

Exercise Your Power to Engender Hope

Vestry Meeting Agenda

January 14, 2026 at 7:00 pm in the Parlors

Opening Prayer

Approval of December Meeting Minutes

Motions Approved in December, 2025

Payment of Mark Rakes

Transfer of Funds from the Choir Trust to the Operating Account: Music Fund

Treasurer's Report

Approval of November Treasurer's Report for Audit

Approval of December Treasurer's Report for Audit

Senior Warden's Report

2026 Budget Adjustments

Designated Funds

Sweep Account (Money Market Account) to cover Payroll

Tractor

Junior Warden's Report

Rector's Time

2026 Letter of Agreement with BTM

Alternate Lay Delegate to 2026 Diocesan Convention

Other Business

Safe Deposit Box

QuickBooks

Closing Prayer

Upcoming Meetings

Annual Meeting | Sunday, January 18, 2026 at 9:30 am in the Church
Vestry meets immediately following the Annual Meeting in the Choir Room

Wednesday, February 11th at 7 pm in the Parlors

We share Christ's love and grace with joy, respect, and compassion.

December 10th Vestry Meeting Minutes

January 14, 2026

Respectfully submitted by Ken Fanelli, Clerk of the Vestry

Present: Rev. Johanna Marcure, Senior Warden Alice Ellis, Junior Warden Kenny Floyd, Clerk Ken Fanelli, Annette Hale, Joanne McIsaac, Bettina Peyton, Dawn Pitzer.

Excused: Greg Harp and Treasurer Ned Wilson.

Call to Order and Opening Prayer

Rev. Johanna called the meeting to order at 7:15 pm in the Rectory with an opening prayer.

Approval of November Meeting Minutes

A motion to accept the November Minutes was moved by Alice Ellis, seconded by Dawn Pitzer, and unanimously approved.

Treasurer's Report

After a quick review of the financials submitted by BTM, Rev. Johanna offered that she would request that BTM reconfigure our November financials for our January 14th vestry meeting.

ACTION ITEM: Rev. Johanna recommended that members of the vestry write down any question they have for BTM.

After brief discussion, it was the consensus of the vestry that approval for audit of the November financials be deferred until the January vestry meeting.

Senior Warden's Report

- Alice Ellis reminded the vestry that the Giving Tree gifts for the three families will be turned over to Leslie Slover at Wright Denny Intermediate School on Monday next week.
- Alice noted that Zion's presence on December 6th at the Charles Town Christmas Parade was worthwhile. Zion's hot chocolate stand, which offered welcome, hospitality, and a Christmas gift to parade goers, was well-received.
- Vestry members were reminded that Zion will participate in the Sacred Spaces Tour of Charles Town churches on Saturday, December 13th from 3 to 7 p.m. Barbara Porterfield, Urath Gibson, Randy Hilton, and Katherine Hortenstine will be serving as docents during the event. Recorded organ music will be played during the event.
- It was noted that Tom Lang had recently improved the lighting of the church façade and signage.

- It was reported that new red bows were being made in preparation for our Greening of the Church on December 20th. Thank you to Eileen Davis and Nancy Spensley for their initiative in replacing the well-loved bows of ages past!

Junior Warden's Report

Following some discussion regarding the length of time it was taking to replace the front doors of the church; vestry members approved the payment of \$5,152.50 to Mark Rakes with the following two stipulations:

1. The work be completed by January 22, 2026.
2. 10% be subtracted to the amount should the January 22nd deadline not be met.

A motion was moved by _____, seconded by _____, and passed that the payment be made with the two stipulations noted above being conveyed to Mr. Rakes.

Rector's Time

Two or three new vestry members need to be identified and approached prior to next month's Annual Meeting on January 18th. Possible candidates include Stacy Lindberg and Stephen Johnson.

New Business

Ken Fanelli asked that he be taken out of consideration as a delegate at the 2026 Diocesan Convention. He has approached Dawn Pitzer about representing Zion at next year's convention. Dawn accepted the invitation to serve as a Lay Delegate to Convention as has her husband, Chris.

Closing Prayer and Adjournment

Following a closing prayer, Rev. Johanna adjourned the business meeting at 7:30 pm. The vestry then gathered for fellowship and holiday cheer.

Next Vestry Meeting

Wednesday, January 14, 2026, at 7 pm in the Parlors.

Executive Committee — Preamble and Motion on Church Doors

Wednesday, December 17th

Via Email to:

Alice Ellis, Senior Warden | masudduth@mindspring.com
Kenny Floyd, Junior Warden | kenfloyd61@yahoo.com
Ned Wilson, Treasurer | Ned1511@outlook.com
Ken Fanelli, Clerk | artificerex9@gmail.com

Purpose

- To amend the December 10 vestry motion regarding payment to Mark W. Rakes, Jr. for the church doors.

Background

- The vestry previously approved payment of \$5,152.50 to Mark with two stipulations:
 - i. Completion by January 22, 2026
 - ii. A 10% penalty if that date couldn't be met
- Mark declined those terms, noting he had consistently indicated the project would require significant time and that he had not provided firm dates.

Contract Clarification

- Review of the signed contract confirms no delivery date was included.

Conversation with Mark (December 16)

- As rector, I spoke directly with Mark to clarify status and rebuild rapport.
- Mark provided a detailed account of his ongoing work and quality standards.
- He regretted the tone of his prior email; I acknowledged the vestry's frustration stemmed from expectations about timing.
- He reiterated that no timeline had been promised and affirmed steady progress.

Current Status

- The doors are painted and largely complete.
- Installation is pending for the completion of the glass components by a separate company.
- Mark is actively communicating with the glass vendor and will install the doors the day after the glass is finished.

Rationale for Amendment

- The contract does not include a completion date.
- Communication is restored; diligence and craftsmanship are evident.
- Payment aligns with work performed and supports timely completion without adding unenforceable dates.

Proposed Motion Language

- Move to amend the vestry's December 10 motion as follows:
 - i. Authorize payment of \$5,152.50 to Mark W. Rakes, Jr. for work on the church doors.
 - ii. Remove January 22, 2026, completion requirement and the 10% penalty stipulation.
 - iii. Payment to be made without additional conditions.

Motion: To amend the December 10 motion by approving payment of \$5,152.50 to Mark W. Rakes, Jr. for work on the church doors, removing January 22, 2026, deadline and the 10% penalty; payment to be issued without stipulation.

