

# St. Margaret's Church Westminster Parish



## Vestry Minutes Monday, June 15, 2009 Approved on Monday, August 17, 2009

**1. Opening:** The meeting was called to order by The Rev. Lori Lowe at 7:08pm in the conference room of the Administrative building. Phil Graham offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Stewart Lucas, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Carol Auer, Leah Drooff, Phil Graham, James Hanrahan, Missy Kelly, Bob Sanderson, Jerry Smith, Carli Wilson and Arvilla Wubbenhorst  
Guests: Fumiko Church, Amy Windham, Izzy Winn and George Tolley

1. **Minutes:** Stacia Bontempo
  - a) **We need to make a change to the April minutes:** We need to clarify that the \$20,000 for the lighthouse shelter was for their capital campaign. The motion was revised to say: **“MOTION: It was moved and seconded that we give \$20,000, funded from the endowment, to the Lighthouse Shelter for their capital campaign. The motion passes unanimously.”**
  - b) The minutes of the May, 2009 meeting were reviewed and approved as written.

**MOTION: It was moved and seconded that we approve the May, 2009 minutes as written. The motion passes unanimously.**

**3. Treasurer's Report:** Gordon Piche

Quote

### St. Margaret's Church Westminster Parish Treasurer's Report 15 June 2009

At the end of the month of May, there was \$56,808.54 in the Operating Checking account and \$63,100.25 in the Operating Savings account. The Designated account had a balance of \$36,332.85 and the Endowment checking account balance was \$79,980.28. It is noted that as of Friday June 12, there was \$48,108.23 in the Operating Checking account and \$63,100.25 in the Operating Savings account.

On the **income** side of the ledger, through the end of the month of May, we were \$30,884.53 under total YTD budgeted income (*note*: YTD = January 1<sup>st</sup> through May 31<sup>st</sup>). Actual yearly income through May 31 was \$276,361.28 against a budgeted income YTD of \$307,245.81. The major shortfall is in pledges (\$20,554.62).

On the **expenditure** side, through the end of May, we have expended \$262,224.21 having budgeted expenditures for the year of \$307,246.39. The line items with the greatest under spending occur in clergy expenses (-\$30,275.31 – mainly Rector compensation), Administration expenses (-\$8,533.66), Christian Education (-\$7,949.73 -- youth programs), and Mission Comm. (-\$7,066.69). Building and grounds has exceeded budget by \$8,012.24 for the year to date (mainly utilities).

The **net total** or bottom-line for the calendar year as of May 31, 2009 shows a net income of \$14,137.07 (i.e., actual income less actual expenses). I note that even with the continued increase in the income deficit, the net income continues to grow, as overall spending remains well under estimates. Spending and income over the next few of months must continue to be monitored closely.

Gordon Piché  
Treasurer

End Quote

**MOTION: It was moved and seconded that we accept the June 2009 treasurer's report as presented. The motion passes unanimously.**

- a) Pledge Update – After review, the pledge status of the congregation looks very good. The large gaps are really large pledges that historically come in later in the year. Most of the monthly giving looks very consistent. The pledge statements will go out in early July.

#### **4. Old Business**

- a) Missions Commission (MC) – There has been a lack of understanding about the process for spending by the Missions Commission. What exactly are they authorized to do? They oversee and administer the grants program and the mission work of the parish – trying to do things that make the most impact. Previously, there was inadequate communication between the grants committee and the outreach committee, so they formed the Missions Commission to oversee both. The MC thought that they had authorization to make decisions on spending. Do they need to ask the vestry for approval for every expenditure including very small ones? The MC feels that they shouldn't have to ask for approval for every expenditure. They have 4 directives (endow hungry, etc.) that they use to make their decisions. There needs to be better communication between the vestry and the MC. The MC would like autonomy to make decisions on expenditures as long as they remain within their budget.
- b) The MC has 2 line items in the operating budget (one for the lighthouse shelter and one for mission work). The rest of the MC's budget comes from the endowment fund. Lori

Lowe stresses that it's important that the outreach budget from the parish operating budget be preserved and that the vestry give the MC the authority to make decisions on expenditures themselves. The MC is concerned that the amount of the 2009 operating budget was not what they requested and they are really constrained by this. Lori stresses that we should not rely on the endowment budget to fund our outreach. We need to work to build our operating budget in terms of outreach – 10% of budget should be our goal.

