



# St. Margaret's Church Westminster Parish

## Vestry Minutes Monday, May 18, 2009 Approved on Monday, June 15, 2009

**1. Opening:** The meeting was called to order by The Rev. Lori Lowe at 7:03pm in the conference room of the Administrative building. Jerry Smith offered the opening prayer.

Attendance: The Rev. Lori Lowe, The Rev. Nancy White, Bud Billups – Senior Warden, George Saroch – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Steve Brennan, Leah Drooff, Phil Graham, James Hanrahan, Sarah Hyde, Missy Kelly, Emilia Nardi, Bob Sanderson, Jerry Smith, Carly Wilson and Arvilla Wubbenhorst

**2. Minutes:** Stacia Bontempo  
The minutes of the April, 2009 meeting were reviewed and approved as written.

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

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

Quote

### St. Margaret's Church Westminster Parish Treasurer's Report 18 May 2009

At the end of the month of April, there was \$34,771.22 in the Operating Checking account and \$63,073.46 in the Operating Savings account. The Designated account had a balance of \$42,247.85 and the Endowment checking account balance was \$81,980.28. It is noted that as of Friday May 15, there was \$59,451.46 in the Operating Checking account and \$63,073.46 in the Operating Savings account.

On the **income** side of the ledger, through the end of the month of April, we were \$25,571.12 under total YTD budgeted income (*note:* YTD = January 1<sup>st</sup> through April 30<sup>th</sup>). Actual yearly income through April 30 was \$220,225.52 against a budgeted income YTD of \$245,796.64. The major shortfall is in pledges (\$18,685.30). That shortfall has essentially doubled from the March shortfall. To put this in perspective, last year at this time, pledge giving was \$19,665.49 ahead of budget...a delta compared to this year of negative \$38,350.77!

On the **expenditure** side, through the end of April, we have expended \$206,266.89 having budgeted expenditures for the year of \$245,797.16. The line items with the greatest under spending occur in clergy expenses (-\$27,875.12 -- salaries), Administration expenses (-\$8,602.75 -- salaries), Christian Education (-\$7,646.01 -- salaries and youth programs), and Mission Commission (-\$5,483.36). Building and grounds has exceeded budget by \$8,238.60 for the year to date.

The **net total** or bottom-line for the calendar year as of April 30, 2009 shows a net income of \$13,958.63 (i.e., actual income less actual expenses). It is imperative that spending and income over the next couple of months be monitored closely.

Gordon Piché  
Treasurer

End Quote

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

- a) Jerry Smith recommends that we set up a separate line item in the budget for the search expenses for the new rector. Right now, the cost is set aside in the rector's salary budget, which is paying the interim rector's salary. This could help us track our actual expenses more efficiently.
- b) Jerry also suggests that we be more proactive about our pledge budget deficit. The 'plate' budget and special offerings budget are a bit ahead of budget. Why are we behind on pledging? Is it the economy? We need to put a snapshot of our budget in the monthly newsletter. Lori Lowe will write an article for the newsletter or do a special mailing on our budget situation. We may have to reduce expenditures in the near future to accommodate this budget deficit. Historically, we receive 95% of our pledge commitments. We may need a mid-year review of our pledge commitments.
- c) Lori suggests that we have a monthly financial snapshot at each vestry meeting and have a more intense review of our financial situation quarterly. This will save time at our meetings for other important matters.

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

- a) There was no old business presented.

#### **5. New Business**

- a) A new processional cross in memory of Ed Reeves has been given from members of the music department. There will now be a cross at the front and the back of the procession. It may arrive on Friday. If so, it will be blessed at the 11:15am service this Sunday.
- b) The painting started in the interior of the church today.
- c) Gordon Piche would like to move the additional money leftover from the 2008 bequests (about \$70,000) into the endowment fund to begin earning interest. We can have designated funds within the current endowment.

**MOTION: It was moved and seconded that we move \$70,000 of bequests from 2008 to the endowment fund. The motion passes with 2 nos.**

- d) The profile committee has met with Bruce MacPherson. Four groups will meet to discuss the vision for SMC with the profile committee. The congregation can sign up to participate in any of the groups. There will be a parish survey as well. Bruce suggests that our church collectively draft a prayer about blessing our search for the new rector. Lori asks each vestry member to submit 1-2 names to her as possible candidates for the search committee. 1-2 members of the search committee should be vestry members. Bud Billups is ex officio (non-voting) for the search committee. She would also like the vestry to suggest phrases for our collective prayer. Bruce recommends that we name and commission the search committee so that he can work with the committee to get set up. The profile committee should have their profile ready by the end of the summer. It was decided that Bruce should speak to the vestry, profile and search committee collectively once the search committee is named.

## **6. Discussion of Staffing**

- a) Bruce MacPherson has told Lori that the staffing levels for a church should be about 1 staff member for every 100 parishioners. Currently, we have 400 parishioners every Sunday. We are a corporate size church now. We were a small church, then we quickly moved through the medium sized church phase and now we're a large church. Our current systems that we have in place do not support a large church. One of the trends in society right now is that people are volunteering less hours. We have part time positions: a Deacon, an Administrative Assistant, a director of Christian Education, a Grants Administrator and a Parish Nurse. We have a full-time Rector, Associate Rector, Music Director, and Parish Administrator. We have contracted bookkeeping as well. We need a youth minister, a sexton, a full-time assistant, and a financial person.
- b) If your parking or seating is  $\frac{3}{4}$  full, you stop growing. We're at that point and we have a window of opportunity to get our systems in place to accommodate growth. We're an institution and there's conflict between in reach (taking care of ourselves, the physical plant) and outreach (taking care of others).
- c) We should consider adding hours to the administrative assistant and we should create a title for Jim Hall's volunteer work to build his 'volunteer job' into our budget, so that we plan to fund/hire a financial person. We also need a youth minister, which is different from children's ministry. We're not meeting our commitment to youth. We attract people because of our energy and passion, but we need to support that with appropriate staffing and buildings.
- d) We have a master plan for the campus that we need to review.
- e) 67% of our budget goes to personnel.
- f) Lori will meet with the wardens and Larry Lorton (Personnel Committee Chair) to come up with some recommendations for our staffing issues.

## **7. Warden's Reports**

- a) George Saroch: The flooring in the church will start after the 8<sup>th</sup> of June due to Kindergarten graduation and a wedding. The sound system wiring will go in prior to the

flooring. After the flooring is in, the sound system will have to be adjusted. Beers  
Flooring is doing the flooring. We will not have a sound system for the next 2 weeks.

**9. Clergy Reports**

- a) Lori Lowe: Her husband, Bill, could be discharged and in Annapolis very soon. We will talk about commissions and ministry program structure (volunteer ministry) on June 15. Lori, Arvilla and Stacia will plan refreshments for this meeting.

**10. ADJOURNMENT.** There being no objections, the meeting adjourned at 9:27pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

-----  
*Nota Bene:* Opening Prayer Assignments  
June, 2009 – Phil Graham  
July, 2009 – Missy Kelly