December 18, 2025 | Motion for Vestry
Re: Transfer of Funds from Zion Choir Trust to Main Operating Account

Emailed to:

Alice Ellis, Senior Warden	masudduth@mindspring.com
Kenny Floyd, Junior Warden	kenfloyd61@yahoo.com
Ned Wilson, Treasurer	Ned1511@outlook.com
Ken Fanelli, Clerk	artificerex9@gmail.com
Annette Hale	mikanet@comcast.net
Greg Harp	gsharp67@gmail.com
Joanne McIsaac	lexyjo9@yahoo.com
Betina Peyton	braines75@yahoo.com
Dawn Pitzer	dawnpitzer29@gmail.com

Summary

- Purpose: Transfer funds to cover organ tuning and Christmas Eve soloists
- Accounts: From Zion Choir Trust to Main Operating Account
- Total Amount: \$2,253.00

Details

- Pipe Organ Tuning
 - Vendor: Myers Enterprises, Inc.
 - Date: December 5, 2025
 - Cost: \$695.00
- Piano Tuning
 - Vendor: Dye's Piano Service, LLC
 - Date: December 9, 2025
 - Cost: \$258.00
- 6:00 p.m. Christmas Eve Service Soloists (December 24, 2025)
 - Aidan Pozsgay, Horn: \$300.00
 - Billy Berue, Trumpet: \$400.00
 - Darren Bange, Trombone: \$400.00
 - Rebecca McGivern, Trumpet: \$200.00
 - Simon Wildman, Tuba: *Pro bono*
- Cost Summary
 - Soloists Total: \$1,300.00
 - Combined Total (Tunings and Soloists): \$2,253.00

Motion Text

Move that \$2,253.00 be transferred from the Zion Choir Trust to the Main Operating Account to cover:

- The cost of the piano tuning performed by Dye's Piano Service, LLC on December 9, 2025 (\$258.00);
- the cost of the organ tuning performed by Myers Enterprises, Inc. on December 5, 2025 (\$695.00); and
- the cost of the soloists for the 6:00 p.m. Christmas Eve service on December 24, 2025 (\$1,300.00).

ZION EPISCOPAL CHURCH
STATEMENT OF ACTIVITY BUDGET VS ACTUAL
JANUARY - NOVEMBER 2025

	TOTAL		
	November 25	Jan - Nov 25	Budget
Ordinary Income/Expense			
Income			
3001 · Donations			
3001.3 · Known Givers	30.00	4,350.00	5,056.00
3001.4 · Monthly Meal	0.00	0.00	48.00
3001.5 · Other Donations	2,500.00	9,462.00	6,873.00
3001 · Donations - Other	0.00	0.00	479.00
Total 3001 · Donations	2,530.00	13,812.00	12,456.00
3003 · Plate Offerings	453.00	6,386.00	6,900.00
3004 · Pledges			
3004.1 · Previous Year	0.00	5.00	715.00
3004.2 · Tithly Pledges	2,175.60	21,556.77	35,249.00
3004 · Pledges - Other	11,448.00	156,155.00	176,116.00
Total 3004 · Pledges	13,623.60	177,716.77	212,080.00
3005 · Special Offerings			
3005.1 · Initial Offering	0.00	65.00	97.00
3005.2 · Birthdays	0.00	115.00	198.00
3005.3 · Christmas	0.00	0.00	2,200.00
3005.4 · Easter	0.00	0.00	483.00
3005 · Special Offerings - Other	123.00	123.00	219.00
Total 3005 · Special Offerings	123.00	303.00	3,197.00
3007 · Interest Income	94.31	638.57	0.00
3008 · Rent	0.00	7,400.00	5,400.00
3010 · Fundraising Income			
3010.1 · Gift Card Sales	1,300.00	15,025.00	25,316.00
3010.2 · Auction Income	0.00	19,733.24	21,275.00
3010.6 · Thrift Store Income	1,237.00	13,486.50	13,801.00
3010 · Fundraising Income - Other	0.00	5.00	0.00
Total 3010 · Fundraising Income	2,537.00	48,249.74	60,392.00
3012 · Reimbursements	0.00	0.00	775.00
3012.5 · Funds from Trust	0.00	0.00	18,000.00
3013 · Designated Funds			
3013.15 · Acolyte Fund Income	4.00	54.00	165.00
3013.30 · Churchyard Fund Income	40.00	170.00	0.00
3013.50 · Energy Fund Income	350.00	2,509.00	2,074.00
3013.55 · Flower Fund Income	210.00	1,755.00	2,111.00
3013.69 · Mission Grants Fund Income	0.00	0.00	1,677.00
3013.70 · Monthly Meal Fund Income	0.00	205.00	1,128.00
3013.96 · Capital Fund Income	0.00	1,350.84	0.00

