

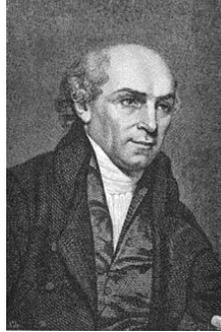
ST. MARGARET'S  
CHURCH



St. Margaret's Church  
Westminster Parish  
Vestry Meeting  
Tuesday, October 20, 2015



Day after Feast of Henry Martyn Priest and Missionary to India  
and Persia, 1812 or William Carey, Missionary to India 1834



Attending:

Peter Mayer+  
Elizabeth Bowers  
Charlie Lang, Treasurer  
Kirsten Tolley  
Valery Weekley  
Kathy Polk, Clerk

Jane Hague+  
Doug Castonguay  
Kyle Morgan  
Mark Torrence, Jr Warden  
Tom Wenz

Anne Sessions, Senior Warden  
Karen Engelke  
Trish Schilling  
Ernie Tucker  
Willie Williamson

Absent: Julia Drooff, Doug Seibert, Leisl Wheeler

1. Kirsten Tolley opened the meeting with a prayer at 7 pm in the Conference Room. Check-in question was "What do you want to see in the new building?"
2. The September minutes were approved. The Missions Commission has asked the Grants Committee to reconvene regarding the money allocated to the group in Tanzania.
3. Submitted Reports
  - a. Treasurer's Report – Charlie Lang  
Submitted:  
151020 Treasurer Report.docx  
151001 P&L Detail Report 30 Sep 2015.pdf  
St. Margaret's 2014 finance commission letter.pdf  
St. Margaret's 2014 internal control letter.pdf  
St. Margaret's 2014 mgmt letter.pdf  
St. Margaret's Church 2014 financial report.pdf

Charlies explained that as a small non-profit the segregation of duties continues to be an issue. Invoice #11 is the final. The vestry approved \$3Million but only used \$2,309,472. There is no more loan. It was announced Sunday that we are short \$75% in pledges. EPFC will absorb some electricity expenses. Lyn Sloan has been exceptional in helping, simplifying, and using QuickBooks. Ruth had no accounting training. She did nothing fraudulent, but was "creative" with bookkeeping. The National Church demands an annual audit.

There was an excellent presentation on Sunday. The congregation's response was serious, reflective, positive, --now getting past the Capital Campaign. Peter's+ sermon prepared the groundwork for the forum. The electric bill, for example, was much larger than previously because of all the new construction. St. Margaret's is moving to a "larger scale" – more church, not a bigger church. Is this the "new normal"? Yes – for the next 2-3 years. It is up to the congregation to create "normal". We are heading in a strong direction.

Submitted: St. Margaret's Pledge Results to Date 10-20-2015.pdf  
Only 56 pledges have been recorded. Not all vestry members have pledged.

**MOTION:** Whiting Turner Invoice #11: Approve funds be paid not to exceed \$235K to be paid from cash on hand with EFPC. It still needs to be reviewed. Change order #3 is included. The money is not pulled from the bank; it is pulled from pledge money. **UNANIMOUSLY APPROVED.**

b. Rector's Report – Rev. Peter Mayer

Submitted –Rector's Report October 2015.docx

On November 15 or November 22 Peter+ will add liturgy to include "welcoming" to the church. Many have asked – "Am I a member?" We need to acknowledge their presence.

Building and Grounds needs a working group of people to organize and maintain buildings and grounds. Generally, these people don't choose to attend meetings. We need a vestry volunteer to coordinate the Buildings and Grounds group. **Karen Engelke volunteered to do this. Trish Schilling will take Karen's place on the Stewardship Committee.** Ann has been working with Elizabeth Radley. Mark and Karen will lead a task force. The parish is getting accustomed to not having a sexton.

