



St. Margaret's Church Westminster Parish

Vestry Minutes Monday, September 15, 2008 Approved on Monday, October 20, 2008

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

Attendance: The Rev. Mark Wastler – Rector, The Rev. Stewart Lucas – Associate Rector, The Rev. Dina van Klaveren – Associate Rector, Nancy White Beth Knorr – Outgoing Senior Warden, Bud Billups – Incoming Senior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Registrar, Steve Brennan, Jeff Conover, Leah Drooff, Phil Graham, Sarah Hyde, Missy Kelly, Larry Lorton, Emilia Nardi, George Saroch, Jerry Smith, Carly Wilson and Arvilla Wubbenhorst

2. Minutes: Stacia Bontempo

The minutes of the August, 2008 meeting were reviewed and approved as presented with the following amendment:

- a) Change in paragraph 3b: Jerry wanted to thank George Saroch for his graph of historical plate and pledge receipts by month which provides a basis for better budget planning. He did not refer to a three year analysis of energy use by building.

3. Treasurer's Report: Gordon Piche

Quote

St. Margaret's Church Westminster Parish Treasurer's Report 15 September 2008

At the end of the month of August, there was \$196,189.25 in the Operating Checking account and \$22,935.65 in the Operating Savings account to meet budgeted monthly operating expenses. The Designated account had a balance of \$52,812.19 and the Endowment checking account balance was \$184,771.71. It is noted that as of Friday September 15, there was \$31,677.87 in the Operating Checking, \$22,935.65 in the Operating Savings and \$351,183.63 in the Endowment checking account. St. Margaret's received a check for \$166,211.92 from Wachovia Securities for the Caltrider estate on the 28th of August.

On the **income** side of the ledger, the deficit again grew by \$12,135.50 through the end of the

month of August; ending \$47,579.43 under total budgeted income. Actual yearly income through August 31 was \$448,288.45 against a budgeted income of \$495,867.88. Donations were \$21,646.32 short of budget and the delta continues to increase (\$11,687.00 vs. budgeted \$33,333.32). Income from pledges continues to fall short of budget as anticipated during the summer season, now at \$26,140.83 (\$388,939.81 vs. budgeted \$415,080.64). Past history shows pledges catching up after the school year begins. Plate offerings continue to be a big plus (\$11,454.90 over budget) at \$24,788.22, which exceeds the budget estimate for the whole year by \$4,788.22.

On the **expenditure** side, we were under expended by the amount of \$62,271.70 having budgeted expenditures of \$495,202.64 against actual outlays of \$432,930.94. It is noted that with the exception of the Worship Commission (\$2,404.87 over) the larger cost centers were under budget as of the end of August. No one line item within any of the cost centers shows an unusually large delta from budget (the largest being \$4,860.47 under for accounting services and \$3,629.64 over for utilities).

The **net total** or bottom line for the year to date period ending 31 August 2008 shows a net income of \$15,357.51.

Gordon Piché
Treasurer

End Quote

4. Stewardship Update – The Rev. Stewart Lucas

- a) Stewardship met recently and they have put together a devotional booklet (how giving affects their life, etc), which will be sent to all parishioners as part of the 2009 stewardship campaign. The date of the stewardship ingathering is now being debated after learning of Mark's resignation. This ingathering could have a youth tie-in (bring donations for the Lighthouse Shelter, etc).
- b) Jim Hall and Stewart Lucas have been discussing the formation of the 2009 budget. Kent Pagooda is the new Budget Officer for this coming year. All commission heads will be contacted about the 2009 budget shortly.
- c) Next meeting of the Stewardship Committee is 9/22.

5. Acceptance of Mark's Resignation

- a) By Canon law, the vestry must accept the Rector's resignation.

MOTION: It was moved and seconded that we accept the resignation of the rector, The Rev. Mark W. Wastler, effective October 12, 2008. The motion passed unanimously.

6. Update of Bequest Expenditures – The Rev. Mark W. Wastler

- a) The Caltriders were very active members of St. Margaret's Church. Jackie's legacy was the prayer chain. George was very involved in the buildings at the Church. \$166,000 (their entire estate) was left to SMC by the Caltriders. Jim Hall is executor of their estate. There may be another \$20,000 left in their estate which would come to SMC. The vestry

has discussed using their entire bequest to pay off the debt of the church. The amount to retire the debt of the renovations to the parish hall is about \$225,000. That amount is now being verified by Jim Hall. This debt is owed to our endowment. At the next vestry meeting we will address this further.

7. Approval of Endowment Expenditures – The Rev. Mark W. Wastler

- a) We have about \$48,000 to be allocated for 2008 expenditures.
- b) It is recommended that we allocate \$8,000 for SMC day school scholarships (which is similar to what we do every year). If it is not used entirely, the remainder is given back to the endowment principal. The recipients for these scholarships are typically families that have been dealt some sort of financial blow.
- c) Well over 10% of day school families attend SMC, which is over the norm of similar schools.

MOTION: It was moved and seconded that we allocate \$8,000 from the 2008 endowment budget for scholarships to the St. Margaret's Day School. The motion passed unanimously.

