

ST. MARY'S EPISCOPAL CHURCH
VESTRY MEETING MINUTES
November 16, 2016

Present: Senior Warden- Linda Drummond, Junior Warden – Dave Monroe, Treasurer- Christine Winslow, Clerk– Mattie Gustafson, Jenny Williams, Christian Myers, Trish Culver, Chris Bartlett, Chris Barker, Judy Hall, Dave Ferkinhoff, Michelle Freitas, Paul Westrom, the Rev. Rachel Field and the Rev. Jennifer Pedrick.

Jennifer began the meeting at 6:35 p.m. with prayer and a Bible study of Acts, Chapter 11.

Consent Agenda

Linda D. made a motion, seconded by Trish Culver, that we accept the Consent Agenda, which included the Minutes for the October 16th Vestry meeting. Motion passed.

Agenda adjustment

Jennifer adjusted the agenda to start with a report from Judy Hall on the Fashion Show and a discussion of the letter crafted by Chris Barker introducing the *Raising the Roof* campaign.

Judy Hall make a correction to the Fashion Show results – we made less money than originally thought. The Fashion Show was still a fabulous event, that brought many folks together, and netted monies for both the MLK Center and St. Mary's. Thanks again to Judy and her committee for an excellent effort.

Chris Barker passed out copies of a draft letter to go out to all parishioners introducing the *Raising the Roof* campaign. Suggestions included:

- Remove the header for now – we need to create one that will be used across all correspondence and advertising for the campaign. Use St. Mary's stationery for now.
- Put sentence beginning "**Your timely support**" in bold – this is the heart of the letter and we don't want folks to miss it.
- The heading should read St Mary's *Episcopal* Church

Chris Barker will finish the letter with these minor edits and send it to Jennifer. She will have it copied and sent out.

Rector's Time

Office Personnel Changes

Anne Stone's final date with St. Mary's is December 12th. She has been trying to leave us in a good position going forward. She has also been responsible for setting in place many systems, templates and procedures that will stand us in good stead in the future.

Jennifer, Dorothy and Mattie have been meeting to look at the future of Anne's position going forward. Jennifer explained the staff structure they were looking at:

- Dorothy as office manager
- Two part-time positions in place of the one: an Administrative Assistant for 16 hours per week (4 days, 4 hours per day), and a Communications Coordinator for 18-24 hours per week. This structure will also help with staffing the front office.

Job descriptions, spelling out the duties of each of these part-time positions, are being put together. It was determined that no motion for this change in staffing was required from the Vestry, but there was a consensus of support for these changes.

Stewardship Update

We have received 79 pledges thus far for a total of \$160,000. (Last year we received a total of 125 pledges.) Many of the pledges thus received reflected an increase – so we are going in the right direction. Hopefully this direction will continue as we continue to receive pledges.

Vestry members will be given a list of parishioners who have not yet sent in a pledge to call, along with a “script” at a meeting with Linda Drummond after the 10:30 am service this Sunday.

Congregational Wellness Update

Jennifer is planning to send Rachel and several lay leaders to the same training she attended. She thinks this new approach to understanding an individual and a community's life in faith will be very valuable for our congregation.

Funerals

Lately we have been conducting many funerals for non-members. All these funerals still require the presence of clergy and much administrative details and staff time. We need to start charging for this service for non-members. Jennifer related a list of proposed charges that she and Dorothy had put together. Dave M. made a motion, seconded by Judy Hall, that we approve the new fee structure for funerals for non-members. The motion passed.

Treasurer's Report

Chris W. went over the Treasurer's report for October. She explained the differences in some budget line items including noting that revenue from the Thrift shop has shown an increase. Linda Drummond stated that sales are actually decreasing. The discussed funeral fees will fall into the general budget. (See Rector's report.)

Chris Winslow explained the endowment to new vestry members, and also the draw from the trust to supplement general expenditures. Endowment average draw is 5.5%

The financial audit has been completed. Chris Bartlett said that it was “good”. Michelle Freitas and he were thanked for their work.

Dave F. made a motion, seconded by Linda D. to approve the Treasurer’s report as presented. The motion passed.

Property Commission Report

Oliphant Lane Property

Dave Monroe explained the bids on the Oliphant Lane Property, and contingencies associated with those bids. After a discussion of the options, Dave made the following motion. “I move the vestry approve the sale of the Oliphant Lane land to John Marshall in accordance with the provisions of the Bishop’s and Standing Committee’s authorizations. The motion was seconded by Dave Ferkinhoff. Rachel asked the members to consider “what Jesus would do?” Dave Munroe explained that stewardship of our resources is good, and the money from the sale will go towards Tuck scholarships. The motion passed.

John Farrar Request

The Vestry did not need to take action on this proposal. We have referred the matter to the Sara Gibbs Trustees for discussion. They have the decision-making power regarding any action Jim may be requesting.

Raising the Roof

Chris Bartlett suggested that work on the campaign occur at a separate meeting. The meeting will happen before the letter to the congregation goes out. The vestry was asked to review the “Raising the Roof” capital improvement list.

Discernment Considerations

Rachel asked that we all be prayerful and discerning with all decision making, especially concerning stewardship of our land and resources.

Other

Jen voiced concern over the length of the vestry meeting, as it regularly goes past allotted time. Some suggestions were made including meeting in smaller groups, and being well-prepared for discussions. The 2017 budget will be a main topic of the next meeting. The next meeting will be on Wednesday December 21, 2016

The closing prayer was offered by Rachel.

The next meeting is Wednesday, December 21st.

Respectfully submitted,
Mattie E. Gustafson, Clerk
Trish Culver, Clerk *pro tem*