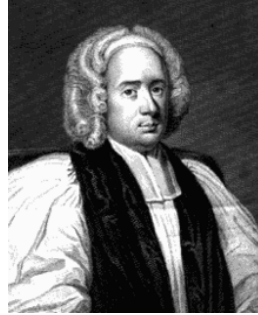




St. Margaret's Church  
Westminster Parish  
Vestry Meeting  
Tuesday June 16, 2015  
Feast of George Berkeley, 1752 and Joseph Butler, 1752,  
Bishops and Theologians



Attending:

Peter Mayer+  
Anne Sessions, Senior Warden  
Charlie Lang, Treasurer  
Doug Seibert  
Ernie Tucker  
Liesl Wheeler  
Kathy Polk, Clerk

Sarah Lamming+  
Elizabeth Bowers  
Kyle Morgan  
Kirsten Tolley  
Valery Weekley  
Willie Williamson

Jane Hague+  
Karen Engelke  
Trish Schilling  
Mark Torrence, Jr Warden  
Tom Wenz

Absent: Julia Droof and Doug Castonguay

Jim Hall – Personnel Committee  
George Saroch - EFPC

1. Liesl Wheeler opened the meeting with a prayer at 7 pm. Check-in question was about what fun thing you did recently.
2. The May minutes were approved as amended.
3. Submitted Reports
  - a. Treasurer's Report – Charlie Lang  
Charlie said he is working with Lyn Sloan, a CPA. Updates are 90% accurate. He is relatively pleased with donations and pledges. The church is up 15 new pledges. "Buildings and Grounds" line item has been impacted by the new construction. The "special offering" reflects Christmas and Easter. On Line 5020 – "Electrical and Heating" – the church parish hall and admin building are currently reflected. It will later include the new building. Currently the new building is "using electric" under Buildings and Grounds operating budget money.  
  
Line 5025 – Building Maintenance – upgrades to duct work should not come out of the operating budget.  
  
Music is beyond its interim budget  
  
5317 – Pick and Mix is over because it is coded incorrectly.

6001 – Rector's salary – Peter+ took a cut that is not indicated.

6120 – indicates vestry expenses.

5620 – spent entire budget—it is an annual expense versus a monthly expense. (It is paid out annually but reflected monthly.)

6080 – insurance bill came earlier than expected

Question – Do we have an indication that we have spent early and spent well? Currently we anticipate a \$9K deficit at the end of the year.

Projected costs: \$69K from Endowment this year. Diocese recommends .8% cola for clergy. The Diocese gets this figure from Labor Bureau. The vestry is recommending 1.8% total.

- b. Rector's Report – Rev. Peter Mayer  
The report was submitted. If anyone has questions, please contact Peter+.
- c. 2015 Budget Report – Willie Williamson  
Willie sent an e-mail on 6/12/15 but several did not receive it. That was addressed and corrected. If we continue to withdraw from the Endowment, we will need to make cuts or need to get comfortable with tapping into the Endowment.
- d. Karen Engelke – Stewardship Forum  
One fourth of the core membership was represented at the forum. The major concerns of those present were: Formation, Music, Clergy Compensation, and Pastoral Care. There was a question concerning the budget and Christian Formation. The vestry has committed \$20K for this year and \$60K for next year at the silver level. Concern was expressed that the vestry has made the commitment, but can we follow through financially. Anne Sessions said that we may not have “silver candidates” apply. **Anne will double-check about money for this year.**

It is a frustrating and inexact science balancing the budget and actual pledges. The church will have to pull \$80K from the Endowment based on last year's budget. The vestry will revisit this every month. We need to know what to communicate to the parish. The changes with the new building are exciting.

#### 4. Wardens' Reports

- a. Junior Warden – Mark Torrence  
The technology committee – RFP – picked Clear Connections. They are allowing \$107,400.00 for the Formation Building and \$14,000.00 for the rest of the campus. This is just wiring, not cameras. Normally they would draw funds from the Endowment. They would like to take funds from the Maintenance budget. **MOTION: The vestry approved taking a draw from the Maintenance budget not to exceed \$16K. Approved unanimously.**

There will be other issues to address with the Maintenance Fund – for example, the fund has not been paid into. The HVAC may be a problem because of our air quality. Should we have a minimum value for maintenance? Reports in 2006 and 2013 indicate life cycle costs and replacements costs. What should be the maintenance contingency be --should we add \$30K every year? The Endowment can be considered a “contingency fund”. St. Margaret's is currently undergoing a transitional time and we are anticipating growth. What do we need

for a maintenance fund and how do we get there? A proposal will set up for growth – part of the total plan.

5. Jim Hall – (Sarah+ and Jane+ were asked to leave the room while personnel issues were discussed)
  - a. Mutual Ministry Review: Jim is working with Dalyn Huntley, Teresa Todd, Anne Sessions, George Saroch, Peter Mayer+, and Scot Slater+ from the Diocese. It is a committee to review ministries. There will be a review for rector development. There are 24 items to review—for example: How do we worship? How do we handle finances” How do we care for parishioners? How do we prepare for pastoral care? There will be an attempt to employ a questionnaire and survey. There may be a survey to the parish with multiple choice answers. There may be a long drawn out questionnaire for the staff and vestry leaders. The ministry review will allow the vestry and clergy to look at ministries at St. Margaret's. They will decide what to look at – canonical responsibility, lay leadership responsibility, clergy responsibility. Should changes be made? What about the future? There will be target dates to send the questionnaire and data out. The data will be analyzed. There will be a report and presentation. There will be a consultant and facilitator along with Scot Slater+ from the Diocese.

