



St. Margaret's Church
Westminster Parish
Vestry Meeting
Tuesday, December 19, 2017



Lillian Trasher, Missionary in Egypt, 1961



Attending:

Peter Mayer+, Rector
Kathy Polk, Clerk
Ruth Harmon
Trish Schilling
Valery Weekley

Anne Sessions, Senior Warden
Fran Becker
Tim Parker
Doug Seybert
Tom Wenz

Steve Brennan, Junior Warden
Maggy Cullman
Paul O'Donnell
Al Todd

Absent: Charlie Lang, Treasurer, Nellie Bowers, Gwen Davis, Christine Feldmann
Also Attending: Elizabeth Radley, Senior Administrator

1. Opening prayer was given at 7:05 pm by Al Todd. Al created a poem entitled "Waiting" that he distributed. Christmas cookies and eggnog were generously shared.
2. The minutes from November were approved with corrections and accepted.

3. **Submitted Reports**

Rector's Report: The Rev. Peter Mayer

With the absence of the Treasurer, Charlie Lang, Peter+ referred to Charlie's submitted reports. The P&L shows we are in the "black" by \$25,910.62. Depending on final year accounting, it is hoped that the rector can distribute \$3000 bonuses to the staff in recognition of their service this year. Any questions for Charlie can be submitted.

Last week, Peter+ met with James Fitzpatrick, Director of Music; Elizabeth Radley, Senior Administrator; Brad Callahan, Finance Commission; and Lisa Hall, an insurance attorney. In a mutual decision, it was determined that James' final employment with St. Margaret's will be on January 5, 2018. It is James' wish that there not be a going away celebration. While James' tremendous gifts and contributions to St. Margaret's cannot be measured in dollars, it is appropriate to compensate him for ten years of dedicated service as well as four part-time years. As this is a personnel issue, no discussion is recorded and the resolution is confidential. Peter+ will inform the church by e-mail the morning of December 26, 2017 so as to not have any disruptions to the Christmas services.

Procedures and policies regarding employment in the church differ from that of the private sector. An example is that church employees are not covered by unemployment insurance. Resources from the diocese as well as other sources were used in trying to come up with guidelines for an appropriate severance package. In the future, St. Margaret's work place policy book will include termination protocol. With very emotional and thoughtful deliberations, the vestry decided on a formula that will also be put forth in the future to recognize years of service with pay periods, allowance for health insurance, and the rector's discretion. Initially, the severance package will come from the Endowment as it should be in lump sum with the understanding that the Endowment will be reimbursed from the operations budget over time. The vestry stands united in its decision and its desire to reach out to parishioners; however no confidential information will be shared.

Peter+ has already been looking at four names to do interim music work through Hoy Week. This will be an opportunity to evaluate the music program and how the program meets the mission of the church. It was emphasized that the music program is primarily about relationships, and those relationships are strong. It is likely to take 8-9 months to find a replacement. Because of the circumstances, all talks regarding the organ have been tabled for six months. A question arose whether the "new music director-organist" should or should not be a part of the organ decision-making process. Some felt the vestry should make an independent, objective decision while others felt the new person could add to the knowledge and discernment. A committee will be appointed to work with Long Range Planning as there are issues with seating and parking as well as other considerations that also need to be addressed.

Ernie Tucker is working to find 6-8 candidates to run for the vestry. Trish Schilling, Doug Seybert, Valery Weekley, and Tom Wenz will be leaving at the January annual meeting on January 28, 2018.

All Saints Legacy Society: The vestry unanimously approved the following to serve as our policy for memorial gifts:

All unrestricted memorial gifts given subsequent to 11/30/2017 will be put in the Endowment Fund. Those remembered will be entered into a book of memorials and a plaque shall be placed in the Annex Lounge – "All Saints Memorial Lounge" - which will be dedicated as a memorial to all those who have served and worshipped at St. Margaret's. All unrestricted estate gifts given \$5,000 or over will be put in the Endowment Fund. Unrestricted gifts given under \$5,000 will be discerned by the Rector for use in the church. Those giving estate gifts will be remembered in our All Saints Legacy Society and annually at our All Saints service in November.

4. Priority Check-ins

Tim Parker led a discussion of the proposed budget. Gradually, St. Margaret's is scaling down the Endowment draw. A Facilities Manager and a Curate are included with appropriate Total Annual Compensation numbers. Ruth Harmon and Gwen Davis were thanked for their outstanding work in the absence of a formation leader. Resumes have been submitted for different positions and a committee is working on filling those positions. Ruth and Gwen are concerned that the Formation budget allows enough hours for compensation required. Tom Wenz offered that a dedicated maintenance fund should be addressed to accommodate "big ticket items" like the well or HVC. Trish Schilling said that the very popular Monday Night Faith and Fellowship has resolved many of its expense issues. Valery Weekley will be leaving the Adult Formation and is looking for volunteers. Paul O'Donnell asked how much we want to see the Endowment grow. It is currently "earning what it should". The Legacy Society will help grow the Endowment.

There was a motion to pass the proposed budget for 2018. The motion passed unanimously.

Tim was thanked for all his hard work.

5. Wardens' Reports

Junior Warden's Report – Steve Brennan

Steve pointed out the new phone is in place. He would like the vestry to consider \$3500 for a chair lift in the Annex. That decision will wait until next year. It was suggested that signs be changed in the Annex to indicate the bathrooms are to be considered unisex. No additional accommodations need to be made regarding this change.

Senior Warden's Report – Anne Sessions

Anne is excited and thrilled to work with such an engaging team of people. The "organ crawl" was a shining example of people taking the initiative. She feels the congregation is very aware of the commitment on the part of vestry members.

6. The vestry was asked to pray in particular for Gwen Davis' husband Kevin who is having heart surgery at Washington Hospital Medical Center and 10 week old Tucker Mullen at Children's Hospital in DC. His mother Sierra and Grandmother Michele are praying for a healthy future.

The meeting was adjourned with the singing of the doxology at 9:10 pm.

The next meeting will be Tuesday, January 16. Nellie Bowers will lead the opening prayer.

Respectfully submitted,

Kathy Polk, Clerk