

ST. MARGARET'S
CHURCH



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, April 19, 2016



Feast of Alphege, Archbishop of Canterbury, Martyr 1012



Attending:

Peter Mayer+
Steve Brennan, Junior Warden
Jim Barnett
Christine Feldmann
Valery Weekley
Willie Williamson

Jane Hague+
Charlie Lang, Treasurer
Fran Becker
Tim Parker
Tom Wenz

Anne Sessions, Senior Warden
Kathy Polk, Clerk
Julia Drooff
Doug Seybert
Liesl Wheeler

Absent: Doug Castonguay, Karen Engelke, Trish Schilling

Guests: Elizabeth Radley, Senior Administrator; Sam Sloan, Grants Committee Chairman; Izzy Winn, Grants Administrator; Ann Lallande, Chair of the Missions Commission

Fran Becker opened the meeting with a prayer at 7 pm in the Conference Room.

1. The March minutes were **unanimously approved** with the change of "LEEDS" to "LEED".
2. Official election of officers for 2016-2017: Anne Sessions – Senior Warden; Steve Brennan, Junior Warden; Charlie Lang – Treasurer; Gordon Piche – Assistant Treasurer; Kathy Polk- clerk **UNANIMOUS**.
3. **Day School Board Nominees Approval** – Fran Becker (Letter to the Vestry.doc)
The vestry **accepted unanimously** three SMDS Board recommendations (1) In accordance with its bylaws, two parishioners, Gayle B. Smith and Doreen L Campbell fill two board vacancies; (2) Susan Turner serves a second three-year term; and (3) The 2016 slate of SMDS Board officers; Susan Roberts-Chair; Elizabeth Parker-Vice Chair; Patrick Murphy – Treasurer; Rebecca Moss – Secretary. Peter+ noted that Susan and Elizabeth have transformed the Board and its operations.

Submitted Reports

- a. **Treasurer's Report** – Charlie Lang (160419 Treasurer Report.docx; 160419 P & L report 4.11.16.xlsx)
Charlie said the quarterly review is good. The pledge receipts are slightly below for the month. The heating bill exceeded the budget by 42%. The snow removal was \$8160 and he hopes there is no more snow until January 1! One option to decrease the snow costs would be to shut the campus down. The church owns a snow blower but the snow this year was severe. There is a priority to keep the Day School safe. The cost is not shared directly by the Day School. That may be a point of discussion with Buildings and Grounds. There might be another option to close the hill and re-direct traffic. Ice is a greater safety concern than the snow.

b. **Rector's Report** – Rev. Peter Mayer (Rector's Report April 2016.docx)

Sabbatical: On Friday, April 22, 2016, Peter+ will e-mail the parish information about his sabbatical including “Frequently asked questions” (FAQs)—when does it start>when does it end> why now> Jane+ and Elizabeth will be in charge> vestry is in charge of finances and buildings. Peter+ has full trust in the vestry and Jane+. No one is to contact Peter+ while he is on sabbatical. This is a great opportunity to show lay leadership. It is a time for rest and rejuvenation. Every Episcopal church does this. It is a way to care for its clergy. Peter+ will continue his blog and some communication will be sent through Laura Tayman. There was a suggestion to have Peter+ presenting an assessment of his sabbatical on his return. There were also stewardship concerns expressed. The Rev. Liz Masterson will be doing “supply” on Sunday, June 26 while Jane+ is out of town. Liz is a college classmate (Randolph-Macon Woman's College) of Kathy Polk.

