

**St. Mary's Episcopal Church
Vestry Meeting
23 August 2016**

Final: Approved as Written at 9/27/16 Vestry Meeting

In Attendance: Todd Balfourt, Elizabeth Farrara, Sally Hastings, Lenore Hubbard, Al Krueger, Pam Lanier, Jim Menendez, Kathy Pignataro, Sue Riddell, Father Todd, Deacon Christian, David Earle, Melissa Lewis, Trina Perna, Tom Baker (Capital Campaign Chair), and Joe Ciliberti (arriving at 7:20pm)

Absent: Brendan Rogan, John Funston, and Charlie Lippincott

Opening Reflections and Prayer, Father Todd: The Vestry read together **Psalm 131, a song of ascents. Of David.** This Psalm urges us to maintain our sense of peace and humility, concentrating on the Lord's comfort and love, as we encounter the storms in our lives. We must put our hope and trust in the Lord whenever situations are beyond our control and/or understanding. Remember to "Let Go and Let God."

Minutes

The Vestry ratified the minutes of 26 April 2016 Minutes (v.2) by a vote of general acclaim (ratification required due to lack of a quorum at May meeting).

The Vestry voted to approve the minutes of 31 May 2016 (v.5) by a vote of general acclaim.

Special Guest - Tom Baker, Capital Campaign Chair

Tom distributed to the Vestry a contract proposal letter from the Rev. Canon Howarth "Hap" Lewis and recommended St. Mary's retain Canon Lewis (a.k.a. Hap) in the strategic planning of a master Capital Campaign for improving and maintaining St. Mary's campus. Elements of the campaign would be determined by an evaluation of (1) our wants and needs, and (2) the current strengths and weaknesses of our campus property and buildings. Hap's services would include (1) meeting with key groups at St. Mary's to develop a comprehensive list of our desires, (2) producing preliminary drawings and (3) advising St. Mary's on the hiring of architects and site planners. Tom recommended St. Mary's use the fall of 2016 to determine what we'd like to accomplish with a capital campaign, and then combine this fundraising effort with the 2017 Stewardship Campaign in January of next year. The estimated fee for these services is \$5K-\$10K, comprising 50-100 hours of work at a reduced rate of \$100/hour. Vestry discussion included preference to keep costs closer to \$5K and settled on adding a "not to exceed" limit of \$7.5K. Additionally, the Vestry would like to include these planning costs in the capital campaign budget.

Motion (1) made by Sue Riddell and seconded by Kathy Pignataro to approve proposal letter from "Howarth Lewis Jr. FAIA" for Architectural Services Master Planning, dated 7/25/16, with the modification that the total cost will not exceed \$7500. Motion unanimously approved by voice vote.

Motion (2) made by Sally Hastings and seconded by Lenore Hubbard to initially use the Reserve Fund to pay the costs associated with Motion (1) and then repay the Reserves with the Capital Campaign proceeds. Motion unanimously approved by voice vote.

Next step(s): Hap will meet with St. Mary's staff on 8/25/16 at their retreat and hear their thoughts about what items should be included in the "2017 Capital Campaign". Similar Vestry meeting will be scheduled for September 2016.

Committee Reports: Highlights of written report ...

Jim Menendez reported that the Contemporary Worship Service (CWS) is on fire with the addition of Christian [Anderson]. There is lots of joy and excitement present at the CWS services and this is reflected in the already increased attendance (last two Sundays' had attendance of 156 and 144 vs. 60-ish previously). Goals: Grow in Faith, grow in attendance and get the CFW community more involved in our ministries.

Rector's Assistant's Report, Christian Anderson: Highlights of written report-- Christian began at St. Mary's on August 1st and has already led four CFW services. During this time, seating accommodations have needed to be expanded twice! The entire St. Mary's community has been very welcoming. Christian views his job as that of a talent scout who sees individuals' gifts and guides them into sharing with other ministries. Currently letting the liturgy be a work of the people in order to capture the modern vibe of this vibrant community, while keeping the focus on what we are selling – Jesus Christ – and how our Episcopalian brand is different from others. Christian noted that St. Mary's needs to keep feeding the K-5 pipeline so they don't go "bankrupt".

Parish Administrator's Report, Melissa Lewis: Highlights of written report ...

Assistant Rector Housing Allowance Resolution: Whereas, the Reverend Christian Anderson, an ordained minister, is employed as a minister of the Gospel by St. Mary's Episcopal Church, which does not provide a residence for him; now, therefore, be it Resolved, that the Vestry of St. Mary's Episcopal Church sets the total annual housing allowance to be paid to Christian Anderson in 2016 as \$8,640. This amount is hereby designated as a parsonage allowance within the meaning of the term as it is used in Section 107 of the Internal Revenue Service Code of 1986. This allowance to continue until amended, revoked or changed. Resolution was moved as written by Jim Menendez, seconded by Lenore Hubbard, and passed unanimously by the Vestry.

Facilities Update: The foundation work under the original church building was completed in June. Final assessment by the engineers and/or our insurance

company will be conducted in September. The stained glass windows have been repaired and will be re-installed in October 2016 if all continues to go well.

Smith Hall had a new main switch panel installed in early August.

St. Mary's Sexton, Jessie, had shoulder surgery August 17th. He is currently in physical therapy, though no date for his return has been set.

Academy of Church Business Administrators (ACBA): Over the summer, Melissa attended the ACBA School in Nashville, TN. Her certification project will be to produce a "Financial Policy and Procedures Handbook" for St. Mary's, with full certification process to be completed in 2017.

