



# St. Margaret's Church

## Westminster Parish

### Vestry Budget Meeting Minutes

Wednesday, January 7, 2015

Approved January 20, 2015

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

*Attendance:* The Rev. Peter Mayer, George Saroch – Senior Warden, Mark Torrence – Junior Warden, Stacia Bontempo – Clerk, Elizabeth Bowers, Doug Castonguay, Karen Engelke, Charlie Lang, Phil Meeder, Kyle Morgan, Teresa Todd, Kirsten Tolley, Valery Weekly, Liesl Wheeler, Willie Williamson

*Absent:* The Rev. Jane Hague, The Rev. Sarah Lamming, Gordon Piche – Treasurer, Ernie Tucker

2. **STAFFING:** Peter Mayer
  - a. Peter began the meeting by discussing the dismissal of Ruth McDaniel. Peter informed Ruth last week that her skill set was not what matched the needs of the Parish and that her position would be eliminated. He asked her to stay throughout the end of January, but she elected to leave this past Monday, 1/5.
  - b. A temporary staff person, from a temp agency, will be added to assist in the year-end accounting work. The vestry discussed options for outsourcing this function, but it is difficult to do this given some of the procedures dictated by the diocese.
  - c. Several members of the vestry were upset at how the situation with Ruth has been handled. Peter stated he wished she had stayed through January for a proper transition. There was no event that occurred that required Ruth's termination; a greater skill set was needed for the administration (Director of Church Administration) of our Church.
  - d. Sarah Lamming may possibly return later this month.
3. **BUDGET REPORT**
  - a. Charlie Lang and Willie Williamson have been working on a draft budget for 2015. The proposed budget is \$899,900.
  - b. Endowment Draw – 5% of 3-year average income. Traditionally, we've given 60% to grants and 40% to capital expenses (including CEEP, SMDS scholarships, debt service on construction loan, etc.). Do we need a different percentage breakdown?

- c. Willie suggests that we create a financial committee for 2015 to address how we address the expenses of our church.
  - d. Willie thinks that we will achieve the \$740,000 in projected pledge income for 2015. There will be a slight bump in SMDS school receipts (rent) for 2016.
  - e. \$32,000 has been set aside for a sexton salary.
  - f. Worship expenses increased \$2k+, and Willie worked closely with James on this part of the budget this year.
  - g. Willie worked briefly with Kirsten Tolley on the Christian Formation budget. With the uncertainty of Sarah coming back, it makes it challenging to predict what we'll need for the formation program.
  - h. The vestry discussed, at length, the value/reward of the mission program and our youth program. Do we need a youth minister or a youth education lay person to run our programs?
  - i. Willie met with the mission commission about the budget. The contribution to the lighthouse shelter will come from the endowment income budget – we have to pay a minimum of \$12,000 to be a part of the board.
  - j. If our pledges are \$740,000, we are under \$32,000 in revenue. We need an additional \$20k for a youth formation staff member, \$20k additional for a Director of Church Operations and \$36k for a sexton. This would have to come from the endowment income budget. We usually draw in excess of \$200k from the endowment income annually for the mission commission and capital expenditures.
  - k. We are not going to receive the previously thought amount of \$32,000 for Sarah's disability compensation, as her disability has been denied by the insurance. She is currently challenging that decision, but is expected to return to St Margaret's January 19th.
4. **ADJOURNMENT.** There being no objections, the meeting adjourned at 9:12pm with a prayer by the Rev. Peter Mayer.

Submitted by:

Stacia Bontempo, Clerk

-----  
Nota Bene: Opening Prayer Assignments

January 2015 – Charlie Lang

February 2015 – Anna Thomas

Next Vestry Meeting – Tuesday, January 20, 2015