Youth Formation: Quentin's departure has created not only the need for additional staffing, but a discussion of what shape that staffing might take. Janelle, Elizabeth, and Anne have been working on a “budget neutral” plan for staffing. There is a need to simplify and a need to scale back duties with an over-sight person to mentor. The plan that evolved is to rename the job “Family Ministry Coordinator” with a 40-hour week for 44 weeks. This would take us through this year. Janelle would be promoted. The contract would be structured like a teacher for 44 weeks (no July and parts of August) and would coordinate with the 19-hr/week person. The 19-hour week salary would be reduced to reflect less responsibility. Janelle is very interested and helped create the plan. This plan would be re-evaluated in 2017. Peter+ trusts Janelle. Janelle has declined health benefits. Compensatory time should be included in the contract. A question was asked how a third clergy position might impact this and how it might affect Janelle in the future. It was determined that speculating on multiple scenarios would not be prudent at this time. Before thinking about a third clergy position, Canon Law requires the current clergy compensation be up to standards. Janelle sent an e-mail to Kirsten Tolley and Ernest Freeland. There were some misunderstandings. A “total flip” is exaggerated language. The programs may need to be simplified. There are a number of ways to address youth formation but we cannot continue with the option we had with Quentin. This is a journey as we refocus on Sunday morning and begin a new curriculum that is less labor intensive and a greater reliance on volunteers. The youth program may be “Junior and Senior Canterbury”. There will be a May 1 meeting to address formation issues. Post cards were sent to select people but *Dragontails* will explain the meeting is open to all.

MOTION: To increase Janelle to 40-hrs/week on a 44 week annual schedule and post a 19hr/week job with a different job description (\$10.00 - \$12.50) depending on the qualifications. UNANIMOUS. In the short term, it will help Janelle. Peter trusts Janelle to show us her vision, energy, and charisma.

4. **Grants Committee Report** – Sam Sloan (Grants Committee Reports 2016-2.pdf)

Joining Sam were Izzy Winn, Grants Administrator and Ann Lallande, Missions Commission Chair. The committee was disappointed with the reduction of the grants budget to \$85K budget when for most years the grants allocation had been over \$100K and as high as \$145K. Sam explained the scoring and guidelines specified in his report. Out of 31, thirteen applicants were interviewed. In the final evaluation the committee first considered and discussed the requests that were \$10K or less. Amounts for the others were decided based on specific needs and preference of the committee. The three largest grants awarded were each for \$10K. CRAB got more than it asked for to fully fund the project. There is “feedback” in six months and one year following the funding. **MOTION: To approve the grant awardees as designated by the committee with the caveat not to transfer funds to the Dageno Girls Center until they provide an Employer Identification Number (EIN). UNANIMOUS.** The vestry thanked Sam, Izzy, Ann and all those who helped make these hard decisions. There was some discussion that the vestry automatically accept the committee's

recommendations, but it was determined the fiduciary responsibility can best be met if the vestry has an opportunity ask questions.

5. **Buildings and Grounds Commission Report** – Tom Wenz and Jim Barnett (April B&G Vestryreport.docx)

There is no commission chair, but the commission has met and been re-established. There is no sexton. There is a meeting scheduled on May 10. Elizabeth's job description includes managing activities. Vestry members and vestry officers can serve as chairs. There is nothing in the bylaws prohibiting or permitting that. Vacancies will be listed in the bulletin. The Archives is under Parish Life and the Cemetery under Judy Hall.

Tom recommends a part-time sexton. A chairman is needed. There is a requirement for a volunteer pool much like those who do clerical work in the office. Currently two volunteers – Jim Barnett and Chris Bullen report to Elizabeth on specific days (Jim on Tuesday and Chris on Wednesday). A bylaw change is recommended from \$200 to \$5000 for immediate expenses – but will need to clarify the language. An increase in the maintenance account from \$30K to \$50K is desired. The vestry felt the discretionary fund should be in the hands of the Rector, staff, and Junior Warden. There are currently three discretionary accounts – Senior Administrator (Elizabeth), Youth Formation (2) (Janelle and Quentin).

6. **Liaison Goals Report** –

Missions Commission: Willie Williamsen and Chrstine Feldmann said the commission is taking a moratorium before making any decisions. This resulted in some anxiety and stress for some. Camp Allen is looking for \$3000 (as they have received in the past for bus transportation, etc.) but this will not be addressed until June. It is awkward when there is an urgent situation but the commission and recipients need to respect its need for a moratorium. There is \$10K in the hands of the commission. The commission wanted to inform the vestry of this sensitive situation and in the future, groups should be warned about the timing of requests.

