

Episcopal Church of the Nativity
Vestry Meeting Minutes
April 15, 2025
Joffrion Library

I. Attendance

Vestry present: Minda Alexander, Gary Anglin, Pamela Briggs, Gail Brown, Tommy Cantey, Erin Elliott, Jay Epps, Elizabeth Knight, Tommy Lotz, Caroline Mauldin, Mary Coral Murphree, Mark Purvis, Rhonwyn Watson, Carter Wells, and Ward Wilson

Vestry absent: Elizabeth Fleming, David Hardy, Charles Ray

Clergy present: The Rev. Michael Goldsmith, The Rev. Dr. Melissa Hartley, The Rev. Dr. Bob Serio

Staff present: Austin Cook

- II. Erin Elliott offered a devotional. Father Michael Goldsmith called the meeting to order.

III. Minutes

No additions or changes to the March Vestry meeting minutes. Carter Wells made a motion to accept the minutes, Tommy Cantey seconded. **Motion carried.**

IV. Ministry Reports

Father Michael asked the Vestry to review the ministry reports included in their packet and asked for any additional ministry reports. Father Michael commented on how many kids we have had in attendance at both the 8:45am service and 11am service and complimented Emily Cantrell for a job well done.

V. Treasurer's Report

Gary Anglin reviewed the March financials noting that we are currently ahead of budget for the year in pledges and below budget for expenses. Gary reviewed the annual audit report required by the diocese and discussed the findings. He explained that our bank reconciliation isn't matching the bank statement and we are working to correct this issue going forward. Gary also reported that we are working on the final contract for Orkin and will have that project underway soon.

VI. Senior Warden Report

Carter Wells reviewed the status of the accessibility project and updated timeline for construction. There was a question about the target date for the groundbreaking. Carter explained that it hasn't been set yet but we are planning to make groundbreaking a big event. Carter thanked the clergy and staff for all their work, especially with the Director of Music search process and the recent usher training.

VII. Junior Warden Report

Minda Alexander also thanked the clergy and staff for all their work and reviewed the recent Building & Grounds meeting highlighting Lane Tutt's report on the grounds keeping.

VIII. Clergy Reports

Deacon Bob reported that the ministries he works with are getting ready to wind down for a summer break and he is working on planning for the fall. He also explained that he serves on the Diocesan Commission for Ministry where they work with individuals who are interested in ordained ministry. He encouraged the vestry to keep an eye out for anyone who might be a good fit for ordained ministry and let a member of the clergy know if they have anyone to recommend.

Mother Melissa reported that we have hired a new Director of Music, Aaron Tan, who will start August 1st. Mother Melissa thanked the committee for all their hard work in this process. Father Michael expressed his excitement about having Aaron join the family at Nativity and explained a little about his background. Father Michael also thanked Mother Melissa for all her work and for serving as the interim Director of Music during this time. He also thanked her for all the work she has put into the liturgies for the services for Holy Week.

Mother Melissa also reported that the Sunday after Easter is Care of Creation Sunday where we will have John Gatta from Sewanee as a guest speaker during Sunday School hour. She is also working to set up an organ concert on May 18th and will have more information soon.

Father Michael offered a report on behalf of Mother Rosie reporting that Mother Rosie is working on the Maudy Thursday service at First Stop where they will repair shoes and provide new shoes. Also, the Greene Street Market grant is being awarded to Shower Up Huntsville to help purchase a new laundry trailer. The check will be presented on opening day of the market, May 1st.

Father Michael reminded the vestry of all the services offered this week for Holy Week and encouraged everyone to fully participate in Holy Week. He also reviewed the letter included in the packet that will go out to those who have completed their pledge to the Becoming One Body campaign since it is coming from the vestry. Finally, Father Michael announced that we have hired a new Weekend Facilities Manager, Veronica Love.

After reciting the Lord's Prayer, the meeting was adjourned.

Minutes submitted by Austin Cook.

Parish & Community Engagement Vestry Report

April 2025

Kayela Allen

Parish & Community Outreach

I have been busy working with Mother Rosie for the Maundy Thursday Shoe Distribution and Service at First Stop that takes place this Thursday. We have volunteers that will be helping set up on Wednesday and also distributing the shoes on Thursday. We're looking forward to a great service!

