

Minutes
St Paul's Episcopal Church
Vestry
3/27/23

Attending: Rev. Catie, Bill, Lisa, Dave, Duane, Dana, Tracie, Susan, Leonard, Bruce, Jim, and June O'Neill taking notes.

Announcement: Parochial report not ready to vote on. It will be distributed in advance and voted on.

Opening prayer and Formation: Rev. Catie opened with a prayer from Guerillas of Grace.

For the formation, Rev. Catie sent out materials in advance. Vital Christian Community recommends doing some exercises; some of these we have already done.

#1 - Distributed in advance were St. Paul's Vision, Why, What and How statements. The Vision document is a template that Catie comes back to time and time again. Why, What and How were developed at the 2021 retreat as we were emerging from Covid to respond to questions coming from the congregation. Vestry members responded to the statements, Bill mentioned that it should be more visible to the congregation (posted somewhere); Dave mentioned that the 3rd paragraph of the Why statement is the center of what we believe; Susan suggested that the Why statement belongs before the Vision. Tracie feels that community is most important, and in the recent annual meeting people felt heard. Bruce agreed that there was conflict in the annual meeting, and we worked through it; the Vision doesn't clearly reflect the Why. Susan noted that we need to constantly work on renewal and spiritual development if we are to be a Christian community; people need to understand what renewal and spiritual development are.

#2 – Hospitality, greeting/introducing - we don't do a good enough job of issuing an invitation (for instance, not in the Steamboat Pilot), maintaining a public presence. Announcements made after the service do help orient and invite people. Newcomers events might help people feel more included. Outreach – Bill gave examples of how outreach was done in his former parish (and how members of the parish were involved in charities). If we reach out to members of the parish, we may find all kinds of connections. The Ministry Fair was very helpful last year.

Not going to tackle questions 3 and 4 tonight (conscious of the time). Encourage vestry to continue to read these documents. Susan suggests that vestry answer them and send them in; they can be circulated to all.

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

Minutes -Susan suggested a number of edits to the minutes. More conversation was had about the need for Vestry members to be confirmed in the Episcopal church. Bruce moved that minutes be approved as amended, Dana seconded. Suggestion that any attachments to the minutes be listed on the bottom of the minutes.

Rector's Report: Rev Catie had a conversation with Brian Harrington about moving to the common cup; he had no objections. He agreed that the timing of bringing it back at Easter was good (end of winter, fewer visitors). Intinction, recommended by Bishop, may not be an option for our gluten intolerant parishioners. Vestry agreed that they feel comfortable moving to the common cup at Easter. Suggestion was made to announce that the county health office approves.

Rev Catie had a good conversation Canon Vanessa about Mutual Ministry Review which will be facilitated by the Bishop's office. Catie will start the process. It reviews the goals of the congregation and the rector.

Vestry needs to appoint a clerk. Basic guidelines include responsible for all minutes recorded, signing anything that requires clerk's signature. Susan has a recommendation that she will bring forward as a candidate.

Leadership: Discussed rector goals, not yet completed for submission to the Vestry.

Building and Grounds: Working on boilers, getting parts in. Kip Tyrone will provide a landscaping contract this week. API workers will be back for installation this week. Snow removal in the back of the church has not been done, Duane will check on this.

Finance/Budget: The Fund for the OSC has been zeroed out. Bill will obtain a spreadsheet with a line-by-line description of the Fund. Monies may need to be allocated to the Fund. The Interior Renovation of the OSC did not have a budget to begin with. Vestry to Designate had moved 10K over to the OSC Fund for some interior work. Routt County Historical Society has sent a report that needs to be signed; Jim was on that committee and will review the report. Audit is ongoing.

Liaison Team Assignment:

Leadership: Leonard, Susan, Tracie

Building and Grounds: Bruce, Duane, Dana

Finance/Budget: Jim, Bill, Lisa

Suggested – a team for Formation/Ministry Support. Rev Catie was not prepared to respond at this meeting.

Parochial Report:

The Parochial Report is submitted to the Diocese and Nationally. Different types of information are asked for – financial, attendance, types of programs. Rev Catie asked for input into the narrative responses.

