

The Episcopal Parish Church of Saint Michael & All Angels
Minutes of the Vestry Meeting | December 19, 2022, at 5:30pm

Present:

Barbara Stewart, Gail Haghjoo, Mary Bailey, Steve Morris, Kim Montgomery (acting clerk), Louise Stover, Jim Palda, Don Sheetz, Stacie Tibbetts, Keith Lumpkin, Brooke Pauley

Absent:

Colette Spence, Clyde Dodge

1. Opening Prayer - Barbara+
2. Matters of General Consent
 1. January Meeting Date - move to Tuesday, 1/17
 2. Minutes of the last Vestry Meeting – not available
 3. Reports of Commissions - Louise
 - Buildings and Grounds - Communication - Evangelism
 - Fellowship - Mission - Stewardship - Worship

3. Upcoming Parish Events
 - Dec. 24 - Christmas Eve Family Service at 5:00 pm
 - Dec. 24 - Christmas Eve Gift of Music at 7:30 pm & Holy Eucharist at 8:00 pm
 - Dec. 25 - Christmas Day Holy Eucharist at 9:00 am
 - week of Jan. 2 – Father Shane Scott-Hamblen arrives to house-hunt
 - Jan. 6 - Prayer Vigil for Peace & Epiphany Celebration at 6:00 pm
 - Jan. 15 - Father Shane’s 1st Sunday Service at 9:00 am
 - Feb. 5 - 56th Annual Parish Meeting after the 9:00 am worship service

4. Reports of Officers
 - Treasurer/Finance: Stacie: Finance met and discussed the 2023 budget (“year of transition”). Budget will be finalized TBD.
 - Senior Warden: Louise: Vestry members who will be rolling off eff. Jan. 2023 need to find a replacement by Feb. 5.
 - Jim P is encouraging Julie Sheffield to take on Junior Warden position
 - Keith L will stay on for another year
 - Stewardship: Keith - \$250K of \$270K target achieved YTD. For 2023, \$252K of \$280K budget pledged

0. Old Business
 1. 2023 Vestry Slate – Clyde- absent
 2. 2022 Stewardship Campaign – Keith: see above
 3. 2023 Proposed Budget - Stacie
 - Changes from 2022:
 - > income dropping by \$14k projected from this year and by \$20K vs actuals
 - > Projected deficit \$145K

- > Harbor Day will be out at end of school year
- > Coptics will be out at end of August
- > Reserve fund currently at \$82K
- > Motion by Kim, seconded by Louise to put any 2022 surplus into Reserve fund. Approved by all.
- > Biggest year-over-year increase in spending is for Rector's compensation
- > Paid staff positions: Susan C, Ray, Susan Westrum, Maile, Wayne
 - > Christian Ed: Shane does not support a full-time position for Director
 - > Jim: we don't need to wait for Shane to make staffing decisions, but it seems prudent to do so.
- > Mary: we need to move ahead with decision on CE Director – full vs part-time.
- > Discussion on history of CE Director position; Vestry wants to make sure Shane knows its sense of what the position should be.
- > Steve moved and Louise seconded to add as topic for Jan. 17 meeting: a discussion on the requirements for the position of the CE Director in terms of the number of hours. All approved.
- > Louise moved and Jim seconded to add as topic for Jan. 17 meeting: a discussion on the requirements for the position of Nursery care attendant: what activities are required for the position. Does it entail assisting with Vacation Bible School and/or Christmas-related events? What are the hours?
- > It is the sense of the Vestry that all paid staff positions need to be available for Shane's review.
- > The Vestry also believes that Shane will need more administrative support than is currently funded. It is probably not a good idea to use CE Director hours for that – the positions are too different.
- > Louise: Maile is still at 8 hours a week (Tuesday and Thursday mornings) though even Father Michael had planned to increase the number of hours.
- > Stacie will get Maile to break out the \$18K for Bookkeeper Salary (line item 507-500)
- > Barbara S to have staff provide their typical work week, whether on-site or off for the January 17 Vestry meeting

- Budget Review / Approval / Next Steps

- > Mary: the cut in Barbara's time reflects rolling back the temporary increase related to Susan Pinkerton leaving.
- > Brooke: the \$3K year-over-year increase for Communications ties to a consolidation of the other line items and includes Zoom-related expenses.
- > Don: there continue to be significant needs in Buildings and Grounds. \$15K under Buildings may not be sufficient. He continues to be able to authorize expenditure under \$1K.

- Parishioner Messaging Points / Communication Plan - We can't skip this detail

- > The sense of the Vestry is that we need to be open about the financial situation, but not "all gloom and doom". We perhaps have not been sufficiently transparent with the congregation, which has led to some negative feelings expressed to Vestry members.

4. Task Force Updates

- Safety and Security - Barbara+ - 2023 Security Grant calendar?
 - > Barbara will be submitting a request for a security grant from the government in the 2023 cycle.
- Capital Campaigns – Stacie
 - > We have had Linda Buskirk from CORE Campaigns speak to the Vestry and Betsy Densmore from Episcopal Enterprises as a guest speaker and will work on this with the Diocese in 2023.
 - > We have opportunities to use some of the campus as income-generating housing.
 - > Steve knows a resource who could be helpful – other parishes have had success in this area.
 - > Louise and Ali met with Cindy V, who is the diocese’s point person for this. Ali is investigating Habitat for Humanity.
 - > Barbara noted that St Joseph’s Placentia has low-income senior housing.
- Entrepreneurial Opportunities Sharing Spaces - Team A=Steve, Team B=Mary, Team C=Louise/Ali

0. New Business

1. Other new business?

- > Don is working to tie off as many B&G projects as possible by year end.

2. 2023 Annual Report & Annual Meeting - Louise

Production Timeline:

- Report Submission Deadline is Tuesday, 01/17/2023
- Editing & formatting completed Monday, 01/30/2023
- Report Publication on Tuesday, 01/31/2023
- Meeting is Sunday, 02/05/2023

Deliver: One page max. with input from commission/guild/staff partners as you feel appropriate.

- Senior Warden - Louise
 - Junior Warden + Attendance - Jim
 - Ombudsperson - Steve
 - Treasurer + Budget - Stacie
 - Buildings and Grounds - Don
 - Christian Education - Kim
 - Communication – Brooke
 - Evangelism – Clyde
 - Fellowship - Gail
 - Mission – Mary
 - Stewardship – Keith
 - Worship - Barbara
 - Nominations for Vestry and Delegates to Convention - Clyde
 - Minutes - Colette and Susan Brown
- > Louise will send out samples.

Shane’s first Sunday (Jan. 15): we need to do something after the service. Gail will work on this.