

St. Mary's Episcopal Church
Vestry Meeting
29 November 2016
(Final – Approved at 12.20.16 Vestry Meeting)

In Attendance: Todd Balfoort, Joe Ciliberti, John Funston, Al Krueger, Pam Lanier, Jim Menendez, Kathy Pignataro, Sue Riddell, Brendan Rogan, Father Todd, Deacon Christian, and Trina Perna

Absent: Elizabeth Farrara, Sally Hastings, Lenore Hubbard David Earle and Melissa Lewis (due to broken leg)

Opening Reflections and Prayer, Deacon Christian: The Vestry opened the meeting with nine minutes of quiet meditation to clear their minds, open their hearts and focus their attention on the matters at hand.

(*) Minutes: 25 October 2016, v.3: M-Kathy P and 2-Sue R

A motion was made by Kathy P to approve as written the October minutes, version three. The motion was seconded by Sue R and approved unanimously.

Committee Report (Vestry to Vestry):

Brendan Rogan reporting on Outreach/Missions – Written report provided prior to meeting. Highlights include:

Annual Wreath Sale - The Outreach Committee took pre-orders for over 80 Christmas wreaths, during their annual fundraiser. Distribution is December 4th.

Backpack Buddies – St. Mary's currently sponsors 72 children at JD Parker Elementary for weekend meals. JD Parker has requested to grow this program by nine additional students. Thanksgiving meals and Angel Tree gifts will also be provided to all those who qualify for the weekend meal service.

Project Lift –Genie Dupell and Jim & Jane Anthony, in partnership with Mary's Kitchen, are delivering 20 meals each month to Project Lift which provides counseling and training for troubled teens.

LAHIA – Through the efforts of Kathy P, the Treasure Coast Food Bank provided 100 meals, similar to the Backpack Buddy meals, to help the local homeless population.

Haiti food packing – Deacon Christian and a dozen parishioners joined members St. Mark's Episcopal Church to pack approximately 100,000 meals for the victims of Hurricane Matthew in Haiti.

St. Mary's Chili Cook-Off netted over \$900 for the Outreach Ministry.

Parish Administrator's Report, Melissa Lewis: Absent. Written report provided prior to meeting. Highlights include:

Melissa's broken ankle required surgery to install ten screws and several internal rods in her lower leg. This will keep her out of the office until at least mid-

December, though she may be able to attend Wednesday staff meetings. Duties for Kelly Gore will be increased in Melissa's absence. Melissa can be contacted by email or on her cell phone at (772) 323-4091. Please keep Melissa, her husband, and the Staff in your prayers.

Communications and Advertising – Christmas ads for St. Mary's will be placed in the Stuart News, Hometown News and on Facebook. With the help of Joe C, St. Mary's has issued a daily Advent Photo challenge from November 27th through December 24th. Please email your photos to Joe to support this program.

People's Warden's Report, Kathy Pignataro: Written report provided prior to meeting. Highlights include:

St. Mary's hosted three guest speakers during Recovery Sunday on Nov. 13th. Mary's Closet's Annual Christmas sale raised approximately \$1200 to help folks displaced by the floods in Louisiana and Hurricane Matthew in Haiti. Funds will be split between these two Mission projects.

Grandparents Day on November 27th was celebrated by distribution of bookmarks hand made by Zelia Paul and containing a prayer written by Kathy's grand-daughter, Hailey Resetar.

Kathy was an alternate delegate at the Annual Diocesan Convention on November 11th and 12th. The message from the Stewardship workshop "Living Generously is a Journey" was that parishes should be thriving not surviving. We need to "invite" people into greater generosity. Genuinely welcoming people and strong Vestry communication with the congregation is key. Let people know what each staff and Vestry member does. Kathy suggests we highlight something each week like we used to do with "Heaven Knows". Joe C suggested using social media to get testimonials out to our members via video/YouTube. Jim M's law firm does something similar by using 30-second videos. In the past, Alexis and Kelly did a quick one-minute video on "What's Up" at St. Mary's.

Rector's Warden's Report, Lenore Hubbard: Absent. Written report provided prior to meeting. Highlights include:

2017 Vestry Candidate Slate – We have three confirmed and one pending candidate for the new Vestry class. Still need to fill the open position left by Beth Ferrara's resignation. Please email Lenore with your suggestions.

Rector's Assistant's Report, Christian Anderson: Written report provided prior to meeting. Highlights include:

During this season of Advent, ask yourself, if Jesus showed up today, what would you have to do to be ready for him? How do we develop and share "the Jesus movement" in our daily lives?

CFW - St. Mary's needs to create an atmosphere where people are given an opportunity to participate. For example, the CFW used a giant "old school" chalkboard last weekend so that people could go up and write names of folks who they had lost. Goal: To build a rich community of folks who feel comfortable worshipping together. Will continue to use Youth for chalice and crucifix bearers.

The 20&30's ministry is still growing and developing. Shared Mission/Outreach work is helping them to gel.

At the Evangelism Matters Conference, Christian and a fellow colleague taught a class on "Creating a quality Welcome video on a Tight Budget" through the newly created Episcopal Video Network, EVNGUIDE.

Christian's Ordination into Priesthood will be Saturday, December 17th. Many parishioners will be involved in the preparation (including Bishop Peter's wife Kate) and the CFW Youth will be involved in the ceremony. Please RSVP to the office on whether or not you plan to attend.

Rector's Report, Father Todd: Written report provided prior to meeting.