Total 3013 · Designated Funds	604.00	6,043.84	7,155.00
3996 · Outreach/Mission Income	0.00	1,049.22	592.00
Total Income	19,964.91	261,599.14	326,947.00
Expense			
4020 · Payroll Expenses			
4020.1 · Clergy			
4020.11 · Clergy Pension	1,530.00	10,710.00	14,823.00
4020.12 · Clergy Health Benefits	9,402.00	42,309.00	18,000.00
4020.13 · Clergy SECA	0.00	0.00	5,852.25
4020.14 · Clergy Reimbursed Exp			
4020.15 · Mileage	0.00	854.00	2,250.00
4020.16 · Cell Phone	0.00	0.00	675.00
4020.17 · Continuing Education	0.00	306.79	1,499.99
4020.18 · Moving Expenses	0.00	10,000.00	10,000.00
4020.14 · Clergy Reimbursed Exp - Other	<u>0.00</u>	<u>0.00</u>	<u>1,499.99</u>
Total 4020.14 · Clergy Reimbursed Exp	<u>0.00</u>	<u>11,160.79</u>	<u>15,924.98</u>
4053 · Professional Allowance	250.00	500.00	
4020.1 · Clergy - Other	<u>9,150.26</u>	<u>47,975.39</u>	<u>49,500.00</u>
Total 4020.1 · Clergy	20,332.26	112,655.18	104,100.23
4020.5 · Lay Salaries			
4020.51 · Director of Music Ministry	0.00	24,604.12	29,000.00
4020.52 · Parish Secretary	0.00	13,833.40	16,600.00
4020.53 · Sexton	0.00	7,878.27	8,000.00
4020.5 · Lay Salaries - Other	<u>4,359.00</u>	<u>4,359.00</u>	
Total 4020.5 · Lay Salaries	4,359.00	50,674.79	53,600.00
4020.9 · Payroll Support	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>
Total 4020 · Payroll Expenses	24,691.26	163,329.97	161,200.23
4020.8 · Payroll Tax Expense	333.45	6,566.72	5,000.00
4055 · Substitutes			
4055.1 · Clergy	0.00	3,360.00	4,000.00
4055.5 · Organist	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
Total 4055 · Substitutes	0.00	3,360.00	5,000.00
4200 · Building Expenses			
4200.1 · Insurance Expense	0.00	18,450.50	26,000.00
4200.2 · Fire & Ambulance Fee	<u>0.00</u>	<u>180.00</u>	
Total 4200 · Building Expenses	0.00	18,630.50	26,000.00
4202 · Repairs and Maintenance			
4202.10 · Equipment Repairs	0.00	2,498.65	
4202.20 · Building Repairs			
4202.21 · Church	0.00	4,717.00	956.00
4202.22 · Parish Hall	0.00	2,628.00	2,216.00
4202.23 · Rectory	0.00	4,281.50	436.00
4202.20 · Building Repairs - Other	<u>0.00</u>	<u>0.00</u>	<u>172.00</u>
Total 4202.20 · Building Repairs	0.00	11,626.50	3,780.00

4202.3 · Landscaping Expenses	0.00	5,348.68	7,535.00
4202.4 · Plumbing	0.00	0.00	352.00
4202.5 · Heating/AC Repairs	0.00	2,309.00	0.00
4202.6 · Cleaning/Supplies	0.00	13,100.00	15,600.00
4202.7 · Security/Fire Protection	0.00	765.85	1,000.00
4202.8 · Pest Control	0.00	4,152.22	1,800.00
Total 4202 · Repairs and Maintenance	0.00	39,800.90	30,067.00
4203 · Office Expenses			
4203.1 · Copier	197.03	2,436.72	2,290.00
4203.2 · Postage	0.00	506.97	105.00
4203.3 · Computer	340.73	4,623.80	4,757.00
4203.4 · Supplies	162.86	1,870.72	1,573.30
4203.5 · Advertising	0.00	228.00	100.00
4203.6 · Legal & Accounting	700.00	725.00	151.00
4203.7 · Bank Service Charges	32.00	41.00	191.00
4203.8 · Safe Deposit Box Rental	0.00	5,000.00	
Total 4203 · Office Expenses	1,432.62	15,432.21	9,167.30
4204 · Utilities			
4204.1 · Oil Expense	2,220.00	24,097.60	24,000.00
4204.2 · Electricity			
4204.27 · Church Air Conditioner	0.00	252.75	11,040.00
4204.2 · Electricity - Other	516.67	12,400.65	0.00
Total 4204.2 · Electricity	516.67	12,653.40	11,040.00
4204.3 · Gas/Propane			
4204.31 · Parish House	0.00	0.00	721.00
4204.3 · Gas/Propane - Other	400.31	1,821.85	416.00
Total 4204.3 · Gas/Propane	400.31	1,821.85	1,137.00
4204.4 · Water	347.34	4,310.02	4,665.00
4204.5 · Telephone	219.56	2,409.22	1,852.00
4204.6 · Cable/Internet	735.23	7,019.46	8,161.00
4204.7 · Trash	0.00	626.69	1,003.00
Total 4204 · Utilities	4,439.11	52,938.24	51,858.00
4205 · Interest Expense	0.00	0.00	
4300 · Programs			
4300.5 · Diocese Apportionment	0.00	32,544.20	39,053.00
4301 · Designated Funds			
4301.05 · Acolyte Fund Expense	0.00	185.25	
4301.2 · Alter Guild Fund Expense	0.00	0.00	519.00
4301.35 · Christian Education Fund Expenses	0.00	0.00	74.00
4301.55 · Flower Funds Expense	0.00	2,744.70	1,848.00
4301.6 · Good Friday Fund Expense	0.00	80.00	
4301.7 · Monthly Meal Fund Expense	36.42	876.58	1,672.00
4301.76 · Music Fund Expense	0.00	655.49	598.00
4301.93 · Peterkin Fund Expense	0.00	0.00	2,000.00

Total 4301 · Designated Funds	36.42	4,542.02	6,711.00
4302 · Convention Expenses	199.15	648.30	0.00
4302.3 · Congregational Life			
4302.31 · Flowers	0.00	0.00	1,065.00
4302.3 · Congregational Life - Other	0.00	482.00	1,000.00
Total 4302.3 · Congregational Life	0.00	482.00	2,065.00
4302.4 · Stewardship	0.00	0.00	300.00
4302.7 · Church Supplies	0.00	0.00	41.00
4302.8 · Search Expenses	0.00	1,837.31	2,000.00
4303 · Vestry Contingencies	0.00	200.00	300.00
Total 4300 · Programs	235.57	40,253.83	50,470.00
4400 · Outreach Expense			
4407 · Rectors Discretionary Expense	0.00	639.78	500.00
4400 · Outreach Expense - Other	0.00	43.98	
Total 4400 · Outreach Expense	0.00	683.76	500.00
4701 · Fundraising Expenses			
4701.1 · Gift Card Purchases	900.00	14,750.00	22,006.00
4701.3 · Auction Expenses	0.00	5,176.25	3,500.00
4701.6 · Thrift Store Expense	15.82	403.82	
Total 4701 · Fundraising Expenses	915.82	20,330.07	25,506.00
Total Expense	32,047.83	361,326.20	364,768.53
Net Ordinary Income	-12,082.92	-99,727.06	-37,821.53
Other Income/Expense			
Other Income			
Bequest/One time Gifts	0.00	113,340.54	
Pass-Through Income	0.00	8,587.00	
3011 · Trust Income/(Loss)			
Administrative Fees - Trust	0.00	-3,355.40	
Interest Income - Trust Account	0.00	26,545.94	
Investment Gain/(Loss)-Trusts	0.00	100,461.72	
Total 3011 · Trust Income/(Loss)	0.00	123,652.26	
Total Other Income	0.00	245,579.80	
Other Expense			
Front Door Repair	0.00	12,005.00	
Painting Expense	0.00	16,500.00	
Pass-Through Expense	0.00	6,030.00	
Roofing Improvement (2025)	0.00	19,000.00	
Total Other Expense	0.00	53,535.00	
Net Other Income	0.00	192,044.80	
	-12,082.92	92,317.74	-37,821.53