“What were the opportunities and challenges in 2022?” Responses included: Rector sabbatical, onboarding new staff (music minister and children & family ministry), opportunity for people to step up during sabbatical. Received a windfall of income from the tax credit.

“Looking toward the future, what changes do you hope to see in your faith community, what do you need in order to see it?” Responses included: Increase in parishioners, increase in young families, increase in Christian Formation, increase in diversity (a big challenge in Steamboat). The needs include: increased revenues, more lay leadership, increasing discipleship, money to pay new staff, better communication of what we are doing (particularly from pre-Covid), make a supplementary appeal for pledges this year, implement Westminster program (legacy program).

Decision:

Bill explained the **Quasi-Endowment Policy** (Investment policy). Bruce moved to accept the policy, Jim seconded. Motion passed unanimously.

Bill also commented that investments are planned on a 3-5 year cycle. David Lund has suggested that 20K may need to be added to the investments this year.

Money market fund – Yampa Valley Bank is where we keep our “savings” account. Currently this account receives 65 basis points on approximately \$100,000. This “savings” can also go into a Vanguard Money market account. Maturity is 60 days. The caveat is the possibility of the default on the debt ceiling by Congress. Bill wants authorization to open the Vanguard Money Market account, not fully fund it, but wait until the debt ceiling issue is resolved. The Vanguard yield is 4.5%.

Bill moved to authorize the St. Paul’s Treasurer to utilize YVB ISC account and open a Vanguard account to be invested in VMFXX in amounts up to \$150,000 for funds not anticipated to be required for 30 days. Vanguard Account withdrawals limited to St. Paul’s Operating and/or Restricted Bank Accounts. The motion was seconded by Jim. The motion was approved unanimously.

The Office will be closed Monday and Tuesday after Easter. Office hours will be announced. Rev Catie will be gone Tues through Thurs after Easter. June will be gone April 14 – 18.

Rector's Discretionary Account – Rev Catie recommends \$2000 per year based on an average of loose plate (cash and coin) to date this year. Funding for it will come from wedding and other contract fees, and by designating funds from the operating budget.

Closing Prayer Rota

April – Bill
May – Susan
June – Jim
July – Dave
August – Duane
Sept – Dana
Oct – Tracie
Nov – Leonard
Dec – Bill

Closing Prayer: Bruce gave the closing prayer.

Bill moved to adjourn, Bruce seconded, motion carried and meeting was adjourned.

Attachments sent out with meeting Agenda:

Vision Document
Why Statement
What Statement
How Statement
Vestry Designated Quasi Endowment Fund Policy
Recommendation to Open a Money Market Account for Excess Fund

To: Vestry of St. Paul's Church

June 19, 2019

Subject: St. Paul's Vision Document

The Priest-In-Charge Discernment Team (PIC) of St. Paul's Episcopal Church of Steamboat Springs has been charged by the vestry to work through the Diocesan process that includes making a recommendation of whether or not to call Rev. Catie Greene as our rector. For the past 15 months, the PIC has been working through a process of discovery and visioning. We began by reviewing St. Paul's rich spiritual history, and have continued our work by developing what we have discerned to be the parish's vision moving forward.

Information has been gathered through discussions during our regular PIC meetings, our parish-wide gatherings with Ann Fleming (Missioner for Transition Ministry and Congregational Development), our 2019 Lenten Discernment Prayer Groups, and the results of the 2019 Vitality Assessment initiated by the Diocese.

Five areas of call have emerged. These are areas which are vital to the life and health of each of us individually and to all of us as a church collectively. These areas of call were the subjects for the 2019 Lenten groups, and they form the framework for the parish vision.

The team is proud to present the attached Vision Document to the vestry for comments and approval.

Regards,

Amy Coleman
Annie Sachs
Jonathan Bishop
Lisa Drake
Lori Elliott
Nancy Kramer
Roger Young
Rev. Catie Greene
Rick Wodnik

Vision for St. Paul's Parish

We, as St. Paul's parish, desire to be a Christ-centered community, grounded in His love and led by the Holy Spirit. We find grace, forgiveness, and wholeness through the work of the cross. We desire to see St. Paul's provide to our community a path to a closer relationship with Christ. We will grow our life together within the framework of the following areas of call.

