

Minutes
St Paul's Episcopal Church
Vestry Meeting
8/28/23

Attending: Catie, Dave, Lisa, Susan, Leonard, Dana, Duane (via zoom), Bruce, Tracie, Jim and June O'Neill taking notes and Connie Miller to serve as Clerk of the Vestry.

Opening prayer: Catie provided opening prayer

Formation: Where does God show up in the here and now at St. Paul's? The size of our congregation, in a time of dwindling faith and in a small town. Coffee Hour, the fellowship. In the contributions of lay people in the worship services. In the work of the outreach committee, who projects their faith into the community by doing for people. Sk8 Church has mentioned that SP consistently shows up. Financial commitment. In response to any need, people respond. In our worship and liturgy.

What are the ways that St. Paul's most easily listens to each other? Through instruction. Listening to the scripture, there are the questions and answers. Need more opportunities to listen to each other. In the Romans Bible Study, people are really listening. E-pistles, love hearing from the ministry leaders. Practice in Vestry meetings of listening in one month, and then decision in the next month.

Conversion to new life. Revitalization of the CYF ministry, seeing life and people. Children's choir members not all from families who believe. Positive change from 5 years ago in the role the vestry has taken in leadership - vision, strategizing, pursuing specific areas of ministry; taking on the ownership of the values of St. Paul's.

Call to order: Dave called the meeting to order and quorum.

Election of clerk: Connie Miller nominated by Bill Murray, seconded by Jim. No discussion. All in favor. Propose amend job description, Bill moved to amend, Dana second. Distribute minutes within a week of the meeting. All in favor. No discussion about the job description, all in favor of adopting the job description.

Minutes: One correction, Dave and Catie are members of the Bylaws Committee. Meg Sinek's last name was spelled wrong. Susan moved to approve, Jim seconded, all in favor.

Rector's Report: Adding to the written report, spoke with Carolyn Dillhyon about the Vestry portal on the website. The portal is nearly done. Feast of St. Francis and All Saints are usually done on the nearest Sunday. Proposing that this year we do St. Francis on the actual day, perhaps off site and community-oriented. All Saints to the following Sunday (falls on Wed) want to look at holding a workshop that encompasses planning for a thoughtful death. Using resources from the community – lawyers, hospice, etc. Is All Saints the right time to do it? All Saints – remembering those who have died. DOK may have their annual trip to the cathedral on All Saints. Transfiguration was missed by some people. This year it

fell on a Sunday. Re: Catie's schedule – please make sure all vacation days are clearly documented (one vacation day vs retreat day).

Leadership: Tracie reported on the 2 main areas of focus: Safe Church – who needs to take it, how to make it accessible. An in-person training session has been set up for Sept 10. DOK will prepare lunch that day for attendees. Several people have signed up already. Leonard and Catie will participate in “train the trainer.” Susan volunteered to also be a trainer. Enforcement – how will this happen. New deadline of End of Sept. Susan moves to get rid of existing key codes 5pm Sept 30, Dana seconded. All in favor. Diocesan convention delegates are Leonard, Heidi Shurtleff and Catie. Nicole will go to some workshops.

Building and Grounds: There was a boiler gas leak recently, installed some sensors in kitchen and basement. Sometime in the fall, someone will look at the baptismal font. Window repair will be looked at by end of August. Estimate for the deck repair at the rectory. OSC stoop is being re-done, awaiting permit information. Kitchen stove – school is installing a commercial stove and hood/vent. Roof issue over the Mary Chapel, current leak in the bride's room. Brian Hickory is getting someone out to look at it. Basement (on school side) was flooded last week with all the rain.

Bruce presented on the insurance program renewal. Property and Casualty Insurance was renewed at the beginning of the month. Issue was if we had the correct amount of coverage. Property insurance covers our assets, Business Interruption insurance covers our ability to function (currently \$100,000, have asked for it to be increased). The Parish Hall is covered by the school and St. Paul's pays for half of the Parish Hall portion of the insurance. Excess liability is an “umbrella” policy that sits over the top of all the other coverage. Most of the liability coverages are \$1 million per occurrence, and the umbrella of \$4 million brings it to \$5 million.

Mutual Ministry Review: Dave and Catie met with Canon Vanessa. Mutual Ministry is an extension of our baptism covenant in which we are called. Sept 11, 4-6pm; there is homework-submit a bible verse, not a gripe session. Will there be follow-up to this session?

Financials:

The Vestry approved budget for the Sabbatical was \$57,423. The Lilly Christian Theological Seminary ("CTS") Grant was \$49,823. The actual expenses incurred were \$50,177 so the Grant covered 99.29% of the Sabbatical cost as Catie under spent her approved Sabbatical budget (attached below). I just received the Sabbatical accounting calculation last night and reviewed with June this afternoon but am awaiting her detailed support. You will be receiving the financial portion of the CTS Grant shortly to go along with the Congregation and Clergy responses to the CTS Grant Questionnaire distributed earlier by Connie. I do believe the Sabbatical expenses were “substantially” covered by the CTS Grant.