ZION EPISCOPAL CHURCH
Statement of Activity

November 2025

		Nov 25
Ordinary Income/Expense		
Income		
3001 · Donations		
3001.3 · Known Givers	30.00	
3001.5 · Other Donations	2,500.00	
Total 3001 · Donations	2,530.00	
3003 · Plate Offerings	453.00	
3004 · Pledges		
3004.2 · Tithly Pledges	2,175.60	
3004 · Pledges - Other	11,448.00	
Total 3004 · Pledges	13,623.60	
3005 · Special Offerings	123.00	
3007 · Interest Income	94.31	
3010 · Fundraising Income		
3010.1 · Gift Card Sales	1,300.00	
3010.6 · Thrift Store Income	1,237.00	
Total 3010 · Fundraising Income	2,537.00	
3013 · Designated Funds		
3013.15 · Acolyte Fund Income	4.00	
3013.30 · Churchyard Fund Income	40.00	
3013.50 · Energy Fund Income	350.00	
3013.55 · Flower Fund Income	210.00	
Total 3013 · Designated Funds	604.00	
Total Income	19,964.91	
Expense		
4020 · Payroll Expenses		
4020.1 · Clergy		
4020.11 · Clergy Pension	1,530.00	
4020.12 · Clergy Health Benefits	9,402.00	
4053 · Professional Allowance	250.00	
4020.1 · Clergy - Other	9,150.26	
Total 4020.1 · Clergy	20,332.26	
4020.5 · Lay Salaries	4,359.00	
Total 4020 · Payroll Expenses	24,691.26	
4020.8 · Payroll Tax Expense	333.45	
4203 · Office Expenses		
4203.1 · Copier	197.03	
4203.3 · Computer	340.73	
4203.4 · Supplies	162.86	
4203.6 · Legal & Accounting	700.00	
4203.7 · Bank Service Charges	32.00	
Total 4203 · Office Expenses	1,432.62	
4204 · Utilities		
4204.1 · Oil Expense	2,220.00	
4204.2 · Electricity	516.67	
4204.3 · Gas/Propane	400.31	
4204.4 · Water	347.34	
4204.5 · Telephone	219.56	
4204.6 · Cable/Internet	735.23	
Total 4204 · Utilities	4,439.11	
4300 · Programs		
4301 · Designated Funds		
4301.7 · Monthly Meal Fund Expense	36.42	
Total 4301 · Designated Funds	36.42	
4302 · Convention Expenses	199.15	
Total 4300 · Programs	235.57	
4701 · Fundraising Expenses		
4701.1 · Gift Card Purchases	900.00	
4701.6 · Thrift Store Expense	15.82	
Total 4701 · Fundraising Expenses	915.82	
Total Expense	32,047.83	
Net Ordinary Income	-12,082.92	
Net Income	-12,082.92	

ZION EPISCOPAL CHURCH
Statement of Activity Budget vs. Actual
January through December 2025

	TOTAL		
	Dec 25	Jan - Dec 25	Budget
Ordinary Income/Expense			
Income			
3001 · Donations			
3001.3 · Known Givers	335.00	4,685.00	5,056.00
3001.4 · Monthly Meal	5.00	5.00	48.00
3001.5 · Other Donations	2,500.00	11,962.00	6,873.00
3001 · Donations - Other	0.00	0.00	479.00
Total 3001 · Donations	2,840.00	16,652.00	12,456.00
3003 · Plate Offerings	1,330.00	7,716.00	6,900.00
3004 · Pledges			
3004.1 · Previous Year	0.00	5.00	715.00
3004.2 · Tithly Pledges	2,388.92	23,945.69	35,249.00
3004 · Pledges - Other	13,919.00	170,074.00	176,116.00
Total 3004 · Pledges	16,307.92	194,024.69	212,080.00
3005 · Special Offerings			
3005.1 · Initial Offering	0.00	65.00	97.00
3005.2 · Birthdays	45.00	160.00	198.00
3005.3 · Christmas	1,896.00	1,896.00	2,200.00
3005.4 · Easter	0.00	0.00	483.00
3005 · Special Offerings - Other	65.00	188.00	219.00
Total 3005 · Special Offerings	2,006.00	2,309.00	3,197.00
3007 · Interest Income	94.81	733.38	0.00
3008 · Rent	0.00	7,400.00	5,400.00
3010 · Fundraising Income			
3010.1 · Gift Card Sales	2,550.00	17,625.00	25,316.00
3010.2 · Auction Income	0.00	19,733.24	21,275.00
3010.6 · Thrift Store Income	1,513.00	15,325.50	13,801.00
3010 · Fundraising Income - Other	0.00	5.00	
Total 3010 · Fundraising Income	4,063.00	52,688.74	60,392.00
3012 · Reimbursements	0.00	0.00	775.00
3012.5 · Funds from Trust	0.00	0.00	18,000.00
3013 · Designated Funds			
3013.15 · Acolyte Fund Income	0.00	54.00	165.00
3013.30 · Churchyard Fund Income	510.00	680.00	0.00
3013.4 · Columbarium Fund Income	303.08	303.08	
3013.50 · Energy Fund Income	405.00	2,914.00	2,074.00
3013.55 · Flower Fund Income	684.00	2,439.00	2,111.00
3013.67 · Memorial Fund Income	216.00	216.00	
3013.69 · Mission Grants Fund Income	0.00	0.00	1,677.00
3013.70 · Monthly Meal Fund Income	0.00	205.00	1,128.00
3013.71 · Music Fund Income	2,253.00	2,253.00	
3013.96 · Capital Fund Income	0.00	1,350.84	
Total 3013 · Designated Funds	4,371.08	10,414.92	7,155.00
3996 · Outreach/Mission Income	0.00	1,049.22	592.00

ZION EPISCOPAL CHURCH
Statement of Activity Budget vs. Actual
January through December 2025