We have been working very diligently on sending out a press release to the news station to announce that Shower Up received the Greene Street Market Grant for this year, and we will be presenting the check on May 1st, the opening day of the market.

Membership

We have a number of new members transferring into Nativity. I have sent out transfer letter requests on their behalf, put them into Shelby Next, and will be sending them welcome gifts as well. They have all mentioned that the congregants are always so kind and welcoming!

We had a number of confirmands on March 30th, and we have four baptisms scheduled for the Easter Vigil service. On Palm Sunday, we had a great time in Ridley Hall making palm crosses. I was able to meet a lot of people that I have not met yet and I also was able to meet some people who have not been able to attend services in a while.

I am continuing to get to know as many people as I can. I am very excited and thankful for the opportunity to be at Nativity and help spread the love of God to others as my family and I have been shown through this very Parish!

Kayela Allen

Director of Parish Engagement

CHILDREN'S MINISTRY VESTRY REPORT

March 2025

Club 56'ers and their parents met for their monthly meet up with dinner and fellowship. We had 9 families in attendance. Next month is the final Club 56 meetup for the school year.

Spaghetti Suppers continued this month with the children learning about Holy Week and making Holy Week Bracelets to remember the significance of each day.

A new Accident Report Form has been implemented for Sunday School and Nursery. This will provide families with documentation if their child receives any care from staff or volunteers during the Sunday School hour or while their child is in Nursery.

I have added an additional 10 Busy Bags to the basket in the Nave! We have consistently been running out of bags at the 11:00 service. Because of this growth of children our Chapel numbers have also been higher than ever with an average of 20 kids at the 11:00 service!

Easter planning is well underway. There will be an Easter Vigil for kids in the Craft Room on Angel Lane. We are planning for 200 kids on Easter morning. Children will receive bunny ears in Chapel and there will be an Easter Egg Hunt at 10:00 in the Courtyard with a special area for kids ages 3 and under. Children will collect 8 wooden eggs and turn them in for a prize box.

The VBS Committee met and has decided on the theme "Under Construction" for VBS 2025. It will run June 23-25 from 1-4 p.m.. The Scope and Sequence for the week has been approved by clergy so the committee's next steps will be planning details for each day.

The Parents of Young Children Group had their monthly meet up with a reflection for parents and pizza and playtime for the kids in the nursery.

Emily Cantrell

Director of Christian Formation

Nativity Youth & Young Adults – April 2025

What we have been doing recently:

- Oh! The Pasta-bilities Bible Study during Lent
- Confirmation (10 youth, 1 youth being completely new to Nativity)

What's coming up:

- Special Session Welcome Packs
- Senior Sermon Sunday
- EYC visits Special Session

We have so enjoyed our pasta Bible study, led by Derek Cantrell, and sad we only have one week left. We are accepting donations for items to pack welcome packs for Special Session at Camp McDowell and will pack those April 29th! Sign ups are in the weekly Scene, or contact Madi for the list.

Young adult ministry had a visit from the Altar guild last Thursday! We were so thankful to have Linda Watts join us and share all her knowledge. We are excited to have an evening with the Flower Guild in May!

AGAPE! And thank you all for your support!

-Madeleine Bell-Colpack

Episcopal Church of the Nativity
Buildings and Grounds Committee Meeting Notes Monday, April 7, 2025

Present: Fr. Michael Goldsmith, Tom Lydon, Emily Rodgers, Ralph Shuey, Lane Tutt and Carter Wells.

Carter reported the meeting with Matheny Goldman was a status conference.

Franklin Street building leak will be repaired at a minimal cost.

Lane reported the Garden Guild spread 35 bales of pine straw. She is please with how the boxwoods have recovered after the polar vortex two years ago. She reported she will be in touch with Lenny to check on the irrigation system. Fr. Michael commented on how bad the grass looks coming into the breezeway between Joffrion and Ridley and that it should be addressed after construction.

