is St. Philip's.

Dave King,
Junior Warden

St. Philip's Episcopal Church

TREASURER'S REPORT

Annual Meeting

January 27, 2019

INTRODUCTION:

Effective shortly after the first meeting of this Vestry in February of 2018, St. Philip's changed direction as far as accounting. In early March the Vestry agreed that Elaine Wallingford and I would act as co bookkeepers while the Vestry determined what to do about finding a new Treasurer. I have background in bookkeeping for small printing companies that used Quick Books for their accounting software

These Vestry approved changes were made immediately. Historically, the accounting at St. Philip's was done with a split (some in checkbook & some in Quick Books) system. The Vestry approved moving all financial information to Quick Books.

It has been the goal of this Vestry to create a system that is in compliance with the Diocese's business rules and make the books easily transferrable to the next Treasurer, Vestry and to all church members. Transparency and manageable records are very important for the financial health of our church. It is significant to note that if a church is not in compliance with Diocesan regulations,-that church can be shut down.

Accordingly, the Vestry arranged for an April 2018 Diocesan audit, which was conducted by two finance officers from the Diocese of Easton. The audit was largely about business methods that the Diocese expects all parishes to follow. We do not file taxes at St. Philip's, but come under the umbrella of the Diocese in this regard. It seems reasonable to me that we follow their lead as far as what they expect for business processes. Their rules make good accounting sense.

We are planning on having another audit in **February / spring** 2019 with the same gentlemen from the Diocese. We now have all of the required business practices in place, and expect future, annual audits to be conducted with a neighboring parish.

What we did in 2018:

- 1) Yes, we're now relying on a computer for our church finances. We've purchased a new desktop computer and printer. Also, the Quick Books software was updated to the 2019 version from an outdated 2008 version. Electronic bookkeeping has many advantages. It's very efficient, and has a lot of reporting capability as electronic deposit slips, checks, reconciliation, year to year comparison, budget planning etc. protection with back up. Every time I touch the books I end with a portable back up. It's an onsite - thumb drive, and can be loaded into any computer with

Quick Books software, no matter the version. Ours is 2008 – no problem. It's pass word protected and Elaine keeps a thumb drive copy off site. Very safe.

Now all data is recorded and reconciled in one place. Already said this-Tracking the previous year, a comparison feature, will make tracking expenses and revenue much easier.

- 2) In 2019 the Quick Books accounting system has fully operational reporting capability. We can now do a month by month comparison of revenue and expenses from 2018. Also, the Diocese requires Quick Books as the accounting software for all parishes and we are now in complete compliance.
- 3) The Loan. The vestry decided to make some pretty big repairs and improvements (see the Junior Warden's report) to the buildings. We borrowed \$15,000.00 from The Episcopal Fund (30001). I say loan because we are paying it back at \$312.50 every month for 4 years. (This while still taking \$330.45 per month in interest from the fund. This is at a rate of 4%. The vestry decided that we shouldn't take the maximum 4.75%.) So, what we take out is pretty much what we put in; it's almost a complete wash and makes for 'clean' transactions.
- 4) We set up a checking account dedicated to the cemetery. The account is now funded (starting 01/19) by monthly interest deposits of \$125.00 from Easton Episcopal Fund # 30005. We also put interest (grant) payments from The Community Foundation Fund into this account, along with donations donated for cemetery care. This checking account cannot be used for any purpose other than the care of the cemetery.
- 5) We've made a mission out of transparency with the church's finances. In addition to our spiritual growth, we all have a financial stake in this great church.
- 6) We've made a comprehensive and ongoing effort to improve the church with well planned financial management.
- 7) We have reduced some costs. For example, we now have a new consumables agreement with our copier management company. We have reduced our Internet cost and cancelled a publication. We are constantly looking at other ways to save money.

The Rental:

Gross income from the rental property totaled \$10,017.93. We did have some challenges. The previous tenant left in July 2018, owing three months back rent. At one point they owed \$4,400.00. They have made some payments, some through garnished wages, which are still being collected. Now their owed balance is under \$1,000.00.

We quickly got a new tenant in late August (Nicholson). Their background check was good, but they started falling behind in their rent early on due to a couple of factors. Mainly, the husband was out of work rather suddenly. They paid October's rent late and did not pay November or December rent until January. They have subsequently come close to getting caught up, and are expected to be current in early February. While the nonpayment in November and December meant a loss of 2018 revenue amounting to \$2,520.00, we have recovered that, with interest, this month.

The husband is back to work and the situation is expected to stabilize. Given their past history, we are hopeful that they will be paying on time moving forward. Obviously, we are monitoring this closely along with our management company.

The outlook:

I think we're in good shape overall. Our net income for 2018 showed a narrow loss (-1,004.13). Some of the repairs made during the year came from the operating account. And there was a shortfall in the expected rental income, which I detailed earlier in this report.

Our cash flow is healthy, with an operating account carryover balance of \$9,738.00 from 2018. The only reason for the 2018 loan was some pressing capital improvements. The Vestry approved 2019 budget is balanced with an expected surplus of \$137.00. The budget allows for up to \$16,000.00 for a new Cleric, with an additional \$1,000.00 allocated to the discretionary fund. We have also put in \$4,000.00 for the church duct work repair. The additional \$2,000.00 would come from the Capital improvement fund, which currently has a balance of \$3,476.30. (Of that amount \$1,000.00 is designated for the church crawl space vapor barrier). There is an additional \$2,650.00 in the budget for upkeep and repairs to the rectory and Parish hall.

In 2018 the Vestry concentrated on the wellbeing of the church's facilities and finances. This year it's outreach, and growing the membership. I'm confident that we will have similar success in this endeavor and it will be reflected in the financial statements.

Dave King

Treasurer

Annual Meeting

Vicar, the Rev. Laura M. Dorsey's Message

Having been your Vicar for all of 2018, Elaine asked me if I would provide a message to you for this annual meeting. I am glad to do so but found it hard to sort through my thoughts and spent several days thinking about it. Finally, I realized that my thoughts were all related to love: love that you have shared with me, that you share with each other and with those in the outside community. St. Philip's is a beautiful church because it is lovingly cared for. It is through love that the church is kept clean, the silver and brass are polished and shining; flowers, wreaths and candles are in place, the altar set, bulletins at the ready as are the greeters, ushers, readers and worship leaders. It takes thought, work, scheduling and love to get these things done. There is love expressed in the music played and in the responding voices in song. And, as difficult as it may seem at times, it takes love to take on the leadership and maintenance and finance roles needed to keep everything working. Love is the basis of all we believe in and it has supported St. Philip's over the years. This is not to say that problems have not occurred but you struggle through them and you cannot do that without love.

I am grateful for my time with you; for the relationships and friendships that I have gained. You remain in my prayers.

St. Philip's Plat