Formation: Liesl Wheeler and Julia Drooff wish to bring clarity about the May 1 meeting regarding Formation. Kirsten Tolley and Ernest Freeland are included in the decision-making. May 1 will be a recruitment and information session. All are invited. They will e-mail Jenelle regarding the meeting

Finance: Tim Parker and Doug Seybert announced the formation of the Finance Group whose charter it is to coalesce the disparate and individual efforts of finance, namely Budget, Stewardship, Operations, Endowment, Capital Campaigns, and Long Range Strategy. This Group is intended to be advisory in nature, flat in organization, open in conversation, and transparent in communication. Willie Williamson, who has been asked to be the Group Chair, says think of it as several voices who share the common goal of being the best possible stewards of SMC's financial resources. Their collective and immediate priorities are to kick start the budget process as soon as possible and to make it more collaborative with Commission Chairs and Staff, to assist Charlie Lang whenever requested, to ensure that Brad Callahan and his Stewardship team are fully supported, to increase the Group's diversity, and to present a debt reduction plan to the Vestry next month.

Worship: Valery Weekly had nothing to report and Karen Engelke was absent.

9. **Wardens' Reports**

a. **Junior Warden** – Steve Brennan was welcomed and thanked for agreeing to serve as Junior Warden.

b. **Senior Warden** - Anne Sessions (SMC-SrWardenReport.pdf)

Jane Hague+ does not have a copy of the security protocol. Long-term development equals long-term planning.

10. **Approval of Parochial Report** (Parochial report 2015.pdf; Parochial report corrected .pdf)

(**From an e-mail from Elizabeth Radley 4-21-16 - *We send the report in electronically so it won't require new*

signatures. I will send an email to vestry with the changes made and ask you to add it as an amendment to the minutes that we can vote to accept at the next meeting. The minutes and email will be attached to our original in my file to provide evidence of the appropriate approval trail. E-mail dated later 4-21-16 Attached is the corrected parochial report for 2015. I had the years incorrect for Jane's ordination and when she came to St-Margaret's. This is the version I have submitted electronically to the diocese. I have asked Kathy to include as an addition to the minutes that these corrections were made and the report has been submitted as attached. Originals are maintained in a file in my office). The report as amended was approved by the vestry. The diocesan allocation will go up.

11. Cemetery By-laws review

Peter+ explained that he would like to eliminate the current cemetery administration by-laws, and have the funds and cemetery oversight managed through a paid administrator. Previously Grant Harmon, Spencer Johnson, Peter Gargano, and Phil Meeder handled things. Judy Hall has done immeasurable work documenting information about the cemetery. There is \$130K in a cemetery trust to be used only for maintenance. Currently it is \$1500 per plot or niche that includes engraving. There are no established rules for eligibility. People have been turned away who were not parishioners. Peter+ would like to see a job description for a cemetery coordinator (doing much what Judy Hall currently does). The position would be nearly identical to the Grants Administrator (Izzy Winn). The cemetery income will pay for the position. Peter+ would like to establish an annual budget for the cemetery.

12. Action Items Review (Vestry Action List.xlsx)

Anne suggests an annual MMR to review status. A review after Peter's+ sabbatical was also suggested. Anne will ask Elizabeth Radley for job descriptions for the Family Ministry Coordinator, Grants Administrator, Cemetery Administrator, and Part-time Formation.

13. Thank you notes to Building and Grounds volunteers

The meeting was adjourned with the singing of the doxology at 9:15 pm.

The next regularly scheduled Vestry Meeting will be on Tuesday, May 17 at 7pm in the Conference Room. Tim Parker will lead the opening prayer. It will include a Finance Report and a mid-year review of the Mission/Vision statement.

Respectfully,

Kathy Polk
Clerk