



St. Margaret's Church

Westminster Parish

Vestry Minutes

Tuesday, April 15, 2014

Approved May 20, 2014

1. **OPENING:** The meeting was called to order by The Rev. Peter Mayer at 7:02pm in the conference room of the Administrative building. Martha Donovan led the vestry in prayer.

Attendance: The Rev. Peter Mayer, The Rev. Sarah Lamming, The Rev. Jane Hague, George Saroch – Senior Warden, Mark Torrence – Junior Warden, Gordon Piche – Treasurer, Stacia Bontempo – Clerk, Elizabeth Bowers, Doug Castonguay, Martha Donovan, Charlie Lang, Phil Meeder, Kirsten Tolley, Ernie Tucker, Willie Williamson

Absent: Karen Engelke, Kyle Morgan, Anna Thomas, Teresa Todd, Liesl Wheeler

Guests: Harry Caldwell, Mike Makovitch, Emma Smith, Laura Tayman, Elizabeth Winn

2. **MINUTES:** Stacia Bontempo
 - a. The minutes of the March 18th vestry meeting were reviewed and amended.
 - i. #4g. Correct spelling of Anne Lallande's name.
 - ii. #6g. Charlie, instead of Mark, reported the pledge projection.
 - iii. #7f. revise to say, "The ladies guild has provided some funds for a safe for the Sacristy for our silver.

MOTION: It was moved and seconded that we approve the March 18, 2014 minutes as amended. The motion passes unanimously.

3. **SUBMITTED REPORTS**

- a. Building & Grounds: Bill Bird
 - i. Light bulbs replaced in the church. Replaced the one in the parking lot, but is still out. May have to be checked by an electrician. Had help from Phil G., Fred M., John P. and Richie for this. Took almost 3 hours.
 - ii. Waiting for the ground to dry out still before I have the possible septic leak checked in the pipe to the tank in back of the church.
 - iii. Having ant problems in the PH around windows, and around the entrance door to the church. Had Home Paramount out today.
 - iv. The Parish Hall was inspected today by the HAZMAT people for asbestos and any other hazardous material. This was required I am told due to the pending

construction and removal of the bump out containing the bathrooms. I believe Teresa arranged this.

- v. Have arranged to have Elite start cutting grass this week for the season.
- vi. I am going to need some muscle in the next couple of weeks or so to help move a pallet of SALT to the basement. With no Richie this is more of a problem. Will be contacting volunteers! 63 bags weighing about 60# each!
- vii. A comment about volunteering for these duties, it is getting old having to ask the same people for help all the time. Not all can help move these bags. They are too heavy!!
- viii. Ruth received notification from the county that they will no longer pick up our recyclables. We are not paying for it. And we cannot use the yellow residential cans anymore. More to this story, it's too long to get into here. Bottom line we must have 96 gallon trash cans on wheels. They cost approximately \$90 per to buy at Home Depot. We are charged \$92 per container per year for pickup. I estimate a minimum of 4 cans; that would be \$360 per year. Richie is leaving. Recycle bins needs to be replaced with largest sized bins with wheels.

Things to do in the future:

- 1. Fix the path off of the sidewalk by the wall next to the school. People complaining.
- 2. Relamp the church. There is a program Rexall Electric and BGE have that costs nothing for a survey of your needs.
- 3. Get floor drains rooted out in the Church and Admin basement external stairwells and two in the Admin basement.
- 4. There are a couple gutters and down spouts plugged up on the Admin and Church, get cleaned.

b. Treasurer's Report: Gordon Piche

Quote

**St. Margaret's Church Westminster Parish
 Treasurer's Report
 Vestry Meeting 15 April 2014**

**March 2014 Accounts Summary
 Checking and Savings Accounts**

Account Name	Account Type	Account #	Balance	As of
Operating Ckg 4311	Checking	...4311	\$65,854.97	4/1/14
Rental House Ckg 4338	Checking	...4338	\$3,631.27	4/1/14
Designated Ckg 4346	Checking	...4346	\$54,771.87	4/1/14
Formation Bldg Svgs	Checking	...4354	\$663,523.16	4/1/14