Emily reported the chiller has not been working all the time. With all the switches in the correct position, it will turn off. Michael Christian, Dixie Mechanical, has looked at it and will continue to monitor the system.

Carter discussed creating a living document which would preserve institutional knowledge concerning buildings and grounds issue. As an example, he gave a brief explanation of our relationship with Orkin and the rat situation. Because the termite treatment was an "acute situation, we kicked the can down the road with the rats."

Carter stated he asked for Charles Ray's input concerning the contract with Orkin. Together, they want to make sure the contract reflects the scope of work and the guarantees. Fr Michael stated the Vestry has approved the expenditure.

There was nothing to report on the rectory, Ridley Hall, the office or Joffrion Hall.

Carter stated he would forward budget details to committee members. He thanked the church for opening its doors to his scouting troop.

Fr. Michael noted the Vestry approved new hearing assist devises for Bibb Chapel and the Nave. The devises are interchangeable.

Lane asked if there was a timeline for the construction project as she would like to move plants which would be damaged. Fr. Michael replied he will let her know.

Fr. Michael closed the meeting with a prayer.

Submitted by Emily Rodgers

Episcopal Church of the Nativity
Finance Committee Meeting Minutes
Tuesday April 8, 2025
Joffrion Library

I. Attendance

Committee members present: Minda Alexander, Gary Anglin, Patrick Fleming, Jim Reddy, Rhonwyn Watson, and Carter Wells

Clergy present: Rev. Michael Goldsmith and Rev. Rosie Veal Eby

Staff present: Austin Cook

II. Minutes

Father Michael opened the meeting with a prayer.

Gary Anglin reviewed the March financials noting that income and expenses look good. We are currently on track compared to where we were last year. Austin gave an update on pledges, explaining that annual stewardship has 309 pledges totaling \$1,530,252 and Becoming One Body has 189 pledges totaling \$2,873,883. Father Michael noted that if you include pledges from the first part of the capital campaign, we have a total of 275 pledges to the capital campaign which is about 85% of our pledging households.

Father Michael gave an update on the capital campaign explaining that we are now working on messaging for the project as we break ground and get started with construction. We hope that this will encourage people to remember to pay their pledge and invite those who haven't participated yet in the campaign to offer a gift as well. Carter Wells explained that he is meeting with Matheny Goldmon tomorrow to get an update on the process as they work with Fite to finalize the contract.

Gary reviewed the audit report from the auditor highlighting the recommendation from the auditor that we need to ensure that the bank accounts reconcile with the bank statements at the end of each month. Gary noted that we will work to ensure that this happens each month going forward.

Carter explained that he is working with Orkin to finalize a contract for getting rid of the rats, treating the space and replacing the insulation. He also noted that he and Emily are working on a system for tracking building and grounds projects as they need attention.

Carter recapped the recent proposal from Verta to repair our hearing assist system in Bibb chapel and the nave. He explained that the project has increased to include amplification in Bibb chapel so that everyone can hear better in that space, even if they

don't use the hearing assist system. This will include new speakers in the chapel and microphones for both the chapel and the nave. We will also upgrade our microphone packs so they can be used in either Bibb chapel or the nave. This additional work increases the cost to \$50,000. Carter explained that the Accessibility committee agreed to pay for the hearing assist (\$20,000) out of accessibility money and the rest will likely be paid for out of memorial donations (that are used at the discretion of the Rector).

No further discussion. Minutes submitted by Austin Cook.



*An audit and consulting company
dedicated to excellence in controls*

March 14, 2025

The Church of the Nativity, Vestry

Huntsville, Alabama

Summary of Engagement

We have been engaged by The Church of the Nativity to conduct an Internal Audit as required by the Episcopal Diocese of Alabama for the year ending 2024 and to report to the Church Vestry the results of that Audit. The purpose of the Audit is to assess the effectiveness of the Church's internal controls and the Church's policies and procedures in the area of accounting and financial reporting.

Limited procedures were also performed to provide some assurance that the Church's year-end financial reports to the Church members and to the Episcopal Diocese of Alabama are reasonably correct. These procedures are not designed or intended to be a financial statement audit for purposes of providing an independent auditor's opinion on the financial statements as performed by a Certified Public Accountant.

