

ST. MARGARET'S  
CHURCH



St. Margaret's Church  
Westminster Parish  
Vestry Meeting  
Tuesday September 20, 2016

John Coleridge Patteson, Bishop of Melanesia, and his Companions, Martyrs, 1871



Attending:

Peter Mayer+  
Steve Brennan, Junior Warden  
Fran Becker  
Ruth Harmon  
Valery Weekley  
Willie Williamson

Charlie Lang, Treasurer  
Julia Drooff  
Doug Seybert  
Tom Wenz

Anne Sessions, Senior Warden  
Kathy Polk, Clerk  
Christine Feldmann  
Trish Schilling  
Liesl Wheeler

Absent: Jane Hague+, Doug Castonguay, Karen Engelke, Tim Parker

Also attending: Brad Callahan, Elizabeth Radley

1. Opening Prayer – Willie Williamson
2. Minutes of July 19, 2016 approved; Minutes – Virtual Meeting 9-1-16 – approved; agenda approved
3. **Stewardship:**

Stewardship Campaign Talking Pts 9.20.16.docx  
Stewardship 2017 letter mailer FINAL.pdf  
Stewardship pledge card 2017.pdf

Brad Callahan and Doug Seybert thanked the great example of Dave Boyce and his team. The committee has been working with Willie Williamson and Charlie Lang. There is a strong commitment to decrease the draw from the Endowment. They are working towards a goal of \$890K that represents an 8% increase over 2016 pledges. The combination of the capital campaign and stewardship yields \$1.4M/year. They want “more church”. They believe the congregation has this capability. There were be “ambassadors” available to answer any questions. They want the pledges in by October 28 which will give time for budget adjustments. They expect the “leaders” (vestry) to respond by example. Early returns of 35 pledges totals \$184,230. On October 9 there will be a stewardship forum. By the end of September, there will be updates about pledges and contributions. There will be “breaking stewardship news” in the weekly bulletins and Dragontails.

4. **Rector's Report**

Rector's Report September 2016.docx

Peter+ explained that we need to replace the organ, and a pipe organ is one of many options to explore. We are hoping to bring in consultants to understand our options. Peter+ is looking for a team to begin the work on LGBTQ representation and recognition in our community.

5. **Submitted Reports**

A. **Treasurer** – Charlie Lang  
160908 2015-2016-2017 Budget V4.xlsx

160908 Staff Cost Projection 2017-2015-2016-2017.xlsx  
160919 Staff Cost Projection 2017-2015-2016-2017.xlsx  
160920 Treasurer Report.docx  
160920 P&L 8.31.2016.pdf  
160920 Report to Treasurer, 19September2016.docx

Charlie stated we are in good shape with heating and utility issues. We are ahead in pledges. The audit was completed 8-18-16. **MOTION: \$500,000.00 to pay down the loan from funds on hand to pay the construction loan. Passed unanimously.**

**MOTION: To reallocation \$270.83 from #5346 VBS to #6036 Nursery Care and \$1000 from #5130 Music Expense to #6-3630 Nursery Care. Passed unanimously.** (Aye – Tim Parker, Doug Castonguay by e-mail)

**6. Finance Group:** Budget for 2017 – Willie Williamson, Chairman Finance Committee

They are ahead of schedule. November is Willie's final vestry meeting. The Finance Group has been fabulous—a team effort. Finding a consensus is challenging and contentious, and no one is 100% pleased with the proposed budget. They have increased the compensation budget from 56% in 2014 to 60% in 2016. In similarly churches, 60% represents the upper limit for compensation. Willie would like to see a sexton with a mandate from the vestry with \$32K salary with benefits (total – \$47,576.00). He will hold this option until stewardship goals are met. There is disagreement is a full-time sexton is necessary. Elizabeth said they have lowered facility rentals reducing the need for a full-time sexton. The most difficult times are outside regular operating hours. It is difficult to find a part-time person who is committed. Currently there is a list of volunteers. Some people have greater faith in a volunteer group. There may be a choice of a sexton position or drawing down the Endowment. A job description exists. There is the possibility of cost sharing with another church. The sexton is hired by the rector and works for the rector, under the direct supervision of the administrator. They want a sexton who will invest in St. Margaret's and become a real part of the community here. The staff expressed a desire to explore changing the fiscal calendar to match the program year.