4354					
Formation Bldg Ckg 4362	Checking	...4362		\$145,032.31	4/1/14
Subtotal				\$932,813.58	
Endowment Trust 2258	Trust	...2258		\$5,030,935.01	3/31/14
Cemetery Trust 7379	Trust	...7379		\$137,204.27	3/31/14
Capital MaintenTrust 7618	Trust	...7618		\$141,690.83	3/31/14
Subtotal				\$5,309,830.11	
Total				\$6,242,643.69	

On the **income** side of the ledger, through the end of the month of March, the actual yearly income was \$204,561.62 against a budgeted income for the year to date (YTD) of \$217,573.79 (*note: YTD = January 1st through March 31st*). That is **\$13,012.17 under** total YTD budgeted income. **Pledge income** for the year is **under** budget by **\$7,164.14** (\$185,882.72 budgeted and \$178,718.58 received). **Donations** income is **\$4,828.86 above** budget. **Special Offering** income is **\$4,325.00 short** of budget. All other income categories were within typical limits for this time of year.

On the **expenditure** side, through the end of March, we expended \$225,556.92, which is **\$6,781.18 less than budgeted** (\$232,338.10 budgeted). All categories were under or near their expected budget expenditures for this time of year except Building and Grounds, which over spent \$12,907.95 related mainly to Utilities, Snow Removal and Maintenance.

The **net total** or bottom-line as of March 31, 2014 shows a YTD balance of **negative \$20,995.30** (i.e., actual income [\$204,561.62] less actual expenses [\$225,556.92]).

Gordon Piché, Treasurer

END QUOTE

- a. The cold winter and snow have really escalated our expenses.
- b. Peter is looking for someone to assume the role of head of the Stewardship Commission. Jim Hall is stepping down.

4. GRANTS COMMITTEE: Izzy Winn and Emma Smith

- a. Izzy and Susan presented the tremendous work of the grants committee. The process begin January 11 and there were 40 applicants. There were 16 finalists, and there were 32 parishioners who acted as liaisons for the applicants. On April 8, the committee convened to rank and order the final 16. The final amount for grant awards totaled \$135,000. All 16 finalists will receive a grant. We reached 4 continents this year.

- b. Committee members: Jim Barnett, Deb Doolan, Christine Duray Feldman, Jan Little, Bill Morgan, Sheryl Ostrye, Bob Sanderson, Emma Smith, Kirsten Tolley, Ernie Tucker, Willie Williamson, Avedis Zarikian. Izzy Winn is the Grants Administrator.
- c. 2014 Grant Recommendations
 - i. The Way Homes - \$12,000
 - ii. Five Talents, Inc. - \$5,000
 - iii. Dageno Girls Center – \$8,000
 - iv. Nepal Orphans Center – \$10,000
 - v. Most Holy Trinity Ministeries – \$12,410
 - vi. North Dakota Autism Center – \$8,000
 - vii. Bethany House – \$5,000
 - viii. Harriet Lane Compassionate Care – \$5,000
 - ix. Hospice of the Chesapeake – \$9,600
 - x. St. James School - \$10,000
 - xi. Shyira Diocese - \$5,000
 - xii. Clinical Pastoral Education – \$10,000
 - xiii. GAIA – \$10,400
 - xiv. St. Luke’s Church – \$10,000
 - xv. St. Phillip’s Life Center – \$9,590
 - xvi. The Light House - \$5,000

MOTION: It was moved and seconded that we approve the recommendations of the grants committee to fund 16 grants totaling \$135,000. The motion passes unanimously.

5. WINTER RELIEF: Harry Caldwell

- a. This program is strictly voluntary and is not subsidized by the government.
- b. Monthly meetings begin in January at the House of Hope to plan for the following winter. It is all churches plus one synagogue.
- c. The number of people in this program has grown dramatically in recent years due to the recession.
- d. There are a lot of people who fall through the cracks between the Lighthouse Shelter and other programs. There are a lot of people who just don’t want to come in.
- e. We have agreed to help St. Phillips with their winter relief week next year.
- f. St. Margarets is now signed up for Nov 10-16, 2014 as our week for winter relief. We will rent 2 portable potties, since there will be some construction. We’ll need a \$30 insurance rider since it will be a construction area.