We also provided some assistance in completing the necessary information to be submitted to the Episcopal Diocese of Alabama for the 2024 audit. Our observations, findings and recommendations from performing this internal control review are provided below. The procedures performed are discussed in the following section "Summary of Procedures."

To complete the audit submission to the Diocese: three forms in Appendix A should be completed and submitted by the Vestry: 1) Parish Audit Committee Certification to the Vestry, 2) Fidelity Bond Compliance Certificate, 3) Sexual Conduct Compliance Certificate. Also, a copy of this audit report with its findings, recommendations and attached year-end financial statements (Appendix B) should be submitted *together with a copy of the Vestry minutes indicating action taken by the Vestry in regard to the audit report.*

Summary of Procedures

Financial Statement Preparation and Reporting – Overall financial statement presentation was considered and the review processes related to the financial statements were discussed. The format, frequency and content of financial reporting to the Vestry were reviewed for reasonableness and best practice.

Contributions – Procedures surrounding the collecting, summarizing, depositing and recording of receipts and contributions were reviewed and documentation was reviewed for reasonableness and best practice.

Expenditures – Procedures surrounding the preparation of checks and check signing were identified and documentation was reviewed for appropriateness.

Bank Reconciliations – The bank reconciliation process and results was also reviewed.

Internal Controls - Overall internal controls were evaluated and procedures and relevant documents were evaluated and compared to best practice.

Vestry Authorizations – Vestry minutes for the year were reviewed. We evaluated whether major financial transactions were authorized by the Vestry and whether other required authorizations such as the use of discretionary funds and the approval of the Rector's housing allowance were approved by the Vestry and documented in the minutes.

Diocesan Internal Audit Checklist – The Audit Checklist provided by the Diocese for the conduct of Internal Audits was completed and submitted to the Audit Committee and Vestry. Together with this report it serves as documentation of the audit findings and procedures.

Findings and Recommendations

Based on our review, the internal controls and procedures surrounding, receipts, disbursements, reconciliations and financial reporting at the Nativity could be improved with the implementation of the following recommendation.

Reconcile bank accounts with Financial Statements

Document the reconciliation between the bank and investment account statements with the financial statements presented to the Vestry.

This report is intended solely for the information and use of the Vestry of The Church of the Nativity, and others within the Episcopal organization. It is not intended to be used and should not be used by anyone other than those specified parties.

Sincerely,



Thomas E Damman

Statement of Financial Position for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025

<u>Account</u>	<u>YTD Current</u>
Current Assets	
Cash/Checking - First Commercial (General)	\$301,282.34
Cash/Checking - Synovus Venmo Transfers	\$100.00
Cash/MM (Synovus) General Fund	\$950,912.88
Morgan Stanley MM	\$1,503,207.74
Rector's Discretionary Fund	\$390.87
Curate Discretionary Fund	\$93.00
Outreach Missioner Discretionary Fund	\$70.65
Deacon Discretionary Fund	\$193.04
Flower Guild Checking (Regions)	\$9,670.92
Flower Guild CD's (Regions)	\$8,160.37
Total Current Assets	\$2,774,081.81
Fixed Assets	
Building & Improvements	\$6,000,000.00
333 Franklin St. Property	\$900,000.00
Greene Street Property	\$392,776.25
Highland Ave Rectory	\$619,542.41
Total Fixed Assets	\$7,912,318.66
Restricted Assets	
Endowment Funds - Episc Diocese of AL	\$1,067,405.16
Custodial Funds - Episc Diocese of AL	\$121,978.32
Total Restricted Assets	\$1,189,383.48
ASSETS	\$11,875,783.95
LIABILITIES & EQUITY	
Liabilities & Designated Funds	
LOANS	\$0.00
Withholdings	
Withholdings	(\$762.30)
Total Withholdings	(\$762.30)
Designated Funds	
Special Funds	(\$2,480,836.18)
Total Designated Funds	(\$2,480,836.18)