Community:

First and perhaps most importantly, is a call to Christian community. We believe God has called each of us to be here at this time and in this place. We want to be a faith community that welcomes all into a relationship of belonging, connectedness, and fellowship. We desire to be a peaceful sanctuary and place of respite where we find our common ground in Jesus, and where all are met with compassion, love, and respect. We want to be a place where members share in the joys, sorrows, and yearnings of each others' lives.

Constant Renewal:

Second, God is calling us into an ongoing movement between being renewed in our faith and living as instruments of God's love and grace. This renewal will continue to occur through both our corporate worship and by the vitality and work of the Holy Spirit in our lives. We aspire to worship through the traditions of our Episcopal liturgy including excellence in preaching and music. Our worship will lead us into renewal, give opportunities for spiritual examination, and bring connectedness to God and to each other.

Spiritual Development:

Third, we are called to grow in our relationships with God and one another. We will be a community that creates opportunities for spiritual growth that meet us where we are along our individual spiritual paths while being Christ-centered. We will also flourish as we are encouraged and strengthened by sharing in each others' faith journeys.

God-Given Gifts:

The fourth area of call is that of using our individual gifts in the service of God's kingdom. We believe these gifts are given, led, and energized by the Holy Spirit for God's glory. We strive to be a community that helps its members discern how we are called to use our individual gifts and serve God in fulfilling, vibrant, and life-giving ways.

Outreach:

Lastly, we are called to outreach through service and evangelism. We will continue to encourage and support individual members' service to the greater Steamboat Springs community. Concurrently, we will focus on caring for each other, thereby developing our fitness to reach outside of our church doors. We seek to develop relational outreach wherein we are serving with others and sharing the good news of the gospel of Jesus Christ.

St. Paul's Vestry "Why" Statement

The St. Paul's Vestry held its retreat on September 17 and 18, 2021 and spent the time reflecting on the mission of the church and how to best serve our community in 2022 and beyond. While our congregation enjoys a positive image in Steamboat Springs, we recognize that church membership in the US has declined over the past few decades. The church no longer serves as a primary influence in US culture and its population. Our challenge is to continue to minister in the post-Christendom world where we now find ourselves.

The Vestry members considered why St. Paul's exists and why we need to continue serving the community. After understanding the "why" of our activities, we can think about **how** to deliver on our purposes and, finally, on **what** we will do to further our mission and benefit our community. Let's discuss why the Vestry believes that St. Paul's is vital to our church community and to the larger community in and around Steamboat Springs.

Why Does St. Paul's Episcopal Church Matter? (What is the Reason for Our Existence?)

We believe that we were made by a loving God to be in relationship with our creator. Intentionally growing into the mystery and ministry of God is the greatest adventure we can engage in this life, while doing Christ's work in the world makes the world a better place. We share our faith and life journeys, helping each other to grow in God, and towards freedom, peace, and joy. The church raises us to a higher standard of life that is loving and sustainable, asking us even to love those with whom we fundamentally differ and disagree. Transformed by God and in fellowship with one another, we are able to extend God's love outward into the world.

- Our hearts were made to rest in God. Our connection to the divine provides us with great peace, a sense of awe, knowledge that we are loved and forgiven, and a strong foundation in our lives, to sustain us in times of adversity.
- Becoming the body of Christ, and doing His work in the world, makes the world a better place, while enriching our own lives.
- Our church family is vital to our spiritual growth, worship, and work in the world. We are challenged by each other's differences, and blessed by each other's differing giftedness. We are supported, loved, and encouraged in our discipleship. By worshipping and sharing together, we become more open and loving.
- Through worship and discipleship, we are transformed in Christ, and begin to embody the gifts of the Holy Spirit, becoming a light to the world, and sharing God's transforming love with one and all.

Draft “What” Statement

This is the third of the “Why, How, What” messages from the Vestry, which summarize the work we have been doing to drive St. Paul’s Episcopal Church into the future. The members of the Vestry would like to thank everyone for supporting us as we seek to accomplish our mission and better serve our community.