- c) One of the issues for the MC is trying to create an orderly process and manage multi-year giving to organizations. What is the process for spending the money from the operating budget? The MC does not need to ask the vestry for permission on how to spend that money. The MC will draft a plan for their processes, their spending as well as a plan for communicating with the vestry. Currently the MC is understaffed in terms of volunteers. The MC will present their plan to the vestry in September.
- d) **Building & Grounds** – The sound system should be put in place in the church in a couple weeks. They are looking at the stained glass window repairs that need to be made. The utility bills are running over budget (20% over) due to the rate increases. We're getting an estimate for the baptismal font repairs. And, the base itself is too small for the font. Do we need a larger base? How can we move it without damaging it? Also, we're waiting on an estimate for an oriental runner for the center aisle in the church that is non-sound absorbent.

## 5. New Business

- a) Search Committee – Lori stresses that she won't be involved in the search process. The vestry has to approve the search committee members and the charge to the committee. Bud Billups with help from Bruce MacPherson and the clergy looked at segments of the parish to ensure that they are all represented on the search committee. Bud recommends a committee of 13 parishioners. Mike Loney has accepted the role of chair of the committee. The other members put forward are: Tom Bein, Emily Decker, Kathy Lang, Jeff Macris, Doris Fordham, Kathy Andrews, Gibby Edson, Charlie Grayston, James Hanrahan, Beth Knorr, Emilia Nardi and Al Todd.

**MOTION: It was moved and seconded that the vestry approve the list of committee members for the search committee. It was approved unanimously.**

- b) A letter to the parish will be drafted by Bud Billups announcing the committee members. The committee members will be commissioned at all three services on an upcoming Sunday.
- c) The vestry will review the charge and make a final decision at the July meeting. The proposed charge to the Search Committee is:  
“The Search Committee is charged with the task of making a thorough search for the best candidate to fill the position of Rector of St. Margaret's Church. This person should have a Christ-centered focus in his or her ministry, a deep faith, and strong leadership and personal skills, in keeping with the skills and interests outlined in the Parish Profile.

The Committee should take on its task in prayerful consideration throughout the process, and make every effort to make its decisions by consensus.

The Committee is requested to bring to the Vestry the best candidate for the position of Rector, with a full explanation as to why the person is considered by the Committee to be the right choice. Because the Vestry will have the option to decline the selection, the Committee should have at least one additional candidate that it is prepared to present to the Vestry in the event that, for whatever reason or reasons, the Vestry chooses not to select the first choice made by the Search Committee.”

**6. Warden’s Reports**

- a) Junior Warden – There’s a work day at church this Saturday.
- b) Senior Warden – no report.

**7. Clergy Reports**

- a) Associate Rector – no report.
- b) Interim Rector – The day school summer camp has begun. Tomorrow is a planning day for the staff tomorrow at Pat Hall’s house. The vision group meetings are going very well. There’s a lot of great energy. There was an acolyte refresher course last Sunday. There was an adult worship leader’s meeting last Sunday as well that got everyone on the same page – sharing information. Lori is working on staffing recommendations and she will send them out via email to the vestry for review before the next meeting. Gordon Piche recommends that Bruce MacPherson give an adult forum on church growth issues.

**8. ADJOURNMENT.** There being no objections, the meeting adjourned at 9:11pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

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*Nota Bene:* Opening Prayer Assignments  
July, 2009 – Missy Kelly