



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, October 15, 2008 Approved on Monday, November 17, 2008

1. Opening: The meeting was called to order by Bud Billups at 7:02 pm in the conference room of the Administrative building, followed by the opening prayer.

Attendance: Bud Billups – Incoming Senior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Steve Brennan, Jeff Conover, Leah Drooff, Phil Graham, Missy Kelly, Larry Lorton, George Saroch and Arvilla Wubbenhorst
Guests: Kent Pagoota and Fumiko Church

2. Minutes: Stacia Bontempo

The minutes of the September, 2008 meeting were reviewed and approved without any amendments.

3. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 20 October 2008

At the end of the month of September, there was \$43,749.58 in the Operating Checking account and \$22,948.81 in the Operating Savings account to meet budgeted monthly operating expenses. The Designated account had a balance of \$51,673.88 and the Endowment checking account balance was \$331,772.75. It is noted that as of Friday October 17, there was \$27,665.48 in the Operating Checking, \$22,948.81 in the Operating Savings and \$329,894.75 in the Endowment checking account.

On the **income** side of the ledger, the deficit through the end of the month of September was \$26,915.31 under total budgeted income; however, the deficit was cut by \$20,664.12 from August. Actual yearly income through September 30 was \$530,936.08 against a budgeted income of \$557,851.39. Donations were \$25,812.99 short of budget and the delta continues to increase (\$11,687.00 vs. budgeted \$37,499.99). Income from pledges continues to fall well short of budget, now at \$32,983.91 (\$433,981.81 vs. budgeted \$466,965.72). The deficit has grown,

unlike past history where pledges begin to catch up after the school year begins. Plate offerings continue to be a big plus (\$15,204.23 over budget) at \$30,204.22, which exceeds the budget estimate for the whole year by \$10,204.22.

On the **expenditure** side, we were under expended by the amount of \$19,636.97 having budgeted expenditures of \$557,102.97 against actual outlays of \$537,466.00. No one line item within any of the cost centers shows an unusually large or unexpected delta from budget.

The **net total** or bottom-line for the year to date ending 30 September 2008 shows a net negative income of -\$6,509.92.

Gordon Piché
Treasurer

End Quote

- a) None of the checking accounts pay interest because of the type of organization that we are.
- b) Why are the donations line and the plate line so out of line in the budget? When the amounts are combined they almost make up the budget for both.

4. Payment of Loan Balance

- a) We spoke about paying off the loan from the endowment at the last vestry meeting. The amount owed is \$196,890. We were ready at the last meeting and didn't have the correct number.

MOTION: It was moved and seconded that we pay off the loan balance of \$196,890 using the money from the endowment checking account. The motion passed unanimously.

5. Approval of Diocesan Pledge for 2009

- a) The Diocesan Pledge is based on either the 3 year average of operating income or the 2007 operating budget. The lesser of 18% of both numbers is used as our pledge and that is \$82,366.72.

MOTION: It was moved and seconded that we approve the Diocesan Pledge for 2009 of \$82,366.72. The motion passed unanimously.

Discussion: It is wonderful that we actually have the money to pay this amount when many churches cannot pay that 18%. Can we get a copy of the diocesan budget to see how they use their money?

6. Review of 2009 Budget Process: Kent Pagoota

- a) Still waiting on some numbers to plug into the wish list called the 2009 draft budget. Kent will be talking/meeting with Stewart to finalize numbers on the personnel section of the budget.

- b) Process: Should we stay with a linear budget liked we historically use or should we change to a different type of budget? Linear is easier, however December is such a big month for income that December can be equivalent to 2 months of income. Larry Lorton is looking at the last 3 years to see if there are trends in income/expenditures according to time of year. Three quarters of our expense budget is salary and that is linear. Spending by the Missions Commission is very hard to predict.
- c) Kent has identified a discrepancy in the current P&L statement and will be talking with Jim Hall and/or the accountant to figure out the error.
- d) At the November meeting of the vestry, the first draft of the 2009 budget will be presented by Kent.

7. Approval of Discernment

- a) We have 2 people in the congregation who are in the process of discernment – John Williard and Michelle Sanderson. For the last 10 months they’ve been meeting with the parish lay committee. The vestry is sending a letter on each of their behalf to the Commission on Ministry for the Diocese affirming that they have fulfilled their obligations for this first phase

MOTION: It was moved and seconded that we approve the letters as written for John Williard and Michele Sanderson to be sent to the Diocese. The motion passed unanimously.

8. Safe Church Training Process

- a) On Monday, October 27 (7-9pm) and Tuesday, October 28 (3:30-5:30pm), there are training sessions for the Safe Church. This is mandatory for all who work with children at the church and for all in leadership positions. Sign up by calling or e-mailing the office.

9. Discussion of Process for Interim Rector

- a) The next step is to bring in an interim rector. George and Bud spoke at the 9 and 11:15am services yesterday to address the next steps. There are not a lot of interims available. About 20 parishes are looking for interims right now. Mark Gatza is collecting some names for us right now. If we know of candidates, please bring those names forward. Bud recommends that the personnel committee review candidates and bring possible names of interim rectors to the vestry. Bud is also looking for more members for the personnel committee – currently it is all male, so we need females and those with HR experience. It may take until the first of the year to get an Interim Rector on board.
- b) The next step is to put together a profile committee. We have a good reference (the previous parish profile) to use from 6 years ago, but we’re in a different place than we were 6 years ago, so we need to review everything very carefully. After a profile is done, we’ll form a search committee (about a dozen people with a few vestry members on it). We can begin working on the profile committee before we get an interim rector. Putting together a profile may take 2-3 months.
- c) Loren B. Mead wrote ‘A Change of Pastors’ and that may be a good reference for the vestry. There are probably other books on the topic as well.

10. Update on Missions Commission

- a) November 30 is the deadline for applications. There is a sub committee on the environment. A new grants committee is being formed – there will be Mission Commission members as well as other parishioners.

11. Update on Temporary Classrooms

- a) George Saroch would like to thank Leah Droof for her hard work for this committee – pulling permits and working on site. The turnaround for fire engines is almost complete – it does affect the playground fence. \$450 additional was spent to relocate the playground fence. The trailer will arrive tomorrow and will be installed. Next week, the electrical hookup, ramp and interior work will happen. It is possible that they will be available for Sunday School on November 2.

MOTION: It was moved and seconded to spend an additional \$450 to Advantage Asphalt to complete the relocation of the playground fence. The motion passed unanimously.

12. Warden's Report

- a) George Saroch, Jr. Warden – We need formal communication to the parish that we paid off the mortgage of the parish hall, recruitment for the personnel committee, and recruitment for the profile/search committees. The vestry should control the selection of the profile/search committee members, so that it accurately reflects the make up of our parish.
- b) Bud Billups, Sr. Warden– Mark Gatza will be coming here on November 9 to preach to let the parish know that there is a person from the diocese that is helping us find a new rector. We need to keep anxiety down among the parishioners. There are a lot of questions about forming a search committee and about how to find a rector. Mark will come to the November vestry meeting to speak to us about finding a new rector. Bud also asks for our help to make sure he doesn't miss anything, since he is new to his position.

13. Other Business

None

14. ADJOURNMENT. There being no objections, the meeting adjourned at 8:36pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

October, 2008 – Gordon Piche
November, 2008 – Phil Graham
December, 2008 – George Saroch
January, 2009 – Arvilla Wubbenhorst
February, 2009 – Leah Drooff
March, 2009 – Missy Kelly
April, 2009 – Steve Brennan
May, 2009 – Jerry Smith
June, 2009 – Phil Graham
July, 2009 – Stacia Bontempo