Two weeks ago, the E-pistle discussed **why** St. Paul’s will be doing what we plan to do over the next few years and last week you read about **how** we want to accomplish our mission. This week, we are describing **what** we intend to do to achieve our goals. These are some of the things that we have planned:

- Sunday worship is a foundational part of our ministry.
 - Worship should speak to the experience and context of our culture.
 - We aspire to enhance our worship with a variety of quality music.
 - Our worship should provide hospitality and nurturing for families and children.
- Coffee hour fellowship is an important way to build the St. Paul’s community.
 - Coffee hour should account for various dietary needs.
 - Coffee hour should be special and engaging for kids.
 - Learning experiences can be provided during coffee hour.
- We need to find more ways to engage families beyond Sunday morning.
 - Can we collaborate with Steamboat Mountain School?
 - Is there an opportunity to start a St. Paul’s preschool?
 - Is there a way for our congregation to address the affordable housing crisis in Steamboat Springs?
- We have an opportunity to offer spiritual formation opportunities to members.
 - Members can develop a better understanding of the content and context of the Bible through group activities.
 - We have an opportunity to educate people regarding our faith tradition, its impact and interaction with the world.
- We have already engaged with the Diocese of Colorado and the National Church in the Genesis II redevelopment project.
 - The Vestry and the congregation are excited to learn about the results of this project, which has just begun.

We have a lot to accomplish! Some of our **what** goals are continuations of things we are already doing, some are challenging, and some are aspirational. After considering **why** we exist as a congregation and **how** we can live our mission, we think that these actions represent a solid summary of **what** we can do to serve God and our community.

Please prayerfully consider these priorities and share any ideas that you have with a member of the Vestry or with Catie. We are excited to continue moving forward at St. Paul’s Episcopal Church!

Draft "How" Statement

Last week, the E-pistle described the Vestry's discussion of **why** St. Paul's Episcopal Church needs to consider how we serve our community in the present and the future. Once we identify the **why** the underlies our activities, we can determine **how** we will meet the needs of our members and, finally, **what** we will do to realize our goals. The members of the Vestry are anxious to hear thoughts from everyone about our ideas. Please talk with a member of the Vestry or with Catie to share your thoughts.

Here is **how** the Vestry believes that we can best serve our calling in the Steamboat Springs area:

- We need to recognize and love people wherever they are in their lives and in their faith journeys. St. Paul's is not just a club for committed Christians, we need to help every person, that we can reach, explore his or her faith.
- We need to provide multiple points of access to our ministries, serving multiple people and groups. Our Sunday services are not the only way in.
- We need to be open and experimental, as we seek ways to serve a variety of people. Trying something new and failing is perfectly acceptable. Not trying something new is no longer acceptable.
- All of this means that we will seek, explore and address ways to cooperate with the community, at large, in order to bring God to those who are seeking God.

We recognize that new ways of "being church" can be uncomfortable to those of us who are long-time worshippers. We also know that Jesus often took actions that caused discomfort for some of the faithful during his time on earth. The leadership at St. Paul's appreciates your support as we seek to meet the needs of our faithful members while, also, working to make our mission more accessible to those who will benefit from a deeper relationship with God.

St. Paul's Episcopal Church, Steamboat Springs
Vestry Designated Quasi Endowment Fund Investment Policy

Principal Source:

The initial principal of this account was an unrestricted gift from two parishioners in the amount of \$75,045.91. Only unrestricted contributions shall be added to the Vestry Designated Quasi Endowment Fund.

Investment Objective: Over the course of a business cycle, provide a target annual return of 5% consistent with a diversified equity/bond portfolio and market conditions. The goal of the strategy is to make available a total of 5% of the fund value in cash during the year for capital expenditures designated by the Vestry.

Investment Committee:

The Vestry shall establish an Investment Committee for the purposes of overseeing the Vestry Designated Quasi Endowment Fund and periodically update the Vestry on its activities.

Investment Asset Allocation:

Investments shall be diversified through the asset allocation process with the intent of minimizing fluctuations in market value and providing cash for an annual distribution.