	TOTAL		
	Dec 25	Jan - Dec 25	Budget
Total Income	31,012.81	292,987.95	326,947.00
Expense			
4020 · Payroll Expenses			
4020.1 · Clergy			
4020.11 · Clergy Pension	3,060.00	13,770.00	14,823.00
4020.12 · Clergy Health Benefits	0.00	42,309.00	18,000.00
4020.13 · Clergy SECA	1,625.65	1,625.65	5,852.25
4020.14 · Clergy Reimbursed Exp			
4020.15 · Mileage	0.00	854.00	2,250.00
4020.16 · Cell Phone	0.00	0.00	675.00
4020.17 · Continuing Education	0.00	516.79	1,499.99
4020.18 · Moving Expenses	0.00	10,000.00	10,000.00
4020.14 · Clergy Reimbursed Exp - Other	0.00	0.00	1,499.99
Total 4020.14 · Clergy Reimbursed Exp	<u>0.00</u>	<u>11,370.79</u>	<u>15,924.98</u>
4053 · Professional Allowance	0.00	500.00	
4020.1 · Clergy - Other	<u>1,524.61</u>	<u>49,500.00</u>	<u>49,500.00</u>
Total 4020.1 · Clergy	<u>6,210.26</u>	<u>119,075.44</u>	<u>104,100.23</u>
4020.5 · Lay Salaries			
4020.51 · Director of Music Ministry	2,916.66	29,937.44	29,000.00
4020.52 · Parish Secretary	1,383.34	16,600.08	16,600.00
4020.53 · Sexton	<u>832.00</u>	<u>9,269.27</u>	<u>8,000.00</u>
Total 4020.5 · Lay Salaries	<u>5,132.00</u>	<u>55,806.79</u>	<u>53,600.00</u>
4020.9 · Payroll Support	<u>0.00</u>	<u>0.00</u>	<u>3,500.00</u>
Total 4020 · Payroll Expenses	<u>11,342.26</u>	<u>174,882.23</u>	<u>161,200.23</u>
4020.8 · Payroll Tax Expense	392.60	6,959.32	5,000.00
4055 · Substitutes			
4055.1 · Clergy	0.00	3,360.00	4,000.00
4055.5 · Organist	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>
Total 4055 · Substitutes	<u>0.00</u>	<u>3,360.00</u>	<u>5,000.00</u>
4200 · Building Expenses			
4200.1 · Insurance Expense	2,131.00	20,581.50	26,000.00
4200.2 · Fire & Ambulance Fee	<u>0.00</u>	<u>180.00</u>	
Total 4200 · Building Expenses	<u>2,131.00</u>	<u>20,761.50</u>	<u>26,000.00</u>
4202 · Repairs and Maintenance			
4202.10 · Equipment Repairs	0.00	2,498.65	
4202.20 · Building Repairs			
4202.21 · Church	0.00	4,717.00	956.00
4202.22 · Parish Hall	298.19	2,926.19	2,216.00
4202.23 · Rectory	0.00	4,281.50	436.00
4202.20 · Building Repairs - Other	<u>0.00</u>	<u>0.00</u>	<u>172.00</u>
Total 4202.20 · Building Repairs	<u>298.19</u>	<u>11,924.69</u>	<u>3,780.00</u>
4202.3 · Landscaping Expenses	0.00	6,126.16	7,535.00
4202.4 · Plumbing	0.00	0.00	352.00
4202.5 · Heating/AC Repairs	1,569.74	3,878.74	0.00

ZION EPISCOPAL CHURCH
Statement of Activity Budget vs. Actual
January through December 2025

	TOTAL		
	Dec 25	Jan - Dec 25	Budget
4202.6 · Cleaning/Supplies	0.00	14,900.00	15,600.00
4202.7 · Security/Fire Protection	0.00	765.85	1,000.00
4202.8 · Pest Control	0.00	4,152.22	1,800.00
Total 4202 · Repairs and Maintenance	1,867.93	44,246.31	30,067.00
4203 · Office Expenses			
4203.1 · Copier	197.03	2,804.66	2,290.00
4203.2 · Postage	0.00	506.97	105.00
4203.3 · Computer	129.40	4,753.20	4,757.00
4203.4 · Supplies	0.00	1,870.72	1,573.30
4203.5 · Advertising	188.00	416.00	100.00
4203.6 · Legal & Accounting	750.00	1,475.00	151.00
4203.7 · Bank Service Charges	249.33	290.33	191.00
Total 4203 · Office Expenses	1,513.76	12,116.88	9,167.30
4204 · Utilities			
4204.1 · Oil Expense	2,220.00	26,317.60	24,000.00
4204.2 · Electricity			
4204.27 · Church Air Conditioner	0.00	252.75	11,040.00
4204.2 · Electricity - Other	817.39	13,218.04	0.00
Total 4204.2 · Electricity	817.39	13,470.79	11,040.00
4204.3 · Gas/Propane			
4204.31 · Parish House	0.00	0.00	721.00
4204.3 · Gas/Propane - Other	314.70	2,136.55	416.00
Total 4204.3 · Gas/Propane	314.70	2,136.55	1,137.00
4204.4 · Water	0.00	4,310.02	4,665.00
4204.5 · Telephone	219.56	2,628.78	1,852.00
4204.6 · Cable/Internet	345.26	7,364.72	8,161.00
4204.7 · Trash	0.00	626.69	1,003.00
Total 4204 · Utilities	3,916.91	56,855.15	51,858.00
4205 · Interest Expense	0.00	0.00	0.00
4300 · Programs			
4300.5 · Diocese Apportionment	6,508.84	39,053.04	39,053.00
4301 · Designated Funds			
4301.05 · Acolyte Fund Expense	0.00	185.25	
4301.2 · Alter Guild Fund Expense	69.99	69.99	519.00
4301.35 · Christian Education Fund Expenses	0.00	0.00	74.00
4301.55 · Flower Funds Expense	0.00	2,744.70	1,848.00
4301.6 · Good Friday Fund Expense	0.00	80.00	
4301.7 · Monthly Meal Fund Expense	0.00	876.58	1,672.00
4301.76 · Music Fund Expense	1,853.00	2,508.49	598.00
4301.93 · Peterkin Fund Expense	0.00	0.00	2,000.00
Total 4301 · Designated Funds	1,922.99	6,465.01	6,711.00
4302 · Convention Expenses	0.00	648.30	0.00
4302.3 · Congregational Life			
4302.31 · Flowers	675.00	675.00	1,065.00