<u>Account</u>	<u>YTD</u> <u>Current</u>
Temp. Restricted Checking Accounts	
Miscellaneous Liabilities	\$0.00
Rector's Discretionary Fund	(\$390.87)
Curate Discretionary Fund	(\$93.00)
Deacon Discretionary Fund	(\$193.04)
Daughters of the King (Regions)	\$0.00
Flower Guild Checking (Regions)	(\$9,670.92)
Flower Guild CD's (Regions)	(\$8,160.37)
Outreach Missioner Discretionary Fund	(\$70.65)
Total Temp. Restricted Checking Accounts	(\$18,578.85)
Total Liabilities & Designated Funds	(\$2,500,177.33)
Equity	
Special Ministry Events	\$0.00
Food Services	(\$3,918.93)
Retained Earnings	(\$9,371,687.69)
Total Equity	(\$9,375,606.62)
TOTAL LIABILITIES & EQUITY	(\$11,875,783.95)

Budgeted Financial Statement for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description NET INC/(EXP)	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
INCOME								
Pledges and Plate	\$1,778,965.00	\$148,247.09	\$167,021.21	\$444,741.19	\$530,109.11	\$109,832.96	\$474,045.79	\$1,700,388.30
Misc. Income	\$146,704.00	\$12,225.34	\$7,949.23	\$36,675.94	\$23,470.43	\$16,354.91	\$32,940.19	\$219,164.25
TOTAL INCOME	\$1,925,669.00	\$160,472.43	\$174,970.44	\$481,417.13	\$553,579.54	\$126,187.87	\$506,985.98	\$1,919,552.55
EXPENSES								
Diocese & Missions	\$213,476.00	\$17,789.67	\$20,039.56	\$53,368.97	\$63,597.73	\$13,168.23	\$56,855.79	\$204,059.54
Outreach	\$177,896.50	\$14,824.80	\$12,001.30	\$44,473.30	\$45,003.80	\$11,890.96	\$35,996.78	\$169,533.71
Salaries and Benefits	\$1,060,540.33	\$88,378.38	\$81,790.63	\$265,134.91	\$243,751.77	\$76,153.20	\$236,751.13	\$992,972.09
PARISH OPERATIONS								
Supplies	\$31,750.00	\$2,645.85	\$6,170.70	\$7,937.35	\$13,407.15	\$2,649.20	\$8,824.40	\$34,433.28
Computer Expenses	\$16,000.00	\$1,333.34	\$1,240.71	\$3,999.94	\$3,637.73	\$1,168.33	\$4,166.39	\$16,054.23
- Parish Expenses	\$26,825.00	\$2,235.45	\$1,636.73	\$6,705.95	\$10,794.12	\$2,824.80	\$10,367.02	\$30,639.71
Clergy Expenses	\$13,200.00	\$1,100.02	\$624.12	\$3,299.82	\$2,188.59	\$375.33	\$2,099.61	\$6,593.43
TOTAL PARISH OPERATIONS	\$87,775.00	\$7,314.66	\$9,672.26	\$21,943.06	\$30,027.59	\$7,017.66	\$25,457.42	\$87,720.65
- PARISH FORMATION PROGRAMS								
CHRISTIAN FORMATION - CHILDREN	\$17,500.00	\$1,458.37	\$1,805.81	\$4,374.67	\$4,942.23	\$795.21	\$1,409.16	\$15,739.40
CHRISTIAN FORMATION - ADULT	\$9,495.00	\$791.27	\$1,036.96	\$2,373.57	\$1,300.25	\$150.00	\$691.98	\$6,331.35
- CHRISTIAN FORMATION - YOUTH	\$23,300.00	\$1,941.69	\$1,441.25	\$5,824.79	\$4,906.00	\$1,483.75	\$4,389.60	\$21,076.25
TOTAL - PARISH FORMATION PROG	\$50,295.00	\$4,191.33	\$4,284.02	\$12,573.03	\$11,148.48	\$2,428.96	\$6,490.74	\$43,147.00
PARISH PROGRAM								
- WORSHIP	\$1,800.00	\$150.01	\$0.00	\$449.91	\$10.68	\$0.00	\$0.00	\$996.02
- ALTAR GUILD	\$2,800.00	\$233.36	\$672.29	\$699.76	\$1,073.71	\$823.82	\$866.14	\$2,334.25
- PARISH & COMMUNITY ENGAGEM	\$19,750.00	\$1,645.87	\$2,066.13	\$4,937.17	\$2,888.55	\$2,013.28	\$2,732.20	\$19,491.05
- PASTORAL CARE	\$300.00	\$25.01	\$0.00	\$74.91	\$0.00	\$0.00	\$0.00	\$77.71
- MUSIC	\$55,775.00	\$4,647.93	\$4,694.31	\$13,943.63	\$10,232.08	\$4,244.74	\$12,103.97	\$44,383.97
- STEWARDSHIP	\$4,500.00	\$375.01	\$0.00	\$1,124.91	\$0.00	\$0.00	\$0.00	\$3,991.91
- PILGRIMAGE & RECONCILIATION	\$500.00	\$41.67	\$0.00	\$124.97	\$72.87	\$0.00	\$0.00	\$342.83
TOTAL PARISH PROGRAM	\$85,425.00	\$7,118.86	\$7,432.73	\$21,355.26	\$14,277.89	\$7,081.84	\$15,702.31	\$71,617.74
PHYSICAL PLANT								