2017 Budget Process: To help communicate St. Mary's financial needs to the congregation, Melissa would like use to a narrative budget so parishioners better understand where their money is invested. "...*Narrative budgets inspire, interpret, encourage, challenge, and inform donors about why their gift matters.*" The traditional line item budget will continue to be produced on a monthly basis for the administration and will be available to all. Melissa has materials available to guide the staff, Finance committee, Stewardship Committee and Vestry through the narrative budget process. More to follow ...

People's Warden's Report, Kathy Pignataro: Highlights of written report ...

St. Mary's will have T-Shirts and golf type shirts available at the fall kick-off Sunday on Sept. 11th. Mary's closet will purchase the shirts initially and be repaid with each sale. Shirts will have St. Mary's logo and mission statement (t-shirts only). Please give Kathy your order. T-shirts to cost approximately \$10; golf \$20.

TRUE Fund Resolution – Kathy presented the newest "TRUE Fund Terms and Conditions" recently written Bryan Garner and approved by the Outreach Committee (part of St. Mary's Standing Orders). The T&C's were modified to add Grant Qualifications and Grant Approval Process. Changes include raising the one-time grant amount from \$250 to \$300 per referred applicant. Additionally, St. Mary's may extend grants of up to \$1000 "in cases of extreme hardship or threat to health and well being". Extreme hardship grants will be limited to a maximum of three per annum.

Motion to approve as written the TRUE Fund Terms and Conditions was made by Kathy Pignataro and seconded by Pam Lanier. Vestry unanimously approved the motion by vote of general acclaim. [The New TRUE Fund Terms and Conditions are provided as a separate attachment to these minutes.]

Rector's Warden's Report, Lenore Hubbard: Highlights of written report ...

The 2017 Vestry Search Committee will consist of our four outgoing members (Todd B, Pam L, Jim M, and Sue R) plus Lenore as the committee chair. Goal of outgoing members is "to replace yourself", though any Vestry member can submit candidates for consideration. Please send all your recommendations to Lenore who will then submit them to Father Todd for final vetting. The final slate of candidates must be sent to the congregation before the end of December, with election to occur in January, and rotation onto/off Vestry on 1 February 2017. Lenore's contact info: lenhub@yahoo.com or call (772) 341-3853.

Rector's Report, Father Todd: Highlights of written report ...

Summer was very busy and productive with a successful youth mission trip, vacation bible school and welcoming of our new Rector's Assistant, Christian Anderson. There will be a formal Reception for Christian following the 5:00pm Service on Saturday, August 27th.

2017 Capital Campaign chair, Tom Baker, met with Hap Lewis (professional architect and leader in Diocese of SE FL) and is recommending St. Mary's engage Hap to shepherd us through the strategic planning phase(s) for the proposed capital campaign.

The Fall Spaghetti dinner, on August 21st, was attended by approximately 240 parishioners, with 28 sauces submitted.

2014 Reveal Survey Results and St. Mary's Ministries – Please use the recent results from St. Mary's Reveal Survey and meet with your staff ministry member to determine your 2017 budgetary request(s).

The St. Mary's Facility Use Contract was reviewed by our Chancellor, David Earle. The Vestry will discuss his suggestions on how to control/manage the presence of weapons on the campus at events held by groups who rent our venues. Please note, Bishop Eaton is considering similar "weapons on campus" issues and will be sharing his recommendations at some time in the future.

Financial Report, Charlie Lippincott: Absent. Highlights of written report presented by Trina Perna.

May 2016 Financials – Motion made by Jim Menendez and seconded by Sue Riddell to ratify the previous approval of the May 2016 Financial report (ratification required due to lack of a quorum at May meeting). Motion unanimously approved by vote of general acclaim.

Election of New Finance Committee Members – Tabled.

2016 Budget Status – Expenses are running approximately \$11K above budget due ongoing electrical and air conditioning repairs. Additionally, offerings are below the seasonal budget by approximately \$43K. However, due to an \$80K bequest received over the summer, Charlie estimates 2016 will end with a surplus of \$30-\$40K.

Approval of Treasurer's Report – Motion made by Lenore Hubbard to approve the August 2016 Treasurer's report. Motion seconded by Pam Lanier and approved unanimously by the Vestry.

Old Business

Revision of Pittenger Center Use Contract – The Vestry was provided with a copy of the current PC Use agreement and David Earle's (as Chancellor) proposed "Use Agreement Additions" regarding (1) Advertising and (2) Auctions, Raffles, Gifts or Sales. Both additions require prospective clients to have St. Mary's approve in advance any and all advertisements as well as any and all items to be sold, auctioned, raffled, or given away. Motion made by Kathy Pignataro to accept as written the Chancellor's Proposed Use Agreement Additions [see Rules for Use of Pittenger Center, paragraph 3.Client Responsibilities paragraphs "3.s", Advertising; and "3.t" Auctions, Raffles, Gifts,

or Sales; dated 9/19/16]. Motion seconded by Lenore Hubbard. Discussion ensued. Fr. Todd noted the issue of guns on campus is a separate issue – particularly in the aftermath of the Pulse nightclub shooting in Orlando and other similar recent tragic events. Due to the tragedies of this summer, Bishop Peter will be holding discussions regarding a policy for the Diocese of SE Florida.

Motion to adopt the new requirements for advertising and items brought to events was approved unanimously by the Vestry. [The revised PC Use Agreement, dated 9/19/16, with modifications as approved at the 8.23.16 Vestry meeting are provided as a separate attachment to these minutes.]

Meeting adjourned at 8:28pm

Respectfully submitted, Trina Perna, Clerk

Note: Vestry minutes represent the highlights of meeting discussions and/or reports and are not intended to record verbatim conversations.