



# St. Margaret's Church Westminster Parish

## Vestry Minutes Monday, January 11, 2010 Approved February 15, 2010

**1. Opening:** The meeting was called to order by The Rev. Lori Lowe at 7:00pm in the conference room of the Administrative building. Bob Sanderson offered the opening prayer.

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

**2. Minutes:** Stacia Bontempo

The minutes of the December, 2009 meeting were reviewed and amended as follows:

- a) Under 4.a), The last sentence was changed to say millennium development goals instead of millennium budget.
- b) 4.d) was added and it said: Instead it was decided to add to the income line.
- c) Under 7.a), the first sentence was changed to say National CDO office instead of diocesan CDO office.

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

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

Quote

### St. Margaret's Church Westminster Parish Treasurer's Report 11 January 2010

At the end of the month of December, there was \$79,294.95 in the Operating Checking account and \$63,287.36 in the Operating Savings account. The Designated account had a balance of \$38,414.61 and the Rental House (formally Endowment) checking account balance was \$12,306.15. It is noted that as of Friday January 8, there was \$71,260.37 in the Operating Checking account.

On the **income** side of the ledger, through the end of the month of December, we were \$21,446.93 under total yearly budgeted income. Actual yearly income was \$715,943.07 against a budgeted income for the year of \$737,390.00. Pledge income for the year was \$28,502.13 below budget. Miscellaneous Income and Donations also ended the year below budget by a combined \$12,772.89. Plate and Special Offerings income exceeded budget by a combined \$18,934.68.

On the **expenditure** side, through the end of December, we expended \$676,863.35 having budgeted expenditures for the year of \$737,391.00. Under spending finished the year at \$60,527.65. The line items with the largest under spending occurred in clergy expenses (-\$55,751.55 – mainly Rector compensation from the period during which we had no Rector or Interim Rector – this cushion will not be repeated in 2010), Christian Education (-\$9,265.98 – salaries and youth programs), Administration expenses (-\$8,530.83), and Lay Pastoral Care (-\$4,538.93). Building and Grounds exceeded budget, by \$12,171.21 for the year (mainly Utilities and General Supplies & Equipment).

The **net total** or bottom-line for the calendar year ending December 31, 2009 shows a net income of \$39,079.72 (i.e., actual income less actual expenses).

Gordon Piché  
Treasurer

End Quote

- a) It was noted that Bishop Rabb announced that they may adjust the annual expected percentage giving from parishes.

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

- a) Stewardship – To date: \$599,000; 219 total pledges; 32 are new. There are 50 from last year that haven't pledged yet (\$70k). \$640,000 is the goal for pledging that we decided on in December. We will get a new rector in 2010 and that should generate interest in our church and could increase our pledges. There will be another mailing to new parishioners asking them to pledge.
- b) Annual Parish Meeting – 1/31/2010. The 9:00am and 11:15am services will be combined at 10:00am. The lunch and meeting follows. Lori stresses that we should change our format for next year and keep our worship schedule as usual. We will celebrate Nancy White's ministry at the annual meeting.
- c) Vestry Retreat – 2/5-2/6/2010 at Claggett. Possible Topics: 'Structure & Governance' and 'Transition Period to New Rector.' Bruce MacPherson will probably officiate our Saturday discussion.

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

- a) Wardens and Officers for 2010 – Our bylaws state that the officers need to be elected at the first vestry meeting after the annual meeting. At our February meeting, we will have that election to comply with the bylaws.

- b) Delegates to the General Convention 2010 – The vestry needs to appoint them. Our delegates have a 3-year term. Christiana Holyer, Jim Knorr and Maggy Cullman are our recommended 3 delegates. John Willard, Kathy Polk and Spencer Johnson are the recommended alternates.

**MOTION: It was moved and seconded that we appoint Christiana Holyer, Jim Knorr and Maggy Cullman as our delegates to the General Convention. John Willard, Kathy Polk and Spencer Johnson will serve as our alternates. The motion passes unanimously.**

- c) Bylaws – Lori suggests that a committee of 3 (at least 2 from the vestry) be assembled to review our bylaws. Arvilla Wubbenhorst, Steve Brennan and Stacia Bontempo will form this review committee. A parish meeting will need to be called to vote on any changes proposed.
- d) Endowment Income for 2010 - \$220,000 is our working amount for 2010 and that is the three-year rolling average. The Missions Commissions needs to know how much they have of that \$220,000 to work with in 2010. They received \$130k out of \$258k in 2009. Should we consider setting an annual percentage as a guideline? So, the amount for the Missions Commission is \$132K for 2010 based on the new 60% guideline.

**MOTION: It was moved and seconded that we give 60% of the annual endowment income to the Missions Commission and that would include the Grants Administrator's salary. The motion passes unanimously.**

#### **6. Update on Search Process (as needed)**

- a) James Hanrahan said the committee received their first 69 applications and the committee has reviewed 9 together with Bruce MacPherson, who explained what to look for. These came from the National Church Deployment Office. Is there a deadline for applications? There is not one set yet. It may be as early as February 15. Mike Loney should give an update at the annual meeting.

#### **7. Commission Reports (as needed)**

- a) Building & Grounds – Work party on 1/23/10, weather permitting.
- b) Other Commission Reports – We need to get quarterly updates from the commissions.

#### **8. Deacon's Report**

- a) 1/21-1/25 – Nancy White will be at a meeting in FL for El Hogar. Nancy's last day is 1/31/2010. She submitted a summary of her ministries at St. Margaret's to the vestry as well as a gift for each vestry member.

#### **9. Warden's Reports**

- a) Junior Warden – no additional reports
- b) Senior Warden – Bud will miss the next vestry meeting.

#### **10. Associate Rector's Report**

- a) No report.

**11. Interim Rector's Report**

- a) Redeemer Church has grown beyond their ability to use St. Margaret's conference room. They have asked that their request be put on hold while they figure out how to move forward.
- b) The furniture and paint for the classrooms, 'teen room' and library has been requested. So far, they have spent \$7,760.45. They will probably come back with additional requests.
- c) Lori recommends that we continue to not allow 'dipping' the wafer despite relaxing the 'peace.'
- d) Next Vestry Meeting – tentatively 2/15/10. Lori will poll the vestry to see who can attend that night despite the holiday.

**12. ADJOURNMENT.** There being no objections, the meeting adjourned at 9:19pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

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*Nota Bene:* Opening Prayer Assignments  
February, 2010 – Jerry Smith  
March, 2010 – Arvilla  
April, 2010 – Emilia  
May, 2010 – Leah  
June, 2010 – Steve  
July, 2010 –  
August, 2010 - James