ZION EPISCOPAL CHURCH
Statement of Activity Budget vs. Actual
January through December 2025

	TOTAL		
	Dec 25	Jan - Dec 25	Budget
4302.3 · Congregational Life - Other	0.00	482.00	1,000.00
Total 4302.3 · Congregational Life	675.00	1,157.00	2,065.00
4302.4 · Stewardship	0.00	0.00	300.00
4302.7 · Church Supplies	72.20	72.20	41.00
4302.8 · Search Expenses	0.00	1,837.31	2,000.00
4303 · Vestry Contingencies	0.00	200.00	300.00
Total 4300 · Programs	9,179.03	49,432.86	50,470.00
4400 · Outreach Expense			
4404 · - Mission Grants	474.29	474.29	
4407 · Rectors Discretionary Expense	0.00	639.78	500.00
4400 · Outreach Expense - Other	0.00	43.98	
Total 4400 · Outreach Expense	474.29	1,158.05	500.00
4701 · Fundraising Expenses			
4701.1 · Gift Card Purchases	1,080.00	17,215.00	22,006.00
4701.3 · Auction Expenses	0.00	5,176.25	3,500.00
4701.6 · Thrift Store Expense	0.00	403.82	
Total 4701 · Fundraising Expenses	1,080.00	22,795.07	25,506.00
Total Expense	31,897.78	392,567.37	364,768.53
Net Ordinary Income	-884.97	-99,579.42	-37,821.53
Other Income/Expense			
Other Income			
Bequest/One time Gifts	9,915.03	123,255.57	
Pass-Through Income	0.00	8,587.00	
3011 · Trust Income/(Loss)	25,245.26	148,897.52	
Total Other Income	35,160.29	280,740.09	
Other Expense			
Front Door Repair	5,152.50	17,157.50	
Painting Expense	0.00	16,500.00	
Pass-Through Expense	0.00	6,030.00	
Roofing Improvement (2025)	0.00	19,000.00	
Total Other Expense	5,152.50	58,687.50	
Net Other Income	30,007.79	222,052.59	
Net Income	29,122.82	122,473.17	-37,821.53

ZION EPISCOPAL CHURCH

Balance Sheet

As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · BCT 7548 - Main Acct	14,264.51
1010 · BCT 4983 - Designated Acct	15,486.74
1011 · BCT 6536 - MM	94,399.80
Total Checking/Savings	124,151.05
Other Current Assets	
1050 · Zion Episcopal Trust Accounts	
1050.1 · General Trust Fund 0270	693,633.08
1051 · Zion Church Upkeep Trust 0325	86,637.98
1052 · Zion EC Choir Trust 1062	44,840.76
1053 · F.P. Todd FBO Zion EC 1336	135,214.28
1054 · Ronemus-FBO Zion Cemetery 0451	144,585.09
1055 · Peterkin Scholarship Trust 0996	13,403.92
1056 · Packette Family Lot Trust 1987	160,297.01
1057 · M.R. Trussell Mem. Fund 1474	37,314.89
Total 1050 · Zion Episcopal Trust Accounts	1,315,927.01
Total Other Current Assets	1,315,927.01
Total Current Assets	1,440,078.06
TOTAL ASSETS	1,440,078.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2005 · CC - Maintenance 1616	38.65
2006 · CC - Fundraising 4925	74.42
2007 · CC - Office 1608	3,096.60
Total Credit Cards	3,209.67
Other Current Liabilities	
Packette Family Trust Loan	25,000.00
2200 · Payroll Liabilities	
Housing Allowance	1,147.50
2200 · Payroll Liabilities - Other	-3,010.42
Total 2200 · Payroll Liabilities	-1,862.92
Total Other Current Liabilities	23,137.08
Total Current Liabilities	26,346.75
Total Liabilities	26,346.75
Equity	
Unrestricted Net Assets	
31300 · Perm. Restricted Net Assets	65,217.94
Net Income	1,226,040.20
	122,473.17
Total Equity	1,413,731.31
TOTAL LIABILITIES & EQUITY	1,440,078.06

Zion Draft Budget 2026

Distribution account	Budget	Budget	Budget
	Approved 10/15/25	10/23/2025	1/14/2006
Income			
3001 Donations	0.00	0.00	0.00
3001.3 Known Givers	0.00	0.00	0.00
3001.5 Other Donations	0.00	0.00	0.00
3001.4 Monthly Meal	0.00	0.00	0.00
Total for 3001 Donations	15,000.00	15,000.00	15,000.00
3003 Plate Offerings	7,000.00	7,000.00	7,000.00
3004 Pledges	259,376.02	245,768.00	232,700.00
3004.1 Previous Year	0.00	0.00	0.00
3004.2 Tithly Pledges	47,500.00	47,500.00	55,850.00
Total for 3004 Pledges	306,876.02	293,268.00	288,550.00
3005 Special Offerings	0.00	0.00	0.00
3005.1 Initial Offering	0.00	0.00	0.00
3005.2 Birthdays	0.00	0.00	0.00
3005.3 Christmas	0.00	0.00	0.00
3005.4 Easter	0.00	0.00	0.00
Total for 3005 Special Offerings	4,000.00	4,000.00	4,000.00
3007 Interest	30.00	30.00	30.00
3008 Rent	10,000.00	10,000.00	10,000.00
3010 Fundraising	0.00	0.00	0.00
3010.1 Gift Card Sales	25,000.00	25,000.00	25,000.00
3010.2 Auction Income	22,000.00	22,000.00	22,000.00
3010.6 Thrift Store Income	15,000.00	15,000.00	15,000.00
Total for 3010 Fundraising	62,000.00	62,000.00	62,000.00
3011 Trust Department	18,000.00	18,000.00	18,000.00
3012 Reimbursements	775.00	775.00	775.00
3013 Designated Funds Income	0.00	0.00	0.00
3013.30 Churchyard Fund Income	0.00	0.00	0.00
3013.50 Energy Fund Income	2,500.00	2,500.00	2,500.00
3013.55 Flower Fund Income	4,200.00	4,200.00	4,200.00