Jim Hall and David Boyce have been in discussion with the Diocese regarding compensation. Peter+ gave up \$4K in salary and there is a need to restore that salary. Jane's + salary is comparable, but at the bottom of the compensation scale. James received the highest raise last year. The Diocese encourages a .8% COLA for employees and a 1.8% COLA for clergy. Laura is paid for 30 hours. Harriet is part-time at 16 hours. The Diocesan threshold for benefits is over 19 hours. Jenelle's 2016 hours were increased to 44 weeks @40 hours per week. Janelle would like more weeks to get her work done. The vestry should bring up concerns before the December 2016 meeting. Salaries need to be sustainable and the draw from the Endowment should be reduced. There are fears that cuts to Jeff Conover or Jenelle would be detrimental to the investment in the youth program. Sixty percent of the budget is staff expenses; 40% is other. There has been a desire to change the fiscal calendar.

**7. Fellowship (Parish Life) Commission Report – Trish Schilling**

Fellowship Update-September 2016.docx

Trish reported that Kathy Lang is in charge of the coffee hour. Volunteers need only serve once every two months. The nursery is growing. Jan Little reported 70 people interested in Foyers. Faith and Formation does not pay for itself but people have been generous about contributing and help defray costs. It may be a good idea to advertise the meals that will be served. It's difficult estimated how many will show up. They have been able to accommodate special needs like gluten free.

**8. Day School Report – Fran Becker**

Flyer – Invitation to Annual Visitation Day Friday, October 7, 2016 from 9:15 am to 11:15 am. Coffee and donuts will be served.

Tonight is back to school night. The Day School is an integral part of our campus and ministry.

## 9. Warden's Reports

### A. Junior Warden – Steve Brennan

George Breeden: 2016-0917\_draft Minutes for B&G Meeting of Sept 7 2016.docx

SMC Junior Warden Report 09 20 2016.pdf

SMC Preliminary Endowment Budget 2017.xlsx

Steve said there is a need to prioritize, repair, and replace items. Technology upgrades will improve voice mail. There is an estimated \$7K for the telecom system to make the staff more efficient and improve morale. The estimate is already in the budget. John Purnell has advised on technology in the new building. Elizabeth would like to continue to use him on a consulting basis. He would review proposals. It was determined that his consulting fee could be rolled in with the phone price money coming from capital funds. The compressor was replaced for \$4322. Contacts will need to be replaced. Parishioners were most understanding during the lack of air conditioning. A tree removal for \$1200 will come out of the operating fund. Buildings and Grounds is looking to have the exterior wood fascia scraped, caulked, and painted. The expansion of the sacristy is on hiatus waiting for a consultant. The preliminary Endowment budget is looking at \$31K maintenance fund for capital projects and annual maintenance. There still needs to be funds set aside for long-term projects. After the \$500,000 payment, the interest payment will be decreased.

### B. Senior Warden – Anne Sessions

1.) Long Range Planning Committee  
(FinalfinalSMC LTTPC Guidelines 092016.docx)  
SMC-SrWardenReport,Sept20,2016v1.pdf.

2.) Art Committee Recommendation  
SMC ltr,ATodd.art gift.1.pdf  
LTTPCCommitteerooster.docx

The long term planning committee will meet for the first time on September 27. It is an advisory to the vestry. They will be looking at a pipe organ, sustainability, a best practices policy. There may be an art presentation during a forum.

**MOTION: That the rector appoint an ad hoc committee to look at memorial gifts. Unanimous.**

## 10. Human Resources Matters – Peter Mayer+

There is a recommendation to establish a position for someone accountable rather than a volunteer to record and maintain churchyard records, document existing records, make funeral arrangements, work with funeral homes, and make arrangements for maintenance. There is \$143K in the Endowment for maintenance. There is \$15K designated in the Endowment from cemetery funds. Peter+ and Elizabeth are considering a three-year contract up to \$6K/ year. The person could schedule their own hours and meetings. There would be a list of duties and completion times. The person would be paid from sales of the columbarium and niches. They can pay up to \$4000K for each repair. Elizabeth and Steve Brennan can make contractual agreements after consultation with Peter+. This will be addressed next month after a written proposal has been submitted to the vestry.

There was a favorable reaction as to hiring Jeff Conover as Youth Director. **MOTION: To hire Jeff Conover at \$18,946 including FICA for 20 hours per week not to exceed \$19,000. Unanimous.**

There was a unanimous decision to pay a one-time \$1300 bonus, which represents 10% of 11 weeks of salary, to Associate Jane Hague+ for exceptional work, extra responsibilities and hours added to her job description done during the summer.

## 11. Action Items Review – Anne Sessions

Vestry Action List, for Sept 2016,v1.xlsx

12. **Adjourn** 9:10 PM with the singing of the Doxology.

Respectfully submitted,

Kathy Polk,  
Clerk

Next Meeting Tuesday, October 18 – 7pm in the Conference Room – Opening prayer – Liesl Wheeler; Mission Liaison Report; Three months in advance of Annual Meeting (January 15, 2017 ) Nominating Committee for the vestry