

**St. Mary's Episcopal Church**  
**Vestry Meeting**  
**February 23, 2016**  
FINAL, Approved 3.22.16 (same as previous v.2)

**In Attendance:** Todd Balfourt, Joe Ciliberti, Beth Farrara, John Funston, Sally Hastings, Lenore Hubbard, Pam Lanier, Jim Menendez, Kathy Pignataro, Sue Riddell, Brendan Rogan, Father Steve, David Earle, Charlie Lippincott, Melissa Lewis, and Tom Morris (substitute clerk).

**Absent:** Trina Perna, Al Krueger; Fr. Todd was called to a family emergency (after Opening Reflections and Prayer led by Fr. Steve, the Rector's Warden, Lenore Hubbard, chaired the meeting).

**Opening Reflections and Prayer:** The Vestry read and discussed Luke 11:1-13, focusing on the Lord's Prayer. The key thought was that we need to practice "shameless audacity" in prayer, praying boldly in faith.

**Vestry Minutes from January 19, 2016** – A motion by Pam L., seconded by Sally H. to approve the minutes was passed by a vote of general acclaim.

**Vestry Retreat:** Lenore H. presented the notes of the Vestry retreat that was held February 6, 2016. A motion by Brendan Rogan, seconded by Beth Farrara to approve the minutes was approved by a vote of general acclaim. The notes reflect the election of Kathy Pignataro as People's Warden, Charlie Lippincott as Treasurer, and Trina Perna as Clerk of the Vestry. Fr. Todd appointed David Earle as Chancellor.

**Parish Administrator's Report:** Melissa had distributed a written report prior to the meeting. First, she reported that the following changes need to be made in signing authority for church bank accounts:

1. Harriet Stone and Nick Pasken need to be removed from all accounts.
2. Ian McCarthy needs to be removed from Assistant Rector's Discretionary Fund account.
3. Lenore Hubbard, Rector's Warden, and Kathy Pignataro, People's Warden, need to be added to the Operating checking, Money Market, Paypal checking, Seacoast Wealth Management Brokerage Account and Seacoast Trust Account.
4. Rector's Discretionary and TRUE Fund account signers will remain the same.

At this time, Sally H. made a motion to approve the changes, seconded by Pam L., and the motion was passed by a vote of general acclaim.

Melissa next brought up three items requested by the Facilities Committee.

First, the Pittenger Center Projectors are in poor condition. This equipment is crucial to the CFW services. The Facilities Committee has requested approval to spend \$8500 to replace them. Charlie recommended approval of the amount requested, but noted that it is possible they could be fixed for \$1000, extending their life for one or more years. Kathy P. made a motion to authorize \$1000 to be spent to repair the projectors, which was seconded by Sally H. After discussion, the motion was amended with concurrence of Kathy and Sally to approve up to \$8500 to resolve the issues with the projectors, and the motion was passed by a vote of general acclaim. It was noted that the funds will come from reserves if the amount exceeds \$1000.

Second, Melissa reported that there is a serious problem with the Pittenger Center roof, with a “valley” leaking over the Lucido office. Stuart Roof Repair, which has done excellent work for the church in the past, has provided an estimate of \$3,575 to fix the problem. The Facilities Committee has recommended that we proceed with the project using Stuart Roof Repair. After discussion, on motion by Beth F., seconded by Sue L., the Vestry voted to approve the expenditure by general acclaim.

Finally, the Facilities Committee has recommended that the Church move forward, approving contracts with the contractor and engineer to repair the foundations of the main sanctuary building. The contract will be based on unit prices that have been approved by the Facilities Committee. It is believed that insurance will cover all or nearly all of the cost. After discussion, on motion by Joe C., seconded by Pam L., the motion to approve the contracts was approved by vote of general acclaim.

**Rector’s Warden Report:** Lenore H. had distributed a written report prior to the meeting, focusing on the recent Vestry Retreat. The report sets out ministry assignments as follows:

People’s Warden:	Kathy Pignataro
Adult Ed./Small Groups	Fr. Todd
Caring Ministry	Al Krueger
Christian Ed./Youth	Sally Hastings
Communications	Joe Ciliberti
Contemporary Worship	Jim Menendez
Facilities	Todd Balfort
New Member Ministry	Beth Farrara
Outreach/Missions	Brendan Rogan
Stewardship	John Funston & Sue Riddell
Worship	Pam Lanier

**Assistant for Pastoral Care:** Fr. Steve reported that this ministry is going well overall, but more volunteers are needed for the Nursing ministry. This part of the ministry is on hold until more volunteers are recruited. He also noted that the showing of “The War Room” and related Bible study was well received.

**Rector's Report:** The Rector's written report had been distributed prior to the meeting. Lenore H. referred to the item called "Capital Campaign" in the report and she and Fr. Todd have had discussions with the Facilities Committee about forming a Steering Committee to help lead the campaign. Beth F. offered to help (along with her husband) with the committee. Sue R. also volunteered to help. The Vestry ended this part of the meeting by repeating the Prayer of Self-Dedication that was set out in Fr. Todd's report.

**Financial Report:** Charlie Lippincott had distributed a written report prior to the meeting. It was noted that we now have more than \$800,000 in pledges for 2016. Charlie explained the concept of the Parochial Report, with its statistics on our parish and financial results. Net monthly revenues for January, after seasonal adjustments, are better than budget. Jim M. made a motion to approve the Financial report, which was seconded by Sue R., and approved by a vote of general acclaim.

**New Business:** Charlie reported that the Facilities Committee has determined that a permit will be required from the City for the work on the stained glass windows. A vinyl framed window is needed external to the stained glass windows which will add cost to the project to the tune of \$38,000. Insurance may cover this extra cost which we have incurred due to a change in City building codes. Sally H. asked that Melissa publish a list of current vestry members with contact information. Melissa agreed.

At this time, there being no further business, on motion duly made, seconded and carried, the meeting was adjourned at 7:25 P.M.

Tom Morris  
Substitute Clerk