MOTION: It was moved and seconded that we approve the week of November 10-16 as our winter relief week at St. Margarets Church. The motion passes unanimously.

6. GIVING: Mike Makovitch

- a. Mike presented a chart of pledges from 2004 to 2014:
- b. Vestry bylaws don’t require that vestry members pledge. The Stewardship committee recommends that we change that in our bylaws.
- c. They also recommend that we better educate our parishioners that pledging is necessary in order for the church to pay it’s staff and bills. Stewardship month is October. We’ll

go out early to current pledgers and have vestry and stewardship committee members to speak at services.

- d. Previous education of percentages of income given was effective at SMC.

7. **ST. MARGARET'S YOUTH FORMATION PRESENTATION**

a. **Mission:** We are a community of God's children who laugh, cry, learn and grow together.

We value:

- The uniqueness of every child
- A welcoming and inclusive community
- A safe and loving environment
- Respect for everyone and all of God's creation
- That fellowship takes place in different forms
- That there are a number of learning styles
- Questioning minds
- Compassion
- That everyone's dreams are valid
- That faith is a journey

We are a community of questioning minds that values the uniqueness of every child. We offer a safe and loving environment, honoring everyone and all of God's Creation. Each person in our community brings valuable and varied skills, times and talents to our community. We are compassionate, realizing that Faith is a journey for each person. We strive to connect with each and every person as part of our community by offering a variety of fellowship forms, realizing we each learn through different methods. We hope to empower youth to realize their dreams are valid, obtainable (reachable) and important to strive for.

b. We define success as:

Each child knows they are a beloved child of God and they have a community here at St. Margaret's Church. That everyone has resources and a faith vocabulary, which can assist them on their ongoing spiritual journey.

- i.* The goal of a sustainable youth ministry is to create a ministry that can last beyond the stay of one youth director, producing long-term success rather than short-lived results. It will involve the youth with the church, creating student apprentice roles to educate youth about leadership roles as well as establish spiritual relationships between youth and adults.
- ii.* SMC needs to build a sustainable youth ministry. SMC has the 2nd largest number of youths in the diocese. We truly need a 2nd staff member for youth at SMC. The ratio is 150 kids to one youth minister; we have 350 kids. It may be possible to find an intern for children and youth, but we'd need to provide a vehicle. Historically, youth ministers rotate quickly, so we need a sustainable youth ministry program.
- iii.* Other churches in the area, with smaller numbers of youth, have more staff devoted to youth programs.
- iv.* A large part of the youth budget is actually nursery childcare, not youth formation.

8. **WARDENS' REPORT**

- a. Rental house: the management company search continues with four management companies to be contacted. Members: Kathy Mohler, chair, John Goldthwaith, Randy Goff, Bill Bird, Teresa Todd, Mark Torrence
- b. Technology Committee: Meetings continue once a fortnight as schedules allow. An RFP soliciting bids from consultants to recommend options for flexible infrastructure support in the Formation Building to allow easy deployment of current and future technology, AV, and security equipment, in light of the need to maintain/establish connectivity with the rest of the campus. Then the committee will meet monthly to consider campus wide AV and IT needs in more detail. Members: Mark Torrence (chair), Ken Barbi, Bill Bird, Joe Dincau, John Morton, Bob Sanderson, Len Morgan "Consultants" Al Todd, James Fitzpatrick, James Hanrahan
- c. Long Range Planning Committee: Meets weekly. Has developed an aggressive time table. Will develop an understanding of the SMC congregation and community - "who are we, and what do we want to be" - in concert with the Commission Organization (see Sr Wardern's hand out), through meeting with Areas of Ministry and Commission chairs and questionnaires, to facilitate the congregation's discernment of our mission and vision. Members: Mark Torrence (chair), Fran Becker, Harry Caldwell, Maggy Cullman, Karen Engelke, Rev. Jane Hague, James Hanrahan, Mike Makovitch
- d. Endowment Funds:
 - i. The mission commission allocation of \$23,000 is in two parts. \$10,832 is under Missions/Grant, and \$12,168 appears under 'One time Mission allocation'.
 - ii. The Parish Hall door replacement: Chesapeake Door: metal jamb, (1) 1-3/4" thick Strand board Oak finish, smooth, reusing current windows, \$7,334 material and labor, (2) 2-1/4" thick, Prefinished Oak with V grooves @ 6" oc, \$ 11,235 (thanks to Teresa Todd for procuring bids and supporting information).
 - iii. Sustaining/Replacement Engineering report: Property Diagnostics will visit the campus in May, with report to follow.
 - iv. The church will be painted this summer.
 - v. To "balance" the Endowment allocation, the \$30,000 set-aside into the Maintenance fund has been eliminated in this year's budget.
- e. **Commission Organization**
 - i. The proposed mission commission structure:

Commissions	Draft Mission Statement	Areas	Lay Leader	Staff Leader or Liaison	Vestry Liaisons
Formation	Provide formation to all throughout their faith journey.	Youth Formation, Adult Formation, Youth Group, EFM, Heretics, Cursillo		Sarah Lamming	Anna Thomas
Mission	Extending Gods Good Works and enabling St Margarets Parishioners to realize their call to mission throughout the local community and the world	Mission, Grants, Day School, Lighthouse Shelter/Food Pantry	Anne Lallande George Tolley	Jane Hague	Elizabeth Bowers Kirsten Tolley
Stewardship	Supporting St Margarets mission through financial giving and Stewardship of our campus	Finance, Giving, B&G, Budget Committee, Endowment, Cemetery, Planned Giving, Landscaping,		Ruth McDaniel	Charlie Lang
Pastoral	Supporting our faith community through care and prayer	Bereavement Support, Communicare, Eucharistic Visitors, Intercessory Prayer, Prayer Shawl Ministry		Pat Hall	Martha Donavan
Fellowship	Providing a welcoming and caring community to all who come. Connect Parishioners to their callings in the Church	Brotherhood, Cursillo St Marg Guild, Coffee Hour, Joust, Foyers, History, Foyers		Laura Tayman	Teresa Todd Ernie Tucker
Worship	Glorifying God through excellence in Worship	Music, Altar Guild, Acolytes, Eucharistic Ministers, Flower Guild, Ushers		Peter Mayer	Phil Meeder Kyle Morgan

ii. Vestry Liaison List

- Liesl: Formation
- Doug: Diocese
- Karen: Stewardship
- Willie: Mission
- Phil: Worship
- Martha: Pastoral
- Teresa: Fellowship
- Ernie: Fellowship
- Elizabeth: Mission
- Mark: B&G
- Charlie: Stewardship
- Kirsten: Mission

f. EFPC: George Saroch

- i. We're at 37%, in hand, for the capital campaign. There are still prospects that need to be asked again, since they indicated they wanted to be contacted in a year.
- ii. The EFPC found \$150,000 in cost savings (VRV Mechanicals is now a VAV System with solar panels) bringing us much closer to being on budget.
- iii. Need an adult forum in June. Still targeting ground breaking in September 2014.

9. RECTOR'S REPORT

- a. Planning a vestry event this Fall – potluck at someone’s home.
 - b. 4th Service time will debut in October after some trial runs in September. Saturday at 5pm most likely
 - c. Peter is planning a 4-part class on becoming an Episcopalian. Starts April 30th.
 - d. Peter is planning a fall weekend for a vestry retreat and is looking for a speaker/leader.
 - e. Confirmations are May 25th. Sixteen is the minimum age.
10. **ADJOURNMENT.** There being no objections, the meeting adjourned at 9:07pm with the singing of the doxology.

Submitted by

//s//Stacia Bontempo

Stacia Bontempo, Registrar

Nota Bene: Opening Prayer Assignments

April 2014 – Martha Donovan

May 2014 – Kirsten Tolley

June 2014 – Phil Meeder

July 2014 – Ernie Tucker

September 2014 – Doug Catonguay

October 2014 – Willie Williamson

November 2014 – Karen Engelke

December 2014 – Liesl Wheeler

January 2015 – Charlie Lang

February 2015 – Anna Thomas

Next Vestry Meeting – Tuesday, May 20, 2014