

St. Aidan's Episcopal Church
Vestry Minutes
Saturday, January 15th 9 AM

Attendees: Rob Wood, Rebekah Hatch Harmony Kiser, Joey Sargent, Andrea Manos, Terry Ledford, Cathy Biondi, Linda Bowman, Vicki Scott, Jane Simmons, Joe Rich, Don Frank, Carolyn Glaza, Debby Flynn (clerk), Absent: David Ford

Opening Prayer/Devotion by Fr. Rob

Vestry – Here to serve, how do we know what people want or need?

- o By being an example, open to hear what people are saying.
- o Being an intercessor
- o Developing the gifts of others and seeing them grow.

Downfall of leader, thinking you know what people need more than they do. “Problem with being a leader is you don’t know if you are being followed or chased”

First Group session:

Consensus:

- o The Vestry should continually work a process of decision making, process based on consensus rather than “winner takes all”, simple majority vote.
- o Vestry members are not representatives of one particular group, i.e. age they are at large.
- o Decisions at Vestry meetings should be done. If a member has a problem with a potential decision they should speak up before the vote.
- o This is the first complete Vestry chosen by the Holy Spirit.

Guide for Vestry discussions:

- o Follow protocol
- o Actively listen and be present
- o Do not have side conversations
- o If you think of other issues during discussions, write them down to bring up at appropriate time.
- o All communication sent out prior to vestry meeting needs to be reviewed, everything will be discussed.
- o Prior month’s minutes are reviewed at each Vestry meeting.

Rules of respect handout was reviewed

- o Be careful of interpretation
- o Confidentially – how to handle problems directly
- o Conflict- how to deal with it, listen first, don’t try to fix, ask for their resolution, then offer yours. Communication upfront will help to prevent conflict

Proposed Vestry Organization

- o Thank-you to Terry Ledford, he has agreed to serve as Sr. Warden!
- o Everyone is happy with their placement; these groups will remain in place for one year. Next year remaining members will have an opportunity to change or stay where they are.
- o Intent of the committee is that the team will be overseeing; the team will not be dividing up the responsibilities.
- o Each team will take the lead at Vestry meetings three times a year. They will catch up the rest of the Vestry on what is going on with the areas in their oversight.
- o Teams will need to recruit, train and involve parishioners to help with their ministries.
- o People that are changing groups need to pass the baton, maybe even attend one meeting with the old group to answer any questions.
- o New groups need to do the following:
 - o Set up a meeting schedule
 - o Include staff members if necessary.

- Keep Donna apprised if meeting space is needed.
- Try to recruit members that are not currently involved
- Monitor and fill vacancies, keep a document updated with that is doing what.
- New groups will be prayer groups as well.
- Terry will email out things Donna is currently doing that will need to be moved to the groups.

Finance and 2011 Budget

- The Vestry will receive a monthly report from Finance
 - Reports will include Revenue and Expense
 - Analysis of reserve
 - Analysis of Lift High the Cross
 - Analysis of restricted account- those are accounts that cannot be used for the operating budget.
- Highlights each month from Jim's email include:
 - Pledged giving is down 30K
 - Non pledged giving is down 20K
 - Plate is down 5K
 - Giving is \$8,000 over what was in the 2010 budget.
 - Expenses 2010 were \$484,000 vs. \$500,000 budget.
 - This leaves a +\$30,000 left at the end of 2010.
- Bridge fund was instrumental in 2010 ending with +\$30,000. The bridge funds goal was \$50,000, actual that was collected was not available at meeting.
- LHTC- one loan is paid off, that will leave \$65,000 that will be able to go into the operating budget.
- Will make a \$20,000 principal payment to the loan outstanding at the beginning of January
- Will continue to keep \$20,000 set aside in reserve for the LHTC loan payment.
- **Motion was made to take \$20,000 of the \$65,000 Gift and put it in reserve; this would represent 2 months loan payments. Take the remaining \$45,000 and pay to principle. Motion passed unanimously.**

Statement of Reserve- three categories of reserve

- Operating Reserve- How much \$ is in the bank.
 - Cash- \$285,000 at the end of the year
 - 28,000 LHTC
 - 203,000 restricted accounts
 - = \$ in the bank that we can use to operate the church
- \$57,000 operating reserve
 Approximately 2 months of budget is in the operating reserve

Restricted account list

- List of restricted accounts and the \$ amount will be sent
- Recent gift is in the "gifts" account until it is allocated to the areas outlined by the donor.