The Tax Credit monetization proceeds of \$125,000 plus a restricted contribution of \$25,000 were allocated by the vestry to restore funds (see below) to various funds so were not used for OSC expenses except for \$10,000 noted below as the project was substantially completed before submission of the tax credit request (see below). The work recently approved to fix the OSC steps requested by the Historic Routt County would use B&G funds.

Designated and Restricted Net Assets
as of June 30, 2022

	Beginning Balance	Allocation	Ending Balance
Roof Repair	\$4,130	\$ -	\$4,130
Clergy Educational Fund	\$1,042	\$ -	\$1,042
Memorial Gifts in Memoriam/Maintenance	\$1,657	\$ -	\$1,657
Church Sabbatical Fund	\$11,250	\$ -	\$11,250
Clergy Sabbatical Fund	\$6,750	\$ -	\$6,750
Lily Grant Sabbatical Fund	\$38,628	\$ -	\$38,628
Building Fund	\$3,250	\$ 75,000	\$78,250
OSC Renovation	\$29,015	\$ 10,000	\$39,015
Organ Fund	\$8,153	\$ 5,000	\$13,153
Internment or Memorial Garden Fund	\$2,250	\$ 25,000	\$27,250
Rector Housing Fund	\$20,564	\$ 10,000	\$30,564
Youth Missions	\$173		\$173
Mission and Outreach	-	\$ 25,000	\$25,000
Vestry to Designate	\$241,078	\$(150,000)	\$91,078
Total Designated & Restricted Net Assets after Allocation as of June 30, 2022	\$367,939	\$ -	\$367,939

As shown in the August financials, Designated and Restricted Funds total \$134,363 as of month-end and the Quasi-Endowment balance was \$109,277 so we have total funds available of \$243,640 as of August 31, 2023. The 2023 Budget did utilize various funds but budgeted funds usage has not been used to the extent budgeted.

Second Ask Letter: Have done quite well. The second ask has generated approx. \$55,000.

Projected Funding Position in 2024: Projecting a large deficit in 2023. Had a large deficit in 2022. **Jim DeFrancia expressed concerns that continued budget deficits are not sustainable and we need to both cut expenses and increase revenue.** Need to have a careful review of all expenses. Last year there were one-time exceptional expenses. Sabbatical was \$50,000. We received \$125,000 in tax credit and a \$25,000 special gift. These were put into various vestry to designate funds (our savings.) These items increased the P&L by \$200,000. **(See insert in Financials)**

We brought in \$55,000 without much effort – one letter and a few announcements from the pulpit. Which means that there is a good chance to make the \$55,000 ongoing. Anything over the \$10,000 will go back to replenish the fund? What do people think when we ask for more money? We must look at ways of being more economical.

Next steps:

- 1) Close examination of expenses
- 2) Opportunity with stewardship to engage this, put together some groups around this topic. How to communicate clearly the needs and the stakes.
- 3) Exploring other funding options – rental fees, grants

Stewardship Ideas and Approach:

What has been vestry experience of helpful or not helpful ways to solicit the time, talent and treasure of congregation? Clarity of what the monies are for and why we are asking for them. Susan used example of 2010 in Dallas a multifaceted communication; vestry agreed on goals of particular levels of growth in each category. Put “stats” in the bulletin, i.e., this many people work on the flowers; the choir rehearses this many hours each week. Christian stewardship is everything that happens after “I believe.”

Analysis – who is giving, who is not. Mix up the campaign – not the same every year.

Education –

www.tens.org The episcopal network for stewardship. Lots of resources on this site.

Decision:

Vincent has asked for a personal loan to purchase a keyboard for his private use. It is approximately \$1,000. He **would** repay the loan **at** \$100 per month. The need for a new

keyboard is that his current keyboard is getting buggy, and his current keyboard does not “talk” to the church’s keyboard. Bruce made the motion that the parish purchase a second keyboard for the use of the Music Minister with music budget funds (which are available), Jim seconded. All in favor. The keyboard will be the property of the church for use by the Music Minister.

Mortgage payoff in September! Think of ways to celebrate.

Closing Prayer:

Closing prayer was given by Dave.

Adjourn

Total Designated & Restricted Cash & Deposits	
Designated & Restricted Net Assets	
Roof Repair	2,640.91
Clergy Educational Fund	763.61
Memorial Garden Interment & Maintenance	26,824.96
Church Sabbatical Fund	2,814.39
Clergy Sabbatical Fund	325.69
Building Fund	5,368.14
Organ Fund	29,227.92
Music Fund	1,500.00
Rector Housing Fund	37,425.61
Youth Missions	172.72
Mission and Outreach	17,500.00
Vestry To Designate	9,799.69
Total Designated & Restricted Net Assets	134,363.64