

St. John's Episcopal Church

Bangor, Maine

April 7, 2008

Present: Mo. Rita, J. Perry, J. Pickering, C. Palmer, G. Creaser, J. Blanchette, E. Patches, P. Counihan, E. Lutz, A. Tripp, N. Dymond, L. Phillips, K. Huhn, H. Souweine.

Opening Prayers:

Mo. Rita opened the meeting with a prayer.

Approval of Minutes:

The approval of the March minutes will be tabled until next month to allow more time to review them.

Adoption of Agenda:

The agenda was adopted.

Rector's Report:

Holy Week - Holy Week was very successful, including the church cleaning, egg hunt, choir breakfast, and Easter lunch. Eastertide offerings include the Reel Food film series and the home Eucharist sessions.

Office Health - Improvements continue to be made to the church. L. Phillips suggested that a proposal be made to the Finance Committee to request that the memorial fund be used for light fixtures, shades and other improvements to the church that could be made in memory of someone. He also said that a Finance Committee proposal is in place and will be brought to the Vestry at a later date. G. Creaser moved to forward Mother Rita's request to the Finance Committee as per our current policy, this was approved.

Currently the staff has no contracts. These are in the process of being prepared, along with job descriptions. Computers and phones have been updated. Computer installation required more staff time than was budgeted and St. John's still needs to purchase a one-year maintenance contract for the computer system. The Vestry has already passed the use of up to \$20,000 for computer installation from the Dwelly Fund; however, this account may not have enough funds to cover this entire amount. Mother Rita suggested that the Finance Committee review two issues regarding the computers: one, the fact that all of the computer installation did not occur in 2007, and two, what is the amount of money in the Dwelly Fund.

Personnel – One of the nursery staff has not been coming to work on Sundays and Heather Souweine has taken over her duties. Liz O'Donnell will be leaving in the fall. The Bishop has said that he is willing to pay for ½ day/week for a new deacon position if St. John's can pay for the other half. L. Phillips recommended that the issue of paying for a new deacon go to Finance Committee. M. Rita is also looking into hiring an administrative assistant from the United Technology Center for 20 hours/week over the summer and 4-5 hours/week during the school year. There may also be the possibility of using \$1,500 donated by a parishioner to pay for the intern.

Educational Programs – Esther Rowe and Pat Sprague are undertaking Education for Ministry; this will be offered to the public in the future.

Music Programs – The church is working on trying to strengthen Evensong and choir camp so that they can become a greater part of outreach.

Senior Warden's Report:

G. Creaser highlighted from his written report the fact that the parking for persons with disabilities continues to be filled by cars without accessibility permits

Junior Warden's Report:

J. Perry discussed critical items that will need attention in the near future, including a sprinkler system in the attic, storage of fuel tanks, a smoke alarm system, and crushed pavement at 234 French Street.

Treasurer's Report:

K. Huhn reported that Bar Harbor Bank & Trust would be giving a presentation on planned giving to the Finance Committee.

The meeting adjourned to hear a presentation on finances from the Diocese.

When the meeting resumed K. Huhn went over the monthly financial statements. He reported that expenses have not been as high as they were projected. He also highlighted various items including contracted services, receipts and disbursements, and restricted funds. The Vestry asked if future statements could include a breakdown of the funds included in the general fund. On the issue of communication between Finance Committee and Vestry it was decided that Vestry would meet on the third Tuesday of every month to give the Finance Committee time to meet and compile reports. Finance Committee will present a written report to Vestry each month.

The meeting was adjourned at 8:50 pm.

Respectfully submitted,

Cassandra Palmer, Clerk