4. 2016 Budget Report – Willie Williamson

No report submitted. On Thursday there will be a meeting with the staff. The motivating factor in the budge is a reflection of the stewardship survey. There is strong desire to raise James' budget, provide staff compensation, and increase mission efforts. The biggest variable is the pledges. Willie thinks a realistic expectation is \$750K while David Boyce is holding out for \$825K. The costs of utilities, IT, and personnel fees need to be nailed down. Historically, the parish does not use diocesan compensation rates. The diocesan allocation includes mission and outreach. The vestry will need to reallocate funds if pledges continue as currently declining. **Peter+ needs to have personal conversations with parishioners who have not pledged.**

5. Formation update – Kirsten Tolley

Janelle Mejia and Quentin West are doing well. Thank you to Kirsten, Julia Drooff, Ernest Freeland, Kent Hammond, Trish Schilling, and Charlie Lang. Our goal is to make Sunday the best it can be. We are limited with part time workers and limited budgets. Janelle wants to get the nursery up and running. They are tracking attendance and the numbers are steady and good.

6. Wardens' Reports

a. Junior Warden – Mark Torrence

Submitted report: JrWardenReport\_20151020.pdf

Jim Weekley has helped a lot with the phones and IT support. The air quality is excellent. We cannot have the original Book of Common Prayer Books in the church. New ones would cost \$5K. The organic property of the paper in the BCP creates mold.

**MOTION:** Approve \$750 for PC laptop and MS Word license for Quentin West, Coordinator of Children's ministries to be paid from 2015 Endowment Capital Projects funds. **UNANIMOUS.** The industry standard is a 3-year replacement.

- 1.) VOIP -phone system no longer supported after June 2016. Voice over IP is flexible, "soft phone", "hard phone", wireless. It is estimated to cost \$12-13K. **They will probably come back with bids after the Technology Committee meets.** We need to get the LAN and Internet connection stabilized.
- 2.) Grounds Update
  1. Senior Warden – Anne Session – Columbarium is tended to every three months by the Landscaping Committee. The funds come out of cemetery maintenance.
  - 3.) Mutual Ministry Review –vestry members should have received a survey. **The survey needs to be returned to Dalyn Huntley or Jim Hall.** They will be calling individuals. On November 17, Canon to the Ordinary Scott Slater+ will be present to review the MMR. **Anne Sessions will ask Jim Hall for a brief paragraph outlining what will be covered.**
  - 4.) EFPC Handoff Prep – The EFPC (Education Formation Planning Committee) is winding down and spinning off responsibilities to other committees and commissions. The biggest issue is Buildings and Grounds. Communication is another area of concern. Tom Wenz will work with Laura Tayman.
7. Anne Sessions: Action Items Review  
**The vestry needs to appoint a nominating committee of persuasive people who can find candidates with the skills and gifts we will need.** We need to determine where we are going with the increased formation and use of the building. We need new leadership in multiple areas. St. Margaret's has had strong lay leadership. We are working on an inverted pyramid with the laity at the top and clergy at the bottom.
8. The Big Question  
As we have changed over the last 10 months, what challenges does the church face and possibly moving from a pastoral to a resource/program church? We should have a "program based" budget instead of line item. Resources can be divided – electricity for example.  
  
We need to move to electronic giving.  
We need a clear and acceptable mission/vision with an annual review.  
We need to work on retention of personnel by not over-burdening, providing compensation, and resources to be able to do the job expected. James often taps specific donors for the music program.  
We need to show that the vestry leadership will be good stewards of the money.  
"Change and growth is painful, but it is not as painful as staying in the same place."  
We need a transition plan for personnel nearing retirement.  
We need to make Sunday right – add a third clergy.  
We need to maximize the use of the new building.  
We need to focus on inclusivity – how it is felt and measured. We need to take steps to be affirming to the LGBT community. There is a "process" to be affirming.
9. New Business:  
Please sample the gluten free wafers in the sacristy and make comments about your preferences.  
Peter+ will be in Puerto Rico – (He heard we were doing yard work on Sunday and decided to skate out!) He will be going with a diocesan committee to the church of Santa Maria Magdalena in Puerto Rico.

There is a J2A benefit at Red-Hot& Blue.

Karen Engelke and Kathy Polk will not be present at the November vestry meeting. Someone will need to volunteer as recorder. There will need to be a special vestry meeting in November to discuss the budget.

10. The meeting was adjourned with the singing of the doxology at 8:50 pm.  
Respectfully,

Kathy Polk  
Clerk

Julia Drooff will offer the opening prayer at 7pm in the Conference Room on November 17.