Highlights include:

Please know that the Vestry and its leadership are vitally important to the spiritual health of St. Mary's. What you think matters and sets a tone and trend line for the rest of the congregation. You are important. We need you!

Dioscean Convention – A full report on the Convention was written by Barbara Godfrey and submitted as an attachment to Fr. Todd's report. Of particular note, was the success of an ad hoc Haiti fund drive initiated by Bishop Peter during his sermon to raise \$40K for aid to Haiti, \$20K of which was pledged by convention attendees.

Capital Campaign – Terry Goolsby from Horizons Stewardship will be on campus 11/30 and 12/1 to interview 20 St. Mary's families in an effort to assess how feasible a campaign would be at this time. In addition, a parish wide letter will be sent out this week to gauge the balance of support for this project. The letter includes a link to a survey. Please respond and complete this survey so we can determine in what direction St. Mary's should be heading.

(*) Financial Report, Ernie Peixotto: Written report provided prior to meeting.

Highlights include:

Draft 2017 Budget: In general, in the last two years we have overstated our income expectations (by \$97K) and understated our expense needs (by \$52K), and yet due to the grace of God and our generous parishioners, the Reserve fund balance – approximately \$400K - is basically unchanged during this same period.

For 2017, the Finance Committee recommends use of a narrative budget broken into six categories including:

- Worship Services
- Pastoral Care
- Children's Programs (overseen by Kelly Garner)
- Youth Programs (overseen by Alexis Stuckey)
- Outreach Programs (including Mary's Kitchen, Mary's Closet and the PC)
- Our Campus

The Vestry was shown three different 2017 budget models and asked to support one. Three alternatives provided were:

- 1) "A Growth Budget",
- 2) "A No REVENUE Growth Budget", or
- 3) "A No EXPENSE Growth Budget"

(1) The Growth Budget includes a full year salary for an Assistant Rector, a part-time aide to the Parish Administrator, an increase in Program budgets (Music +6%, Children and Youth +29%, Administration +10%, and Building Fund +5%), and a 3% increase in staff salaries. However, this model DOES NOT include \$50K for minimum required campus maintenance. In short, the “Growth” budget assumes a total increase in revenue of \$122K (10%), and an increase in pledges of 17% over 2016. This will require the Vestry to articulate the need to continue operations without cutting back as seen in the other budget scenarios.

(2) The No Revenue Growth Budget is based on assuming the same income in 2017 as was seen in 2016 and reducing expenses by 5% (or \$59K). This could be done by eliminating the part-time assistant Rector (Father Steve), all supply priests, the part-time Sextant’s job, the Youth Assistant, programs for Adult Christian Education, the Fellowship and New Member ministries, and eliminating funds for campus repairs. Additionally, this model reduces the Children’s and Youth Ministry Directors salaries by 10%, Youth and Children programs by 13%, Administration by 3%, and utilities by 9% (based on anticipated savings). The “No Revenue Growth Budget” does not include any increase in Staff salaries and does not allow a part-time assistant for the Parish Administrator. The need to reduce expenses by \$59K will have a devastating impact on St. Mary’s “as we know it.”

(3) The No Expense Growth Budget is based on assuming that St. Mary’s can expense the same level of funds as we did in 2016, while adding funding for a full-time assistant Rector for one year. The “No Expense Growth” basis budget will have to make additional changes to accommodate required increases to health insurance, property insurance, Diocesan Assessment, web-site support, and our fire and security systems. Additionally there would be no funding for an increase in Staff salaries, Administrative expenses, a part-time assistant to the Parish Administrator, or increases in program funding for Children, Youth or Music. This model requires the Vestry to increase parish wide pledge revenue by 14%.

Lastly, the Finance Committee supports - regardless of the Capital Campaign or chosen budget model - going ahead in 2017 with some deferred campus maintenance projects by authorized use of some portion of Reserve Fund - with the exact amount to be set by the Vestry.

Motion (1) made by John F to approve use of a “Growth Budget Model” as a basis for the 2017 Budget. Motion was seconded by Joe C. and unanimously approved by the Vestry.

Motion (2) made by Todd B to expend up to \$100K from the Reserve Funds in 2017 to support repair work to the campus. Kathy P seconded the motion, which was then voted on and unanimously approved by the Vestry.

(*) Line of Credit – Our bank will issue St. Mary’s a LOC up to \$100K without requiring any collateral other than our current balances. The LOC will be used to provide cash flow in times of low collections, e.g. the summer months. Interest payments are due only on the balance drawn. Motion made by John F to obtain a Line of Credit in the amount of \$100K. Motion was seconded by Joe C and unanimously approved by the Vestry.

(*) 2016 Budget Status – In October, 2016, St. Mary’s expenses were almost in line with the monthly budget and pledges were increased by almost \$40K. Ernie thinks the pledge revenue will meet 2016 year-end goals, but plate revenue will

be approximately \$40K short. Even with the \$82K summer gift, there will be a budget deficit in 2016. A motion was made by John F and seconded by Pam L to accept the Treasurer's report as written.

(* Election of New Finance Committee Members (tabled))

Old Business - None

New Business: Important December 2016 Dates to remember

12.17.16 - Christian's Ordination

12.20.16 – December Vestry Meeting

(Please note: Al Krueger is due report on the Caring Ministry at the December 20th meeting).

Meeting adjourned at 8:28pm

Respectfully Submitted,
Trina Perna, Clerk

(* Agenda Items with asterisks require Vestry approval.

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