8. Approval of Policy on Use of Alcohol – The Rev. Stewart Lucas

- a) This version has been revised since the August vestry meeting.
- b) Line #6 will be changed – the word 'meaningful' will be deleted.
- c) There have been youth events in the past with alcohol on the premises. We have not had rules in the past to discourage this. This policy will provide us with guidelines.
- d) Line #10 references children and youth (youth defined by the church includes persons up to age 25). It will now say, "The use of alcohol is not permitted during any activities primarily designed for persons under the state of Maryland's legal drinking age.
- e) Guidelines for off-site travel with youth will be explored by Dina.
- f) Who will monitor this policy? SMC is not responsible for enforcing the state's law. The church office gets a copy of the liquor license within a week of the event.

MOTION: It was moved and seconded that we accept the Policy on the Use of Alcohol at St. Margaret's Church. The motion passed unanimously.

9. Update on Temporary Classrooms – George Saroch

- a) Current Status: The revised permit application was submitted on September 1 with modified Site Plan, grading application, and letter documenting the approval of elimination of parking spots. The permit is expected by 9/25. It's highly unlikely that the permit would not be granted. The fire marshall is the unknown factor in this approval process.
- b) We've been working with county on this and we feel we've addressed their concerns.
- c) We've received quotes for the electrical hookup (3 quotes). Colonial and Dawson came in below Teqo. Based on reputation, Dawson was recommended by Ray. We are looking into hooking it up through the kitchen circuit breaker which will save us money. The fire truck turned around estimates are in. It will located on the cemetery side of the playground fence. Coles Ventures (\$3,800) and Advantage Asphalt (\$1,850) have provided estimates for a 4" gravel turnaround.

- d) It takes 3-4 weeks for the building to be built. An installment payment of \$20,000 would be due to Genus Modular to get the building started.
- e) We are committed to making this temporary classroom happen to demonstrate support for our Sunday School program.
- f) Report on the Sunday School Start - Dina: It went very very well. 154 kids are registered and there are another 68 that will probably register. That's a total of 222 students. There are 31 Sunday School leaders (1 to 6.72 ratio).

MOTION: It is moved and seconded that we authorize payment of \$20,000 to Modular Genius to begin building the temporary classroom in anticipation of permit approval. The motion passes with one 'no.'

Discussion: What would happen if the county does not authorize approval or asks for additional changes to the plans? Any changes to the proposed building, including grading and the fire marshall issues, will cost money to rectify. It will take 3 weeks to build and that is why we want to start the building now.

MOTION: It is moved and seconded that we authorize the wardens to enter into a contract with Advantage Asphalt, not to exceed \$2,000, to construct the fire truck turnaround, upon permit approval. The motion passes unanimously.

MOTION: It is moved and seconded that we authorize the wardens to enter into a contract with Dawson Electrical to do the electrical hookup for the proposed temporary classroom, not to exceed \$4,500, upon permit approval. The motion passes unanimously.

10. Warden's Report

- a) Bud Billups – He is very honored and surprised by the request to be the new Senior Warden.
- b) Beth Knorr
 - 1) Beth and George met with the bishops about the process for replacing the rector. The bishops spoke of the growth of SMC, how the vestry and Mark felt about his leaving, and about how SMC is a major church in Maryland with a great depth of lay leadership (which will really help us through this transition). We will have an interim rector during our transition time. The transition time is a time to grieve and contemplate. The interim rector is trained to lead a parish through the transition period. A letter should be sent to the families of the day school children to explain what is and what will be happening. One of the next steps is for a meeting of the vestry with Rev. Canon Dr. Mark Gatzka (Canon Missioner for Clergy Deployment, Congregational Development and Evangelism) from the diocese to discuss the transition. Both a profile committee and a search committee will need to be set up at SMC with at least one vestry representative on each. If need be the bishops will look outside of the diocese for a strong interim rector. The bishop said that we the vestry need to decide how we're going to move ahead with building because that will influence who we need as a new Rector.
 - 2) October 5th – Bishop Sutton will visit SMC. After the 11:15am service, there will be a luncheon for the clergy, vestry and bishop.

- 3) Mark reports that Beth is the first female senior warden in the history of our church and that her ministry will continue to bear fruit for many years at SMC.

11. Rector's Report – Mark

- a) There is a chain of command at SMC. The day to day operations will fall under Stewart until an interim is brought on board. The leading officer of the church will be the senior warden.
- b) Mark says it's tempting for him to meddle in our future, but he won't since it is for the vestry to discern. Instead he'll just say to remember the long range plan devised a few years ago. He stresses that we should also focus on our missions commission since that is exciting work for our future.

MOTION: It is moved and seconded that the vestry thank Mark for his time with us. We also thank him for his kind words about our collective leadership. However, the truth of the matter is that this church and parish are not anything like what he found the day he first set foot here over five years ago. It is a much different and better place. So, whatever he feels we have accomplished it has only come about because of his superb leadership. We thank him for it. The motion passes unanimously.

12. ADJOURNMENT. There being no objections, the meeting adjourned at 9:06pm 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