

Minutes
St Paul's Episcopal Church
Vestry Meeting
6/26/23

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

Absent: Bill, Tracie.

Opening prayer: Catie provided opening prayer and introduced Connie Miller to the group (Connie will join next month as the Clerk of the Vestry).

Formation: Vital Christian Community: Chapter 3 Practitionership. What does the Vestry find encouraging? Formation to provide ongoing paths for people; Open architecture – not step 1, step 2. The challenge? How many things can we offer, and can we meet people's needs; Challenge of defining "membership." Is practitionership better; Concept of membership is limited (maybe it should be), there may be times to have formal official membership, that is not to say we would exclude anyone from their concept of practitionership.

Circles of community – 1) vicariously connected, 2) occasional attendees, 3) C & E Sunday sacramentalists, 4) mature practitioners. Is the goal to make everyone a "mature practitioner?" The goal is to give people as many opportunities to as possible to become mature practitioners. Provide more ways in – individuals should be open about the practice of their faith, profess it. Within the parish, it helps those in the outer circle to see those in the inner circles show their visible commitment. Also important for people to see examples of where they are in their journey. Value all areas, and lift up all areas. Spiritual growth may not match their level of practice (fellowship rather than formation).

Ways we might express vitality in each of the circles. Coffee hours are good across all circles. Utilize more programs in the OSC. How do we get people across thresholds (from one circle to the next)? What are the pathways to make the transition? Do we invite the AA group to any of our activities? (direct an invitation to the vicariously connected).

Call to Order/Approval of Minutes: Meeting was called to order by Dave Kinnear.

Minutes: Jim moved to approve minutes, Dana seconded, all in favor of approving minutes as written.

Rector's Report: update on staff – Nursery attendant (were worried about the budget to do this) Meg Senik will be working in the nursery while Nicole takes some time off during the summer. There will be a second person, volunteer, who also tends the nursery. Meg is conducting the Storymakers curriculum. Nesar will continue to serve as our video tech, however, he will no longer be paid. Perhaps we can help him with other expenses.

Canon Vanessa is available on Sept 10 or 11 to conduct a Mutual Ministry review. Monday Sept 11 is the preferred date. It will be similar to a Vestry meeting – in the evening, about 2 hours.

Hot Dog Planning Meeting had a good turnout. We have the number of volunteers we need. If Vestry members are available, please come to the event. It begins after the parade, around 10:45.

Leadership: Leonard gave the report. Offer a variety of home-study opportunities, small book groups. Still need to recruit leaders. Children's study of St. Paul's. Planning of the Pilgrimage. Safe Church – have a list of those who have taken the Safe Church training. Key Codes – all those with a code are supposed to take the training. Propose taking July and August to identify those who need/want a key code and make sure they take the Safe Church training. When those individuals leave the church or the particular training, the codes need to be updated. B&G committee is looking at how to use the Atrium space. Prioritize and expand the CYF programs. Find more volunteers to work with children. Identify opportunities for adult Christian Formation. This year studying St. Paul. Congregation will be surveyed about interests. Find more opportunities for intersection with community the events. Evensong in conjunction with first Friday art walk is a possibility. United Way day of caring. Timeline? Notify people by end of June that they need to take the SC training by end of July

Building and Grounds: Flood claim complete. Fire system complete. Boys and Girls club will use SP as an emergency location. Insurance – have been working with school to see if there is one solution, likely not. Meeting is scheduled for 6/28. Memorial Garden – lay out a matrix so it is easy to navigate locations. Regular meetings with property manager.

Finance/Budget: Statement of Financial position – Page 9. Lisa pointed out that cash in the bank of 12K, under net assets there is 29K in Vestry to Designate, to cover cash flow we moved 20K from Vestry to Designate to operating. Page 4 of 9 – Statement of Activities, compares accrual to cash, looking at the variance column. Salary is up due to hours required during audit, 47K is due to the Fire suppression system, Outreach is high because in early January we paid the diocesan commitment that was accrued in December. We are beginning to use the savings. When the vestry voted on the budget in Jan, we knew we would be accessing the savings. See attached motion for various movement. Bruce moved to use monies in older, restricted accounts into operating (as shown in the attached motion) to be spent in the spirit of the original gift, Jim seconded. Unanimously approved.

