

St. Aidan's Episcopal Church  
Vestry Minutes  
Tuesday, May 16, 7:00 p.m.

Attendees: Rob Wood, Becky Sullivan, Joel Shepard, Mary Kathryn Nix, Cathy Schlect, Mark Thompson, Pete Sansom, Clark Miller, Elwyn Alexander, Patrice Skinner, Theo Manos, Jim Myers, Barry Mansell (Treasurer), Debby Flynn (clerk). Absent: Clark Miller

1. Opening Prayer and Devotion by Becky Sullivan
2. Approval of agenda- unanimous approval
3. Approval of April minutes- unanimous approval with spelling correction
4. Finance Report
  - a. Barry Mansell was unanimously elected via E-Mail to take Bob Sheffield's place
  - b. Barry handed out a net income statement. He has not had a lot of time to review things yet, but he would like to send everyone an E-Mail prior to the Vestry meeting with things he will discuss at the meeting.
  - c. While he is getting acclimated Barry has asked that everyone continually review the expenses in their ministry and make sure they look correct.
  - d. Contributions- pledge payments may look high, that may be due to gifts and pre-pledge payments.
  - e. Barry has several line items that he will correct:
    - 1) Incorrect entry in Utilities and 2) American Trust interest payment amt is duplicated.
  - f. Barry sees an overrun in Worship budget- that is due to new linens being purchased for church and bulletin inserts costs that were put into this ministry.
  - g. Building Fund – Building faithfully has been moved to a new bank
  - h. New bank will offer courier service; they will pick up all our check deposits on Monday
  - i. Some one will still have to take the cash deposits.
  - j. Counting instructions will be updated and put on the website.
  - k. Our operating checking account had payments of \$4,745, \$150 interest and has a balance of \$75,000
  - l. Audit is proceeding slowly
  - m. Cash flow concerning the building fund are going out. These letters will outline what people have and what they still owe. People who receive these letters should validate the figures.
  - n. Barry is working on Income portion of the audit and two other people are working on Expenses.
  - o. They are using a handbook with an outlined procedure, called committee audit.
  - p. If there is a 'Wish List' of items needed by the church developed Barry would like a computer. The program they are currently using for finance is old and runs very slow.
  - q. Betsey is not going to Peru so no further discussion on fund raising is needed.
  - r. Breakfast money- The men's group has made a decision on what to do with their additional funds. They will be allocated as follows: 1) Keep \$700 in reserve and to cover for overrun in VBS; 2) VBS \$500; 3) Liturgical Arts/Organ \$1,800; 4) Playground \$1,800
5. Rectors Report
  - a. Attic sale went very well, 10% of profit will go into outreach.
  - b. Average Sunday attendance – Cathy will continue to E-Mail, some changes have been made to show the average attendance TY vs. LY is rising.
  - c. Parochial Report was reviewed- highlights include in 2004 we had 339 member and in 2005 we had 479 members. We also have approximately 190 people who call st Aidan's home but are not member. Financial portion of report show income. Fr. Rob pointed

out once a church's budget gets to \$500,000 an outside audit should be done. We are not to that point yet.

- d. The 2005 Parochial Report was reviewed and approved.
- e. Discussion on a possible Priest associate. Fr. Rob asked the vestry to fund a priest associate position, which would have the following advantages for the parish: 1) Priest vs. Parishioner ratio we have is above what is recommended; 2) Spiritual growth in that the congregation would hear another preaching voice and perspective; 4) EFM teacher; 5) another clergy person means pastoral, administrative commitments will receive more attention; 6) the assistant could help train lay people for ministries;

Other comments: A Full-time person for this position would be very expensive considering the total package. Part-time person for this position would show visible benefits with out all the expense. To hire a part-time person for 10-12 hours a week would cost about 1,200 a month. This expense is not budgeted for 2006 so the church would need to find \$6,000 for this year and then budget \$6,000 for next year.

Questions raised: Is 10 hours a week enough time help? There would be some management of this person and that would take time so what would the net effect be? What about getting a Deacon? (Fr Rob will ask the Bishop about that, but deacons serve different roles than priests.) Would we have to pay this person's pension fund? What is the time frame we are looking to employ someone?

Fr Rob has run the possibility of getting an assistant by the Bishop and did not get any negative response. Fr Rob would like to work toward an August-May time frame.

Funding the position seems to be the only concern at this time. This seems to be a low risk, low cost way of testing the waters for eventually getting a full time assistant. Various ways were discussed on how to fund this position. A motion was made to take \$3,000 from the Attic sale and \$3,000 from the undesignated reserve in the operating checking account to fund the 2006 portion of the position. The motion was seconded and passed unanimously.

A candidate for priest associate will be interviewed by the rector and some vestry members on Monday, May 22<sup>nd</sup>.

- f. Liturgical Arts committee- had made good progress, draft plans were distributed showing drawings to double the size of the altar rail, add ramp to altar, move choir to back of church and add seating on either side of the altar, add wood floor at altar. There is still no definite time frame for these changes.
- g. There will be 5 Baptisms on May 28<sup>th</sup>.
- h. A parishioner would like to use Burtenshaw Hall for a City of Milton "town hall" meeting. Fr. Rob gave his approval.

#### 6. Jr. Wardens Report

- a. Theo looked into the Alpharetta vs. City of Milton issue. It was determined if the City of Milton referendum passes then St. Aidan's will be in the City of Milton.
- b. Still working on getting the playground installed. The committee is looking into replacing with a professional playground. The cost ranges from \$5,000-\$25,000.
- c. Installing the playground ourselves could be a liability if someone were to get hurt.

#### 7. Sr. Warden's Report

- a. Worship-- Review of Lent and Easter, worked on developing protocols that will be helpful for next year.
- b. Elwyn thanked everyone for their help on the Attic Sale.
- c. Elwyn commented that she thought Fr. Rob's talks on the General Convention were very helpful, and informative.
- d. Outreach--not much is happening at this time, the next function is the Ice Cream Crank at the Drake House in August.

## 8. New Business

- a. MGD support- Margaret Griffin will be visiting May 17. The Outreach leaders were given the authority decide how much money we will give to her to support her ministry.
- b. Phone in parish center- need to get a phone in the parish center for emergency purposes, cell phones do not always work. Pete will work on this project.
- c. Defibrillator Report--Joel reported that the church received a gift of 1,600 for the defibrillators. He has ordered two defibrillators at \$ 750/each. That leaves \$100 remaining from the gift. The wall mounts and child lock on the defibrillator will cost another \$740, if we use the \$100 remaining from the gift we are short \$640 to complete this project. It was decided that \$640 be taken from the Maintenance budget to cover this cost.
- d. Vestry person of the Day-- Joel will publish the details of this program at a later date.
- e. Special Needs Children at the Church- Mark Thompson expressed concern that not all Sunday school teachers are prepared to handle the special needs some of our children may have. We need to research how other churches handle these kids' needs. Maybe this area will become one of our ministries. Someone will check with RUMC to see what they have in place to serve these kids. This will be added to the Vestry's June mini retreat agenda to discuss further.

Next Vestry meeting June 17, 2006

Meeting concluded with a prayer led by Fr Rob

*Respectfully submitted by Debby Flynn, Clerk*