

St. John's Episcopal Church

Vestry Meeting Minutes

May 20, 2008

Attendance: J. Blanchette, J. Perry, E. Patches, G. Creaser, M. Rita, P. Counihan, J. Pickering, L. Phillips, E. Lutz, H. Souweine, C. Palmer, A. Tripp

Opening Prayer: M. Rita opened the meeting with a prayer.

Minutes: A motion was made and approved to accept the minutes with changes.

Special Report: Robin Borok spoke on the issue of having a columbarium at St. John's to hold ashes. As a result of her research she discovered that this is no longer permissible under the current code, however, the church can construct a memorial garden for ashes.

Rector's Report

Staffing Levels Review – M. Rita brought the Vestry a proposal to create the position of Pastoral Associate, to be paid on a per unit basis at the cost of \$75/unit. The Pastoral Associate would make approximately 3 pastoral visits per week, and would also help out with things such as weddings and funerals. The Bishop has given \$2,000 to use to fund this position with the expectation that St. John's provide funding as well. If the position were successful it would be written into next year's budget. L. Phillips asked how much the position would cost per year; M. Rita replied approximately \$4,000/year. A motion was made and approved to start the position with Mary Ann Taylor serving as our Pastoral Associate. E. Patches asked if she could take the place of a deacon, M. Rita said that the associate could not serve in that capacity.

M. Rita interviewed a college student from the United Technology Center for summer intern position at 20 hours/week for 10-12 weeks. If the job proved satisfactory she could work during the school year for 6-8 hours/week. M. Rita was given \$1,500 from a parishioner to use at her discretion; she is proposing to use this to pay for the intern. P. Counihan asked if 20 hours/week is sufficient, M. Rita replied yes. E. Patches asked if references are available on the student, and M. Rita said that she comes highly recommended by her advisor but she will also check her references. A motion was made and approved to hire a summer intern to be paid with the \$1,500 in the Memorial Fund.

Vestry Dates – There will be a Vestry retreat in March and Annual Meeting in February. M. Rita is proposing a Christmas gathering for Vestry and preliminary budgeting in September to be ready for stewardship in October. H. Souweine asked when the final meeting would be for outgoing Vestry, this would be in February. There will be a June meeting and a special meeting in June to look at planned giving options. There will be no July meeting. A motion was made and approved to set the annual meeting for February 8. M. Rita also asked if the March date for the Vestry retreat was acceptable so that a down payment could be made. The Vestry agreed to the date. L.

Phillips asked that Vestry members be required to put down the deposit. M. Rita stated that K. Huhn applied for a grant to cover the remaining retreat expenses from this year.

Newcomers Evening – These will occur in the fall and spring.

Education Adult and Youth – The Reel Food Film Series was very successful. The EFM cost for St. John's will be \$100/person, which is covered in the budget. St. John's is moving forward in collaboration with several area churches on Journey to Adulthood. Youth Sunday is June 1. This will have participation by youth in the service.

Incarnation Witness – St. John's is working on expanding choir camp so that it can serve as an incarnation witness to God working through human life in music, art, etc.

As an aside, one of St. John's parishioners has declined mentally and has become dangerous. If he comes to one of the services he will be served with papers and asked to leave the premises to not return until he seeks help. H. Souweine reiterated that she is concerned for M. Rita's personal safety, and wanted to know if there would be communication to a future parish regarding his dangerous status. E. Patches stated that the parishioner should be sent a letter from the Vestry advising him to seek treatment. J. Pickering agreed that a letter from the Vestry should be sent as soon as possible listing the parishioner's inappropriate behavior, and the fact that he is not allowed to come on church property, and state what he needs to do in order to be allowed back into church.

Sr. Warden's Report: There were approximately 75 attendees at Second Saturday. G. Creaser commented on how wonderful the film series was.

J. Warden's Report: J. Perry said that the roof in the front of 234 French Street needs to be replaced, and he is waiting to see if finances are available. L. Phillips stressed that the roof should be replaced as soon as possible to avoid more problems in the future. A motion was made and approved to redo the front roof at 234 French Street.

Treasurer's Report/Finance Report: Year to date we are \$1,800 ahead of projections. In April we are down due to lower pledge payments and more bills such as oil and snow removal. M. Rita said that we will continue to be down on income because undesignated contributions are lower, budgeted fundraising has not yet occurred, and there will be no wedding income in the near future. Don Lewis, Jeff Perry, and Andy Tripp are working on a capital campaign contribution report. A motion was made that St. John's should cover the capital campaign loan while outstanding pledge contributions continue to come in for the next two years. J. Pickering said that the Finance Committee recommended that the surplus from 2007 be put into property reserve to be used to pay for computers. M. Rita cautioned that in the future the budget would most likely show a deficit. A motion was made and approved to follow the recommendation of the Finance Committee and use the property reserve to pay the computer bill.

Fundraiser Report: H. Souweine announced that she is stepping down from the fundraising committee. Vestry needs to fill this vacancy and plan for future fundraising.

Old Business

Coffee Hour schedule of host groups – Vestry agreed that the monthly coffee hour system for groups is acceptable, with Nancy Dymond as coordinator.

Financial Liaisons – The issues that these liaisons are working on are moving forward and will be presented to the Vestry soon.

UTO and 4th Sunday – A motion was retroactively made and approved that the money gathered from the last Sunday in April be used for UTO. The fall intake for UTO made be coordinated with stewardship in October.

Convention Delegates - A list of Diocesan Convention delegates was approved.

New Business

Organizational chart and development of protocols for standing committees – M. Rita organized the St. John's groups into the following areas of ministry:

Worship – acolytes, alter guild, choir, flowers, greeters and ushers, chalice bearers, lectors

Newcomers – bread ministry, welcome letters

Pastoral care – Eucharistic visitors, meals ministry, letters home

Property – clean up, garden group, kitchen committee

Outreach – 2nd Sat., soup kitchen, food pantry, meals for me, Haiti, prayer shawls

Administration – office angels

Education – women's book group, EFM

Fellowship – men's book group

Standing committees – capital projects, finance, stewardship, investment.

M. Steadman also recommended that Finance, Stewardship, Property, and Investment be standing committees that report to Vestry. Vestry will review the list for next month.

Website: P. Counihan asked how the St. John's website works. M. Rita said that A. Tripp's duties include improving communication, but he has not had time to work on the website. P. Counihan agreed to make a list of items to update.

Theft of Food: E. Patches brought up the issue that last Sunday food pantry donations were stolen from the 8:00 service. It was suggested to move the donation receptacle into the church, to make it more visible to the congregation.

L. Phillips that we should have the financial records at least five days before the next Vestry meeting. P. Counihan brought up the issue of a new St. John's directory. Several St. John's members will be meeting with Olan Mills in June.

The meeting was adjourned at 8:15 PM.