



# St. Margaret's Church Westminster Parish

## Draft Vestry Minutes Monday, December 14, 2009

**1. Opening:** The meeting was called to order by The Rev. Lori Lowe at 7:04pm in the conference room of the Administrative building. James Hanrahan 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 – Clerk, Leah Drooff, Phil Graham, James Hanrahan, Sarah Hyde, Missy Kelly, Emilia Nardi, Bob Sanderson, Jerry Smith and Arvilla Wubbenhorst  
Absent: Jerry Smit, Missy Kelly and Carol Auer  
Guests: Jim Hall and Kent Pagoota

**2. Minutes:** Stacia Bontempo  
The minutes of the November, 2009 meeting were reviewed and approved with one change. Under 4 (a), change the guidelines from the diocese for staff increases from 1% to .1%.

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

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

Quote

### St. Margaret's Church Westminster Parish Treasurer's Report 14 December 2009

At the end of the month of November, there was \$80,504.39 in the Operating Checking account and \$63,260.50 in the Operating Savings account. The Designated account had a balance of \$37,848.70 and the Rental House (formally Endowment) checking account balance was \$12,717.10. It is noted that as of Friday December 11, there was \$58,238 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of November, we were **\$53,293.26** under total YTD budgeted income (*note: YTD = January 1<sup>st</sup> through November 30<sup>th</sup>*). Actual yearly income through November 30 was \$622,647.57 against a budgeted income YTD of \$675,940.83. Pledge income was \$35,061.97 below budget YTD which is a decrease in that deficit of \$1,114.50 since the end of October. We can expect the deficit to decrease significantly

by the end of December. Miscellaneous Income, Special Offerings and Donations remain well below budget by a combined \$15,872.06. These will most likely not catch up to a great degree by the end of the year.

On the **expenditure** side, through the end of October, we have expended \$592,102.00 having budgeted expenditures for the year of \$675,941.77. Under spending has increased to **\$83,839.77**. The line items with the largest under spending occur in clergy expenses (-\$52,038.10 – mainly Rector compensation from the period during which we had no Rector or Interim Rector), Christian Education (-\$13,871.33 – salaries and youth programs), Administration expenses (-\$11,364.27), and Mission Commission (-\$7,101.68 but will be very close to budget by year's end). Building and Grounds continues to exceed budget, currently by \$9,477.12 for the YTD (mainly Utilities and General Supplies & Equipment). Six other cost centers are under expended; however, the reasons are known and they too will also be quite close to budget by year's end.

The **net total** or bottom-line for the calendar year as of November 30, 2009 shows a net income of \$30,545.57 (i.e., actual income less actual expenses).

Gordon Piché  
Treasurer

End Quote

- a) It was requested that the new vestry is given a list of all the accounts that the church has and where they show up on the balance sheet. It was decided that they would all appear on the balance sheet from now on.

#### **4. Review of 2010 budget – Kent Pagoota**

- a) The 3<sup>rd</sup> draft of the budget was presented, which is over budget and needs to be balanced. The sub committee met last week to come up with this 3<sup>rd</sup> draft. It's \$23,000 over budget currently. Projected revenue is \$765,000. The maintenance fund is not budgeted for in 2010. There were some capital items requested in the music category that are not in the budget, but will, most likely, be funded in another way. Lori and Stewart carefully combed the Christian Education budget and have found another way to use some of this money in the form of a Youth Director to support the youth ministry (10-12 hours a week for 10 months a year). Under the Mission Commission's budget, we added the millennium development goals which is .7% of revenue.
- b) On 12/14/09, we had 198 pledges (238 total pledges last year) in hand. 27 are new pledges. 66 are increased pledges. 15 decreased. \$558,562 pledged so far. 67 have yet to pledge, which represents over \$100,000.
- c) After more revisions to the budget, the amount of \$17,077 is where we are short in income for our proposed 2010 budget. There was a suggestion to carryover that amount from our savings into the 2010 budget to balance the budget. Currently, there is \$53,000 is the savings account minus the \$20,000 in proposed search fees.
- d) Instead, it was decided to add to the income line.

**MOTION: It was moved and seconded that we approve the balanced 2010 income and expense budget of \$765,000. The motion passes unanimously.**

**5. Old Business**

- a) Vestry Nominating Committee – Peg Overton, Tricia Schilling, Bill Bird, Wendy Gargano, Cathy Mohler, Richard Hays and Elizabeth Parker were presented as candidates for the vestry election in January, 2010.
- b) Other Old Business – Redeemer Church has accepted our offer to meet in our conference room beginning in January on Sunday evenings for 2 hours. The youth rooms project will be headed up by Teresa Todd and she has recruited 2 other people to get started in January. She'll get input from the youth and the Sunday School teachers as well.

**6. New Business**

- a) Annual Meeting – Ruth needs to send a reminder for input for the annual report.
- b) Housing Resolution for The Rev. Lori M. Lowe and The Rev. T. Stewart Lucas

**MOTION: Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) church-designated allowance paid to him as part of his compensation to the extent used by him for actual expenses in owning or renting a home; and**

**Whereas. By St. Margaret's Episcopal Church does not provide The Rev. T. Stewart Lucas with a parsonage; therefore, it is hereby**

**Resolved, that of the total compensation paid to the Rev. T. Stewart Lucas for calendar year 2010, \$25,000 is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further**

**Resolved, that the designation of \$25,000 as a housing allowance shall apply to calendar year 2010 and all future years unless otherwise provided.**

**MOTION: Whereas, section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) church-designated allowance paid to him as part of his compensation to the extent used by him for actual expenses in owning or renting a home; and**

**Whereas. By St. Margaret's Episcopal Church does not provide The Rev. Lori M. Lowe with a parsonage; therefore, it is hereby**

**Resolved, that of the total compensation paid to the Rev. Lori M. Lowe for calendar year 2010, \$30,000 is hereby designated to be a housing allowance pursuant to section 107 of the Internal Revenue Code; and it is further**

**Resolved, that the designation of \$30,000 as a housing allowance shall apply to calendar year 2010 and all future years unless otherwise provided.**

**It was moved and seconded that we pass both motions and they passed unanimously.**

**7. Update on Search Process (as needed)**

- a) The position has been filed with the National CDO office (church deployment office).

**8. Commission Reports (as needed)**

- a) Building & Grounds – There is no work party for December. There may be one in January. The new signs are up! The rental house is currently being rented and all is well.

**9. Deacon's Report**

- a) The situation in Honduras is leveling out and they have a new President, which is good news for the programs we support there. There may be a trip in summer, 2011.
- b) There are winter weekend trips available for youth and adults at Claggett.

**10. Warden's Report**

- a) Junior Warden – no additional reports
- b) Senior Warden – Bud was approached to see if the vestry could take on the responsibility of coffee hour in April or May. It is unsure if the request was for one Sunday or the whole month. In principle, the vestry is willing to do this after clarification.

**11. Associate Rector's Report**

- a) Stewart is returning from vacation tonight.

**12. Interim Rector's Report**

- a) We will move the vestry meeting to January 11, 2010 instead of January 18.
- b) It is requested that members of the vestry help out by calling people (who have formerly pledged) to see if they plan to pledge for 2010.

**13. ADJOURNMENT.** There being no objections, the meeting adjourned at 9:13pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

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*Nota Bene:* Opening Prayer Assignments

January, 2010 – Bob Sanderson

February, 2010 – Jerry Smith