The fund's investments assets shall be allocated based on market value as follows for amounts above the Cash Reserve as established below:

<u>Asset Class</u>	<u>Minimum</u>	<u>Target</u>	<u>Maximum</u>
Equities	50%	60%	70%
Fixed Income	30%	40%	50%

The asset allocation ranges established by this Investment Policy represents guidelines over the medium to long term. As such, market volatility may cause the asset mix to fall outside of the policy range. The Investment Committee, guided by the ranges above, will review the performance on a quarterly basis and make reallocations it deems appropriate.

Investments:

Investment holdings shall be restricted to funds and ETFs managed by Vanguard Investments.

Any changes in investment funds used shall be reported to the Vestry at its next regularly scheduled Vestry meeting.

Cash Reserve:

A cash reserve of a minimum of \$10,000 shall be maintained to fund annual distributions or emergency/ capital needs as determined by the Vestry. This reserve will be invested in the Vanguard Federal Money Market Fund or similar quality money market fund. As of 12/31/2022, cash reserves totaled \$10,000.

Distribution Policies and Restrictions:

Distributions from the quasi-endowment fund are limited to capital expenditures or major building or equipment repairs costing \$1,000 or more. A majority vote of the Vestry may authorize such distributions. Distributions during a year totaling more than 5% of the quasi-endowment fund balance, including investment earnings, as of the beginning of the fiscal year shall not be made unless approved by an affirmative vote of two-thirds (100% if the vote is conducted by email or otherwise without a meeting of the Vestry) of the members of the Vestry. Moreover, if the distribution is to be used for a purpose other than as specified above including distributions of the total fund, a two-thirds vote will be required.

As adopted by the Vestry on _____, 2023

St. Paul's Episcopal Church (SPSBS), Steamboat Springs, CO
 Recommendation to Open a Money Market Account for Excess Fund Not Required for 60 days

Currently Yampa Valley Bank funds on deposit yield 65 basis points

SPSBS has the following balances in accounts as of January 31, 2023:

Operating	\$ 52,630	(Cash on the balance sheet includes DOK and RDA)
Restricted	202,344	
Rector's Discretionary	342	
Daughters of the King	<u>12,366</u>	
	<u>\$ 267,682</u>	
Vanguard Quasi-Endowment	<u>\$ 105,770</u>	
	<u>\$ 373,452</u>	

The Operating Bank Account funds operations, payroll, payroll taxes, utilities, etc.

The Restricted Bank Account funds specific expenditures for Clergy Education, Building & Grounds, Memorial Garden, Organ, Rectory Housing, Roof Repair and Mission & Outreach Restricted account have either a donor restriction or a vestry restriction.

Donor Restricted and Vestry Restricted Accounts have \$202,344 as of January 31, 2023.

Illustration of Yield Enhancement of a Vanguard Money Market invested in short duration Government Securities for \$ 100,000

	Rate		Annualized Return		Effective Rate
YVB Accounts	0.65%		\$ 650.00		0.65%
YVB ICS Account	3.25%	(1)	\$ 2,438		2.44% (1)
Vanguard VMFXX	4.5%	(2)	\$ 4,500		4.5%
Wells Fargo	3.68% to Yield 3.75% for a 5 month CD.				

- Notes:
- (1) YVB ICS account only pays Interest on balance in excess of \$25,000. FDIC insured up to \$250,000.
 - (2) Rate based on 7 day SEC Yield
 No fee for ACH transfer to YVB.
 \$10.00 Wire Fee, if necessary.
 \$3,000 minimum balance which generates a return.
 Management Fee of 11 basis points. \$ 110
 Account Service Fee \$ 20 \$ 130
 Invested in US Government Securities with a maturity not to exceed 60 days.
 The US Government is rated AA+ while other rating agencies rate AAA or Aaa.
 A default of the US government debt if the Debt Ceiling is not authorized by Congress before June, 2023 could adversely impact the PAR value of the fund such that is less than \$1.00.

Motion: Authorize the St. Paul's Treasurer to open a Vanguard Account to be invested in VMFXX in amounts up to \$150,000 for funds not anticipated to be required for 30 days. Vanguard Account withdrawals limited to St. Paul's Operating and/or Restricted Bank Accounts.

utilize YVB ICS account and open.