3013.15 Acolyte Fund Income	0.00	0.00	0.00
3013.69 Mission Grants Fund Income	2,400.00	2,400.00	2,400.00
3013.70 Monthly Meal Fund Income	1,500.00	1,500.00	1,500.00
3013.96 Capital Fund Income	0.00	0.00	0.00
Total for 3013 Designated Funds Income	10,600.00	10,600.00	10,600.00
Total for Income	434,281.02	420,673.00	415,955.00
Expenses			
4020 Payroll Expenses	0.00	0.00	0.00
4020.1 Clergy	69,000.00	69,000.00	69,000.00
4020.11 Clergy Pension	23,868.00	23,868.00	23,868.00
4020.12 Clergy Health Insurance	56,412.00	42,804.00	36,336.00
4020.13 Clergy SECA	8,200.00	8,200.00	8,200.00
4020.14 Clergy Reimbursed Exp.	1,499.99	1,499.99	1,000.00
4020.15 Mileage	2,250.00	2,250.00	3,000.00
4020.17 Continuing Educ.	1,499.99	1,499.99	2,000.00
4020.16 Cell Phone	900.00	900.00	900.00
Total for 4020.14 Clergy Reimbursed Exp.	6,149.98	6,149.98	6,900.00
Total for 4020.1 Clergy	163,629.98	150,021.98	144,304.00
4020.5 Lay Salaries	4,000.00	4,000.00	0.00
4020.51 Dir. Music Ministry	29,000.00	29,000.00	35,000.00
4020.52 Parish Secretary	16,600.00	16,600.00	17,600.00
4020.53 Sexton	8,000.00	8,000.00	8,000.00
4020.58 Housekeeper	14,400.00	14,400.00	14,400.00
Total for 4020.5 Lay Salaries	72,000.00	72,000.00	75,000.00
4020.8 Payroll Tax Expenses	5,000.00	5,000.00	5,000.00
4020.81 Workers Comp	500.00	500.00	500.00
Total for 4020.8 Payroll Tax Expenses	5,500.00	5,500.00	5,500.00
4055 Substitutes	0.00	0.00	0.00
4055.1 Clergy	1,000.00	1,000.00	0.00
4055.5 Organist	1,000.00	1,000.00	0.00

Total for 4055 Substitutes	2,000.00	2,000.00	0.00
4020.9 Payroll Support	4,200.00	4,200.00	4,200.00
Total for 4020 Payroll Expenses	247,329.98	233,721.98	229,004.00
4200 Building/Plant Expenses	0.00	0.00	0.00
4201 Insurance	26,500.00	26,500.00	26,500.00
4202 Maintenance	0.00	0.00	0.00
4202.1 Repairs	0.00	0.00	0.00
4202.10 Equipment	0.00	0.00	0.00
4202.20 Buildings	0.00	0.00	0.00
4202.21 Church	0.00	0.00	0.00
4202.22 Parish Hall	0.00	0.00	0.00
4202.23 Rectory	0.00	0.00	0.00
Total for 4202.20 Buildings	0.00	0.00	0.00
Total for 4202.1 Repairs	0.00	0.00	0.00
4202.3 Landscaping	0.00	0.00	0.00
4202.5 Heating/AC	0.00	0.00	0.00
4202.7 Security/Fire Protection	0.00	0.00	0.00
4202.8 Pest Control	0.00	0.00	0.00
4202.4 Plumbing	0.00	0.00	0.00
Total for 4202 Maintenance	18,000.00	18,000.00	18,000.00
4203 Office	0.00	0.00	0.00
4203.1 Copier	0.00	0.00	0.00
4203.2 Postage	0.00	0.00	0.00
4203.3 Computer	0.00	0.00	0.00
4203.4 Supplies	0.00	0.00	0.00
4203.5 Advertising	0.00	0.00	0.00
4203.6 Legal & Accounting	0.00	0.00	0.00
4203.7 bank expenses	0.00	0.00	0.00
Total for 4203 Office	8,000.00	8,000.00	8,000.00
4204 Utilities	0.00	0.00	0.00
4204.1 Oil	24,000.00	24,000.00	24,000.00
4204.2 Electricity	15,000.00	15,000.00	15,000.00

4204.3 Gas	1,137.00	1,137.00	1,137.00
4204.4 Water	4,665.00	4,665.00	4,665.00
4204.5 Telephone	1,852.12	1,852.10	1,852.10
4204.6 Cable/Internet	9,000.00	9,000.00	9,000.00
4204.7 Trash	1,002.92	1,002.92	1,002.90
Total for 4204 Utilities	56,657.04	56,657.02	56,657.00
Outreach adjustment	-8,331.41	-8,331.41	-8,331.41
Total for 4200 Building/Plant Expenses	100,825.63	100,825.61	100,825.59
4300 Programs	0.00	0.00	0.00
4300.5 Diocese Apportionment	39,053.00	39,053.00	39,053.00
4301 Designated Funds Expense	0.00	0.00	0.00
4301.05 Acolyte Fund Expense	0.00	0.00	0.00
4301.55 Flower Fund Expense	4,200.00	4,200.00	4,200.00
4301.76 Music Fund Expense	1,000.00	1,000.00	1,000.00
4301.2 Altar Guild Fund Expense	519.00	519.00	519.00
4301.35 Christian Education Fund Expenses	500.00	500.00	500.00
4301.4 Columbarium Fund Expense	0.00	0.00	0.00
Total for 4301 Designated Funds Expense	6,219.00	6,219.00	6,219.00
4302.3 Congregational Life	1,000.00	1,000.00	1,000.00
4302.8 Search Expenses	0.00	0.00	0.00
4303 Vestry Contingencies	300.00	300.00	300.00
4302.4 Stewardship	300.00	300.00	300.00
4302.7 Church Supplies	41.00	41.00	41.00
4302 Convention Expenses	1,225.00	1,225.00	1,225.00
Total for 4300 Programs	48,138.00	48,138.00	48,138.00
4400 Outreach	0.00	0.00	0.00
4301.7 Monthly Meal Fund Expense	2,400.00	2,400.00	2,400.00
Community Facility Use	\$ 8,331.41	\$ 8,331.41	\$ 8,331.41
Total for 4400 Outreach	10,731.41	10,731.41	10,731.41
4701 Fundraising Expenses	0.00	0.00	0.00
4701.1 Gift Card Purchases	22,006.00	22,006.00	22,006.00