Budgeted Financial Statement for Period 3 - March
Company#: 1 Name: Church of the Nativity
Fiscal Year Beginning 1/1/2025
Fund Name: 0 General Fund / Department Name: 0 General Operating

Acct # Description	Budget Annual	Budget for Period	Actual for Period	Budget YTD	Actual YTD	Actual for Period Last Year	Actual YTD Last Year	Actual Annual Last Year
- BUILDING & GROUNDS	\$213,061.00	\$17,755.12	\$16,420.58	\$53,264.92	\$46,813.85	\$16,760.82	\$46,360.99	\$212,059.73
- LAWN & GARDEN	\$15,700.00	\$1,308.35	\$794.82	\$3,924.85	\$2,674.82	\$1,370.00	\$2,850.00	\$12,757.02
- NON-CORE FACILITY EXP	\$21,500.00	\$1,791.69	\$1,173.39	\$5,374.79	\$3,464.60	\$578.07	\$7,318.35	\$26,130.13
TOTAL PHYSICAL PLANT	\$250,261.00	\$20,855.16	\$18,388.79	\$62,564.56	\$52,953.27	\$18,708.89	\$56,529.34	\$250,946.88
- CAPITAL RESERVES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$1,925,668.83	\$160,472.86	\$153,609.29	\$481,413.09	\$460,760.53	\$136,449.74	\$433,783.51	\$1,819,997.61
TOTAL NET INC/(EXP)	\$0.17	(\$0.43)	\$21,361.15	\$4.04	\$92,819.01	(\$10,261.87)	\$73,202.47	\$99,554.94

