

**ST. MARY'S EPISCOPAL CHURCH
VESTRY MEETING MINUTES**

February 18, 2016

Present: Junior Warden- Dave Monroe, Treasurer- Christine Winslow, Clerk – Mattie Gustafson, Christian Myers, Chris Barker, Judy Hall, Anna Zambrano, Chris Bartlett, Jenny Williams, Trish Culver, David Ferkinhoff, and the Reverend Jennifer Pedrick, Rector. Also present was Mary Lynn Colson, candidate for the Assistant to the Rector position.

Absent: Linda Drummond and Amanda Westrom

The Rector led a Bible Study on Acts, Chapter 4. Then opened the meeting with a prayer. Note: Please read Acts, Chapter 5 for our next Vestry meeting.

Reports – Consent Agenda

Dave Monroe made a motion, seconded by Chris Bartlett, that the minutes for the January Vestry meeting and the Rector's Report be approved. The motion passed.

Rector's Time

- Jennifer pointed out that the Clerk of the Vestry was not nominated or elected at the Annual Meeting, as required by our By-Laws. She will take care of this oversight.
- A new Vestry contact list has been created. Please check the information contained on that list for accuracy.
- Vestry Handbooks are available for all new Vestry members. All Vestry members should know they have mail slots and should check them regularly. New Vestry members need to participate in the Diocesan Safe Church training, if they have not already done so.

[At this point the Vestry had a time for conversation and dialog with a candidate for the Assistant to the Rector's position.]

Treasurer's Report

Christine presented a Balance Sheet and a sheet detailing Income and Expenses. Both were short, as she was only reporting on the one month's expenses, etc. St. Mary's has received and deposited the check for \$99,928.73 for the sale of the Old Parish House. Given all the negotiations, etc. that had been involved in this sale, our attorney's fees were also quite reasonable. Chris Barker suggested that we send a letter of thanks to Eric Chappell. Jennifer will write a letter and put it in the Church Office for all Vestry members to sign.

Explanations were given for the Tuck Scholarship Fund and the Diocesan apportionment. Christine explained that the Diocesan apportionment are monies given to the Diocese for their state-wide ministries. St. Mary's is assessed 17% of what our expenses were 3 years prior, or \$88,000 per year. This is our biggest expense, after personnel.

Christine then passed out two detailed explanations of all our various funds, any restrictions that apply, and estimates on the amount contained in each fund.

The Parochial Report is a report required annually of every church. It is submitted online but there is a paper component that all Vestry must sign. Our Parochial Report will be completed in time for the next Vestry Meeting. Christian made a motion, which was seconded by Dave F., to accept the Treasurer's Report. The motion passed.

Recommendations from the Finance Commission

Jennifer began by saying we at St. Mary's are very fortunate to have a very competent and dedicated Treasurer; additional people on the Vestry who have financial skills and a really good Finance Commission. The Finance Commission, at their recent meeting, proposed these goals –

1. They would focus on steps to assist Vestry Members to become more knowledgeable about church finances and funds.
2. Another goal will be to help Vestry members understand what endowment funds exist and, where applicable, the restrictions on each fund. The Vestry wants to be conversant on these funds so that they are able to speak with clarity to community members.
3. A third goal is to have a comprehensive list of needed repairs and capital improvements for our buildings and grounds with estimated expenses (potentially by April) and to have those needs matched to strategic funding plans.

A Task Force to work on this *Raising the Roof Campaign* we be commissioned and this task force will look at strategic planning, a timeline, and possible funding sources (e.g. major donor gifts, a Gala Fund Raiser, existing restricted funds, community gifts, etc.). Chris Barker has agreed to chair the Task Force. Other Vestry task force members will include Chris Bartlett and Anna Zambrano. We will try to recruit additional members from outside the Vestry. Chris Barker will take the lead in this.

Oliphant Lane Property

This is a piece of property (approximately 10 acres) not contiguous to St. Mary's other property. We lease this land to a local farmer and he pays us a yearly rent. At the April Vestry meeting, Dave M. will present all the documents he has found that pertain to the original bequest along with any restrictions that were included in the bequest.

General Financial Discussion

What is going well?

- Our giving story was well presented.
- The pre-Annual Meeting Coffee and Conversation workshop was very valuable.
- The Vestry is aware they need to work on financial awareness and knowledge – a growing edge!
- We are debt free
- We have hired a new investment firm
- We have several church leaders who are skilled at finances
- There will be a class in the spring – Financial Peace University

What needs to be improved?

- New chart of accounts – or – a new way of organizing our finances so that they match our ministries.
- Communication – on all levels

New Business

- Christine Cassels is now a postulant at St. John's, Barrington. A motion was made by Dave F. and seconded by Christine W. to approve Christine C.'s continuing candidacy for the Diaconate. The motion passed, and the Vestry all signed the appropriate papers. We will also continue to fund 1/3 of the cost of Christine's tuition. This year it is coming out of Jennifer's discretionary fund. Next year we will put it in the budget.

- *Renewal Works* is up and running.

- Commissioning of Vestry members and officers will take place at all three services this weekend.

- Dave M. will look into what is being sprayed on our lawns – especially the areas near the playground and the Community Garden.

- Judy H. said that we need to be careful to say *St. Mary's Episcopal Church* when marketing our programs. There is a *St. Mary's Catholic Church* in Newport and folks might get confused.

- A motion was made by Dave M. and seconded by Chris Bartlett authorizing the Rector to issue a call to the candidate, at the Rector's discretion. The motion passed.

We said the Lord's Prayer together, and the meeting adjourned at 8:45 p.m.

Respectfully submitted,
Mattie Gustafson, Clerk