There will be a service including Eucharist with the vestry. What the review found will be discussed and how to respond to it. The clergy, vestry, and ministry leaders will make mutual decisions. There will be a “timeline”. Question was asked – are we looking for validation? A long range planning survey is a tool. There needs to be accountability – the rector to the vestry and the staff to the rector. The new Admin person will work with the lay staff. The next step is a review plan with the committee and the vestry. There will be a written plan that will include a review of the parish profile.

- b. Status of Personnel Committee

Jim Hall, Bud Billups, and Janice Roper Graham created a job description for a Senior Parish administrator. They had 90 resumes and continued to par down from 14 to 8 and invited 7 for interviews. They picked their three top candidates for Peter+, Anne, and Janice.

The search team for the Children and Youth Formation is Doug Catonguay, Julia Drooff, Janis Brewer, Kirsten Tolley, Ernest Freeland, Liesle Wheeler, Kemp Hammond, Sue Snyder, Charlie Lang, Tom Bein. A job description has been posted They closed the search on June 15, 2015. They will read and filter the resumes. They will send “thank yous” and “no thank yous” as appropriate.

6. George Saroch – EFPC Report

Tracy Blamphin and Teresa Todd are working with the bookkeeper on budget and expenses.. On the chart passed out, the blue line indicated the draw on the loan. There is a \$1M shortfall. There is \$167,000 cash on hand. We will need \$4,500,000.00. Walnut Hill will be doing the landscaping. The projected expenses are doubled. They are in conversation with Whiting-Turner as we need landscaping for LEEDS and permits. Phase 1 represents the minimum for LEEDS and Phase 2 will be in-house projects of about \$10K for occupancy. It is projected \$17K from Whiting-Turner and \$32K from Walnut Hill. There is a \$37K contingency fund. The Whiting-Turner team is “impressive”. We are applying pressure with regards to costs. **MOTION: Request the vestry authorize a second loan for the draw. It passed unanimously.**

BB&T puts money in the “formation account”. **There will be a note to Teresa to send to Charlie to send to BB&T.** The building should be complete at the end of July. There will be a move-in at the end

of August. September 8 is the start of school. We have 54 LEED credits. Should know by mid-July if the LEED certification is accepted. There was a lot of positive feedback during the tours.

There is a space allocation group that is working with the vestry to decide how the space is allocated. They will be considering the campus-wide spaces. There is a buy back option with the portables.

7. Gifts Policy:

**MOTION: "Resolve that the Vestry approve the drafted Arts Gift Policy Recommendations as a set of guidelines to help the Church and Vestry in considering gifts of art for display or use on our campus." Passed unanimously.**

8. Peter Mayer+ : What do we want to become?

There have been two forums with 6-7 at each table. What does the parish value? What is important? We may value something, but how do we pay for it? **We need to continue the conversation -what kind of church do we want to become?** There has been consistency in these at both forums -formation, worship, and music.

We haven't heard about "missions". Should we have small groups or have people raise hands in a large group? The vestry could hold small group meetings. Wouldn't it help to have a set of questions? What draws you to St. Margaret's? What do you care about? If we had more money, what would we do? If we had less, what would we do? As a church, what must you have? The stewardship questions need work. There was a suggestion to have each vestry member with 2-3 ministry chairs. We should get the youth involved and have people switch around in groups. **Peter+ will send an e-mail on Thursday, June 18 with questions.**

9. Anne Sessions – Senior Warden's Report (Sarah+ and Jane+ excused)

Anne explained details about the top three candidates and expressed confidence in all three of them. There will be a \$62,00 salary base that includes FICA, medical, dental, and retirement (\$76,103). Anne is hoping that "intangibles" such as a shorter commute, better medical, and nicer working conditions will seem attractive. The new Admin position would relieve clergy for more pastoral care. James, the clergy, the new Formation persons, and the new Admin would report to Peter+ . The sexton, bookkeeper, and communication director would report to the Admin person. The Admin person will coordinate volunteers and recruit volunteers. It will take time to work out details. There will be no background check until the offer is accepted. There is no "wobble room" for negotiation. A Human Relations file for performance reviews will be established. The contract will be for one year.

**"MOTION: Committee to go forward to make an offer to the candidate and not exceed a compensation package of \$76,103." Passed unanimously.**

Sarah's+ last Sunday will be August 16,2015. Anne Sessions will work on an organizational draft with George Saroch. The "part-time" bookkeeper position is a permanent position. The Staff Handbook will be a "living document". Kent Hammond is a Human Relations attorney who will be reviewing and editing it with the Personnel Committee.

10. (Sarah+ and Jane+ returned) The By-Laws are being amended to include policy and procedures including vestry meetings, and minimums required. There will be two youth positions for one year as they traditionally go off to college. **Sarah+ will have the proposed changes in writing by next month.** The changes will be published for the parish. There may need to be a special meeting in the fall to adopt changes before the nominating committee meets.

Charlie Lang will not be here next month. The next meeting will either be July 21 or July 14 and Peter+ will notify vestry members.

The meeting was adjourned with the singing of the doxology at 9:20 pm.  
Respectfully,

Kathy Polk  
Clerk

Tom Wenz will offer the opening prayer at 7pm in the Conference Room on July 14 or July 21.