	<u>Beg. Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Difference</u>	<u>Ending Balance</u>
Designated Funds					
21000 *Capital Improvement Re	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00
21001 Cap Reserve/Surplus Prio	\$40,748.11	\$0.00	\$0.00	\$0.00	\$40,748.11
21025 *Elevator Fund	\$1,625,929.83	\$251,571.07	\$9,595.09	\$241,975.98	\$1,867,905.81
21030 Staff Bonus Pool	\$12,588.24	\$3,282.50	\$0.00	\$3,282.50	\$15,870.74
21077 Outreach Special Funds	\$4,332.76	\$2,000.00	\$0.00	\$2,000.00	\$6,332.76
21080 *Outreach - Greene St. M	\$26,317.25	\$0.00	\$0.00	\$0.00	\$26,317.25
21093 Outreach Missioner	\$4,480.53	\$0.00	\$0.00	\$0.00	\$4,480.53
21094 Outreach Missioner Donat	\$119.98	\$100.00	\$402.73	(\$302.73)	(\$182.75)
21200 Rob McCown Acolyte Trus	\$878.12	\$0.00	\$0.00	\$0.00	\$878.12
21300 Frances Jones	\$2,442.26	\$0.00	\$0.00	\$0.00	\$2,442.26
21350 Sophye Lowe Young Fund	\$3,630.28	\$0.00	\$0.00	\$0.00	\$3,630.28
21400 Ann Daly Reynolds	\$1,790.14	\$0.00	\$0.00	\$0.00	\$1,790.14
21650 Sue Fleming Memorial Tr	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
21750 Weller Memorial	\$3,663.99	\$0.00	\$575.00	(\$575.00)	\$3,088.99
21800 Legacy Society	\$675.08	\$0.00	\$0.00	\$0.00	\$675.08
21999 Children's Christian Form	\$4,268.89	\$0.00	\$0.00	\$0.00	\$4,268.89
22006 Preventive Maintenance	\$3,918.61	\$447.00	\$0.00	\$447.00	\$4,365.61
22025 Nativity Historic Preserva	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00
22030 The Bazaar Fund	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
22033 Bazaar - Greenery	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
22050 Nativity Cookbook	\$1,590.00	\$0.00	\$0.00	\$0.00	\$1,590.00
22099 Memorial Funds (Undesig	\$89,769.88	\$2,140.00	\$0.00	\$2,140.00	\$91,909.88
22100 Needlepoint Guild	\$4,206.42	\$0.00	\$0.00	\$0.00	\$4,206.42
22115 Daughters of the King	\$3,580.29	\$70.00	\$0.00	\$70.00	\$3,650.29
22130 Altar Guild Special Fund	\$10,426.83	\$0.00	\$0.00	\$0.00	\$10,426.83
22150 Garden Guild	\$2,966.07	\$0.00	\$0.00	\$0.00	\$2,966.07
22160 Flower Guild	\$225.55	\$460.00	\$0.00	\$460.00	\$685.55
22175 Memorial Garden Fund	\$4,037.14	\$0.00	\$525.50	(\$525.50)	\$3,511.64
22190 Hymnals/Prayer Books -	\$592.29	\$0.00	\$0.00	\$0.00	\$592.29
22200 Cursillo Special Fund	\$1,894.88	\$0.00	\$0.00	\$0.00	\$1,894.88
22225 Centering Prayer	\$378.37	\$0.00	\$0.00	\$0.00	\$378.37
22300 Jennings Library Fund	\$4,485.09	\$0.00	\$0.00	\$0.00	\$4,485.09
22325 Discretionary Fund	\$34.06	\$7,164.00	\$5,034.06	\$2,129.94	\$2,164.00
22425 Parish Event Scholarships	\$178.00	\$0.00	\$0.00	\$0.00	\$178.00
22500 Nativity Friends of Music	\$1,052.26	\$0.00	\$0.00	\$0.00	\$1,052.26
22501 Choir England Trip	\$20,231.96	\$0.00	\$0.00	\$0.00	\$20,231.96
22502 Choir Fundraiser	\$3,448.00	\$0.00	\$0.00	\$0.00	\$3,448.00
22510 Music Department Specia	\$11,480.95	\$1,000.00	\$0.00	\$1,000.00	\$12,480.95
22520 Children's Choir	\$869.64	\$0.00	\$0.00	\$0.00	\$869.64
22700 Event Fees & Expenses	\$10,814.24	\$600.00	\$545.00	\$55.00	\$10,869.24
22750 EYC Funds	\$4,344.00	\$0.00	\$0.00	\$0.00	\$4,344.00
22760 EYC Fundraiser	\$11,182.23	\$1,090.67	\$9,740.67	(\$8,650.00)	\$2,532.23
22775 Van Rental Fund	\$7,133.67	\$0.00	\$0.00	\$0.00	\$7,133.67
22825 Harry Townes Residuals	\$1,671.27	\$0.00	\$0.00	\$0.00	\$1,671.27
23100 Women's Retreat	\$282.38	\$0.00	\$0.00	\$0.00	\$282.38
23200 Men's Ministry	\$485.57	\$200.00	\$200.00	\$0.00	\$485.57
23400 Spritual Development	\$16,129.35	\$0.00	\$0.00	\$0.00	\$16,129.35
24020 Outgoing Staff Purse	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
25500 Franklin St. Deposits/Fee	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00
25600 Rectory Expenses	\$10,427.19	\$0.00	\$0.00	\$0.00	\$10,427.19
25700 Clergy Sabbatical Fund	\$7,916.60	\$208.34	\$0.00	\$208.34	\$8,124.94
26004 Computer Capital Reserv	\$1,779.32	\$0.00	\$0.00	\$0.00	\$1,779.32
26006 Stephen Ministry Training	\$293.00	\$0.00	\$0.00	\$0.00	\$293.00
26008 AV Upgrade Project	\$248.95	\$0.00	\$0.00	\$0.00	\$248.95
26010 Senior Ministry	\$8,304.70	\$0.00	\$0.00	\$0.00	\$8,304.70
26065 Church Merchandise	\$1,023.27	\$0.00	\$0.00	\$0.00	\$1,023.27
26070 Parish Weekend	\$753.16	\$0.00	\$0.00	\$0.00	\$753.16
Total Designated Funds	\$2,237,020.65	\$270,433.58	\$26,618.05	\$243,815.53	\$2,480,836.18