Audit: We received our audit certificate (we passed). Vestry received the management letter (a list of recommendations) from the auditor. To summarize:

Breeze, our database, and the QB income accounts have not been interfacing well.

Policy and Procedure Manuals need to be completed.

18K unpaid 2022 pledges – do we write them off, or do we try to collect them?

Create a monthly cash flow budget taking into account ebbs and flows. (not just the annual budget divided by 12)

Changes to the contribution statements – send them more than once a year, use the correct wording for contributions paid out of donor directed funds.

DOK and its account needs to go through St. Paul's QB.

Rector's discretionary fund – we have begun using the loose plate guidelines of the diocese.

Second Ask Letter: Intention around the campaign is to specifically address the projected deficit for 2023 and to sustain the ministries of Music and CYF now and into the future. The letter will go out with Giving Statements, financial snapshot. Also, Raising the awareness of the music ministry and CYF ministry and their successes and Maintaining the costs of the building. For the next 3 weeks Catie will present a “ministry moment” highlighting one of these ministries. Agreed, it endorses what is in the letter; we need more than the letter and these moments will help to underscore the message in the campaign. Can we give a reminder that our regular expenses continue even if people go on vacation? Not in this letter, but aside from it.

By-Laws Review: There is still more work to be done on revising by-laws to be compliant with diocese. The by-laws committee (Susan, Tom Chaney, Nancy Kramer, David, and Catie) did some work. We need to form an official by-laws committee (not just an ad-hoc one), the target is to have completed bylaws at the annual meeting. Motion: Dave moved that a committee be appointed/formed. Jim seconded. were in favor.

Nametags: This has come up before. Several options – write on stickers, permanently printed, pin/lanyard with insertable tag. What is the sense of the Vestry? It is ineffective if not used consistently. It takes an administrative task. Good idea for events that are more socially oriented. It is a learned process and takes time to become a habit. People who are infrequent attenders may feel that they are “spotlighted.” No consensus on name tags. Err on the side of encouraging people/giving them permission to ask people what their name is. For instance, Catie can say from the pulpit “don't be embarrassed if you can't remember a name, please ask.”

Closing Prayer:

Closing prayer was given by Jim.

Adjourn

July Vestry meeting: Catie and Dave will both be away. Bonnie Spencer will be the supply priest that week.

Motion: Pay snow removal from roof out of Roof Repair Fund; Pay Catie's conference fees from Clergy Educational Fund;
 Combine the two Memorial Garden Funds (in green); Pay Landscape Maintenance fees related to MG out of the MG Fund;
 Pay costs related to interments out of the MG Fund.

Designated & Restricted Net Assets

Paid from operating, need to move \$ from rest acct

Roof Repair	4,036	-1,395	snow removal from roof
Clergy Educational Fund	1,042	-278	continuing ed/conference
Memorial Gifts in Memoriam/Maintenance	1,657	*	combine the two memorial accts, landscaping maint & interment costs
Church Sabbatical Fund	2,814		
Clergy Sabbatical Fund	326		
Lily Grant Sabbatical Fund			
Building Fund	15,265		
OSC Renovation			
Organ Fund/Roger Young Memorial	25,983		
Memorial Garden Fund/Interment	27,668		
Rector Housing Fund	34,818		
Children's Ministry			
Youth Missions	173		
Mission and Outreach	22,500		
Prepaid Pledges			
Vestry to Designate	9,800		20K recently moved to operating
TOTAL		-1,673	

* We have spent 4,031.25 on landscaping, some of that belongs in Memorial Garden maintenance. I've ask Tirone Brothers to estimate the % that is for Mem Garden