4701.3 Auction Expenses	5,000.00	5,000.00	5,000.00
4701.6 Thrift Store Expense	250.00	250.00	250.00
Total for 4701 Fundraising Expenses	27,256.00	27,256.00	27,256.00
Total for Expenses	434,281.02	420,673.00	415,955.00
Net Operating Income	0.00	0.00	0.00

VIRGINIA MARYLAND TRACTOR

www.vatractor.com

12024 James Madison Hwy Orange, VA 22960 Ph: 540-661-5100 Fax: 540-661-5101	3025 Ivy Road Charlottesville, VA 22903 Ph: 434-977-8100 Fax: 434-977-7784	8326 Meade Road Warrenton, VA 20187 Ph: 540-347-2880 Fax: 540-349-3327	10413 Dumfries Road Manassas, VA 20110 Ph: 703-366-3880 Fax: 703-366-2957	17000 Berlin Turnpike Purcellville, VA 20132 Ph: 540-338-4177 Fax: 540-338-2268	1752 Berryville Pike Winchester, VA 22603 Ph: 540-722-6638 Fax: 540-722-4833	5509 Mt. Zion Road Frederick, MD 21705 Ph: 301-663-6660 Fax: 301-663-1658	28126 Ridge Road Damascus, MD 20872 Ph: 301-253-2141 Fax: 301-253-1939
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Ship to:

JIM ELLIS
P.O. BOX 21
SUMMIT POINT WV 25446

Invoice to:

JIM ELLIS
P.O. BOX 21
SUMMIT POINT WV 25446

Branch			
06 - WINCHESTER			
Date	Time	Page	
12/17/2025	11:43:37 (O)	1	
Account No.	Phone No.	Estimate No.	
ELLIS064	7037222717	008038	
Ship Via		Purchase Order	
Alice		W28630	
703 727 2985		Salesperson	
		635	

ESTIMATE EXPIRY DATE: 01/16/2026

SERVICE ESTIMATE - NOT AN INVOICE

This ESTIMATE is based upon a visual inspection prior to tear down.
A variance of 15% parts and labor may apply after disassembly of components.
This estimate does not include Equipment Transportation, Sales Tax or Freight.
THIS ESTIMATE VALID FOR 30 DAYS

Stock #: C053817 MOWERS

MS #: M00445C030336

Make: JD Model: 445 G

Is to have the following work done by 01/21/2026 (Estimated)

MESSAGE 12-17-25
NO ANSWER

NO START

ADDITIONAL DESCRIPTION:

found fuel line disconnected and no fuel pressure, due to
pump in tank being bad. also found the fuel to be old and
stale and should be flushed out. there is gas in the oil so
the oil should be changed.

Part#	Description	Qty	Price	Amount
TY22029	OIL	2	6.88	13.76
TURF-GARD Oil 10W30 SN/GFS				
AM107423	OIL FILTER	1	13.34	13.34
AM117584	FUEL FILTER	1	20.46	20.46
L2301CU	O-Ring	1	5.06	5.06
TY22462	CLAMP	2	2.06	4.12
AM117108	Fuel Pump	1	513.67	513.67
M155197	RETAINER	2	1.88	3.76
M71234	PLUG	2	.92	1.84

MISCELLANEOUS CHARGES:	Description	Price	Amount
	EPA DIST FEE	9.50	9.50
	SERV ACCESORIES	36.33	36.33
	WINTER SPECIAL	62.20-	62.20-

Parts:	576.01
Labor:	635.00
Miscellaneous:	16.37-

January Vestry Meeting

Junior Warden's Report

Respectfully submitted by Kenny Floyd

I. ITEMS ADDRESSED DURING THIS PAST MONTH

– Water Leak in Rectory

Vestry Approved Original quote from Whitestone to complete the repairs for \$6,819.67 at the December 10, 2025 vestry meeting.



Whitestone Restoration completed repairs to kitchen and master bathroom replacing rotted subfloor, tile floor, vanity, and toilet. (The cost of the toilet was paid by Rev. Johanna who – since the toilet had to be removed to install the new tile – took the opportunity to install a higher toilet). The bathroom was also repainted.

Kitchen repairs consisted of repairing the wall impacted by water intrusion and painting. No mold of any significance was discovered.

Church Insurance estimated total repairs to be approximately \$ 3,850.84, minus \$2500 deductible and cut an initial check for \$1,350.84. Based on quotes received, a subsequently second check for \$1,069.25 was received. The total amount received from Church Insurance for the combined repairs was \$2,420.09.

	<u>Account</u>	<u>Amount</u>
Initial Payment:		\$3,000.00
Designated: Capital Fund	\$2,420.09	
Maintenance	\$579.91	
Outstanding Balance:		

– Rectory Front Door Screen

On December 29th, a windstorm broke the front screen door on the rectory requiring replacement of the 43-1/4" x 84"x 1-1/8" door. This is a special order and not readily available from any local vendor. Below are three quotes received for replacements:

1) COPA WOODWORKING - SAN PEDRO, CA 90731 | \$1575.00

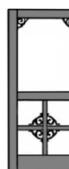
Model 3620 Traditional Mahogany Screen Door or Storm Door.
Delivery 3-4 weeks



Door 7103

VINTAGE WOODWORKS - QUINLAN, TX 75474-0039 | \$1921.27

Model 7103 Mahogany painted white with screens and windows.
Delivery 2-3 weeks



2) MONTANA SCREEN DOORS - DUBUQUE, IA 52001 | \$1921.27

This is identical to the existing door before the wind damage.
Delivery 6-8 weeks



Recommendation: #2, Vintage Woodworks – Quinlan, TX 75474-0039 | \$1921.27
as a better fit for the rectory.

– **Church Proper Lighting**

Tom Lang replaced all the lighting in the church, adjusted timer for exterior lights and replaced outdoor flood lights. Significant improvement to the church lighting. Lights in the rector's office were also replaced.

The total cost of lighting repairs: \$1,096.26.

II. OUTSTANDING ITEMS

– Education building roof leak over the Rainbow School

Had Bonded Applicators evaluate the roof. They said it is in good condition and should last 10-20 years. There is no clear indication where the leak is coming from and they want to visit during a rain event when we experience the leak. Their recommendation is to address the leak once it is found and hold off reroofing the building.

- Hauser Room Refresh will need to be accomplished.
- Exterior seam in woodwork at back of church where bees nested needs to be sealed with caulking.