[Date]
[Church Member's Name]
[Address]
[City, State ZIP]

Dear [Name],

On behalf of the Capital Campaign Committee and the Vestry, I want to extend our sincere gratitude for fulfilling your commitment to the Becoming One Body Campaign ahead of schedule. Your generosity is a true blessing to your church and a faithful offering to God.

The completion of your gift not only helps us move forward with our plans more confidently, but it also encourages others to offer gifts of their own. Because of you, Nativity will be better able to share Christ's love here and throughout our community. We are truly grateful for your commitment to the vision God has placed before us.

With gratitude,

Austin K. Cook
Director of Finance
Church of the Nativity

Accessibility Meeting Update – Carter Wells

Last Wednesday, Jerry Nutt and Carter Wells met with Paul Matheny & team. Below are the highlights of the meeting.

Timeline

- a) 4 (now 3) weeks until drawings are complete. This will be the "Full Pricing Set of Drawings." This includes architectural/structural, mechanical (electrical, plumbing, fire protection), and interior finishes. SSOE is the firm working on mechanical.
- b) Then, Matheny will provide this set of drawings to Fite for pricing. 3 weeks to complete this step.
- c) After pricing (or running somewhat concurrently), Nativity will engage with Fite to negotiate the AIA contract. Matheny will complete a "Full Construction Set of Drawings" after/near the end of the pricing/quote process.

Design

- a) Our fire alarm system has some deficiencies, and during construction we will make improvements. The Fire Marshall and Nativity agreed to a plan that is reasonable to implement. Matheny is working with SSOE on a proposal and then will discuss with Fite.
- b) There are also small adjustments to the overall design to comply with ease of construction, fire code requirements, and reduction of expense (or a combination).
- c) There may be geotechnical and asbestos studies that are needed. We have found recent records and past studies and are checking if they will be sufficient. Regardless, this work should be done prior to construction starting.

Contracting, Project Management, Payments

- a) The contract b/w Nativity and Fite will be a standard AIA (American Institute of Architects). These are routinely used by architectural and construction companies. Charles Ray will work with Fite and Matheny on any details/exceptions/adjustments that are needed (Thank you Charles!).
- b) Expenses (and subsequent payments) will likely be heavily front loaded, which is understandable due to the timing of the construction and the potential effects of tariffs. Regarding the payment process, Fite will submit invoices 1x/month. Matheny will review the charges on the invoices and check the materials stored or onsite. The # of days to review, approve and pay will be included in the contract but not yet determined. Once Matheny approves, it will be sent to Nativity for payment. Matheny stated that he doesn't anticipate an issue on the payment process and that he has never had an issue with this process with Fite.
- c) Regarding Project Management, Matheny will provide data exports that can be viewed on other platforms, including MS Project. This is for Nativity to have and provide transparency to the process and to keep up with expenses and status of completion.

Next Steps

- a) Nativity will continue to provide calendar updates to Matheny.

b) Matheny's interior design specialist will complete the work on the finishes and will meet with Nativity to share these options. This will allow for input on the finishes in the context of materials and expense. These decisions will be included in the drawing package from Matheny to Fite for pricing.

c) We will have regular updates moving forward.