Dedicated Reserve

- \$ That have been given for specific purposes and cannot be spent or re-allocated by the Vestry.

2011 Budget

○ Pledges	}	=\$533,646
○ Plate		
○ Non pledge		
○ Other revenue		<u>\$16,200</u>
Total expected contributions		\$549,846

Total expenses vs. total budget does not balance, need to add \$9,000 to the operating budget.
 Need to allocate the \$30,000 remaining from the 2010 budget on special projects

- **Motion was made to allocate the \$30,000 remaining from last year.**
 - **Sabbatical coverage** \$19,000
 - **Office Help** \$10,500 (15hr/wk./\$13/hr.)
 - **Flower budget** \$500.00

Motion passed unanimously

- **Motion was made to allocate the \$9,400 budget surplus**
 - **Communication/PR** \$ 1,500
 - **Shepard's/Newcomers** \$ 200
 - **Christian/Youth** \$ 2,000
 - **Jr/Sr activates**
 - **Outreach** \$2,500
 - **Acolyte robes** \$ 700
 - **Staff** \$2,500

With the above additions the 2011 Budget passed unanimously

Youth Ministry Gift Fundraising-

- There was a Youth Ministry endowment gift, with stipulation of fundraising to match.
- Need to determine start date and length of campaign
- Build a package and campaign to start in August 2011. (Hiring Youth minister)
- Several things to consider, Fulltime or Halftime. This would impact how long the endowment would last.
- The matching campaign will need to be publicized.
- Need to develop a vision for the Youth program
- This falls under Parish Life; that Vestry will begin to work on.

Vestry Meeting Schedule

- Vestry meetings will be held on the second Thursday of each month at 7PM
 - Feb 10th March 10th April 14th June 9th July 14th
 - August 18th Sept 15th Oct 13th Nov 17th Dec 15th

Known Event Dates

- Jan 30th St Aidan's Day
- May 22nd Parish Picnic
- Oct 1st Fall festival-probable
- Newcomer dinners- Need one in Jan or early Feb
- Feb 13th Parish meeting- will report 2010 numbers and present 2011 budget.
- Jan 16th Vestry to be commissioned at whatever service they attend.
- Feb 23rd Fr. Rob and Rebecca begin to teach Sunday school
- March 8th Shrove Tuesday pancake supper
- March 9th Ash Wednesday (no Wed supper) Service 7:30AM, 12:00 Noon, and 7:30PM
- March 12th Diocesan Ministry fair - Safeguarding God's children will be offered, every Vestry person must take and renew every three years.
- March 13th Hunger walk
- March 27th Acolyte recognition
- April 21st Seder meal starts at 6:30PM
- April 22nd 12:00 service, 7:00PM stations of the cross
- April 23rd Easter Vigil 8:30 PM
- April 24th Easter Service 9:00AM and 11:00 AM
- May 2nd Fr Rob begins Sabbatical- returns August 15th
- June 12th Pentecost -Confirmation
- Nov 4th-5th Diocesan council

- Nov 13th Vestry selection annual meeting- probable
- Dec 24th-Dec 25th Service times to be determined

Need dates for the following:

- Youth Sunday
- Parish Retreat
- Parish Meeting

Misc.:

- Devotion Schedule will be developed and sent to everyone
- Donna has keys for those who need them
- VPOD checklist, make sure you use the updated version.
- Mailboxes need to be changed over, Vestry should check.
- Name plates need to be ordered
- Hopewell Middle School Mission-next up 1/28 Terry winter games, Feb-Jim Skinner (he is aware and planned on doing), March-Joey

Parish meeting- reviewed comments

Memorial Garden

- There is a management group and there is a current design with plants and hardscape.

Jr. Warden Election

- Motion was made to elect Joey Sargent for the position of Jr. Warden. The motion was seconded and passed unanimously.

Meeting concluded with a prayer led by Fr. Rob

Respectfully submitted by Debby Flynn, Clerk