

**St. Mary's Episcopal Church**  
**Vestry Meeting**  
**25 October 2016**

(Final, Approved as written 11.29.16)

**In Attendance:** The meeting began with nine (9) Vestry members present including Todd Balfourt (who left after the votes approving a campus wide A/C survey, approval of the Treasurer's report, and acceptance of the 2015 Annual Audit), Joe Ciliberti (who left after the Committee Reports and before Capital Campaign update/vote), Sally Hastings (who left after the Committee Reports and before Capital Campaign update/vote), John Funston, Lenore Hubbard, Pam Lanier, Jim Menendez, Kathy Pignataro, Brendan Rogan, Father Todd, Melissa Lewis, and Trina Perna. Also in attendance were guest speakers Tom Baker, Capital Committee Chair; Joanne Nelson, Music Ministry Director; Kelly Garner, Children's Ministry Director; and Alexis Stuckey, Youth Ministry Director.

**Absent:** Sue Riddell, Elizabeth Farrara, Al Krueger, David Earle, and Deacon Christian (who was representing St. Mary's at the on-campus Marty Awards)

**Opening Reflections and Prayer, Father Todd:**

The vestry read aloud Luke 19:1-10, concerning the meeting of Zacchaeus and Jesus. In these verses, Jesus is passing through a crowded street in Jericho when he spots Zacchaeus who has climbed a sycamore tree in order to get a glimpse of the rabbi who is spreading a new radical type of teaching. After ordering Zacchaeus to climb down Jesus stuns the crowd by stating that he will dine with Zacchaeus and his family that evening in their home - even though Zacchaeus was a rich publican, thought to be crooked, and a head tax collector. After the meal, Jesus is moved by Zacchaeus' declarations of faith and promises of restitution to the poor and those he had previously cheated, and grants him salvation. Father Todd reminded us that Jesus is a welcoming presence, who is always ready to have a conversation with us, whatever our status or profession.

[Administrative note: Vestry members agreed to change the meeting order to postpone disposition of the Minutes until after completion of reports from all guest speakers.]

**Committee Reports:**

Sally Hastings, Vestry member responsible for Youth and Christian Education, invited Kelly Garner and Alexis Stuckey to report directly to the Vestry.

**Guest, Kelly Garner, Children's Ministry Director** - Written report provided to Vestry prior to meeting. Note: Kelly works with St. Mary's children aged 10-yrs and under. Report highlights include:

Sunday School program has been moved back to during the 9 am CFW and Traditional services. Classes are offered for (1) three to six year-olds, and (2) 2<sup>nd</sup> to 5<sup>th</sup> graders. Using Workshop Cycles from Leader Resources as curriculum guide, which allows instruction on the same bible verses/topic over multiple

weeks. Each week the teaching medium rotation switches from art, to drama, games, or dance. One workshop even involves cooking. Attendance has grown to more than 30 students in class each week.

Family & Youth Programs kicked off fall 2016 season with a blessing of the backpacks, where over 200 bags were blessed and laminated message tags given out. The tags include Romans 8:28, St. Mary's contact information, and instructions to "Keep calm, and know it's all good".

Mission 345 kicked off with a blessing of the animals where over 30 animals were washed and over \$300 was collected for the humane society.

Youth Sunday was held on Oct 23rd where children read, sang, and preached. This wonderful event included both the CFW and Traditional Services. Kelly hopes for this to be a bi-annual event, with one Youth Sunday in the fall and another in the spring. Trunk or Treat and a Chili Cook-Off were also held this same Sunday.

Up coming events include the annual Thanksgiving food drive and the Angel Tree Program, where gifts for over 95 children be given Monday 12/19/16.

The Vacation Bible School's "Surf Shack" was a huge hit with over 120 "campers" in attendance and made good use of 11-12<sup>th</sup> graders as leaders. More than 70% of these children who attended are from outside our parish. Next year's theme is "Be a Super Hero".

**Guest: Alexis Stuckey, Youth Ministry Director** - Written report provided to Vestry prior to meeting. Highlights include:

The 2016 Summer Mission trip to the University of Texas in Arlington was incredible. St. Mary's students repaired and mulched a community garden along with kids from other churches in partnership with YM360 (YM = Youth Ministry). Planning to repeat this same camp/mission in the summer of 2017.

This summer, the St. Mary's Vacation Bible School classes were almost entirely student led, rather than taught by adults. This was well received by the "campers" as well as their teen leaders who helped out in record numbers.

The fall Youth Group studies are also being led by the students themselves. Six (6) leaders were chosen to work with six different groups. Students lead a group for three to five weeks depending on the study segment. Leaders are rotated as the groups change subject.

Up next, the youth will be involved with Deacon Christian's ordination in December.

**Guest: Joanne Nelson, Director of Music** – Written report and the 2016-2017 Jazz & Music Series Program provided to Vestry at meeting. Highlights include: St. Mary's adult choir has 26 regularly attending members and includes some professional talent. Each member volunteers four to six hours per week, and sings at one or both Traditional weekend services. In addition, choir members have donated hymnals, music scores, money and time to repair and program the Carillon, two pianos, and money to reinstall the risers.

The Children's choir includes choristers from the age of three to ten, and is performing beautifully. There will be two more rehearsals before Christmas.

Joanne is exploring St. Cecilia's Scholar Program as a model to help her young talent grow and develop.

The 2016-17 Jazz Music Series is in its 5<sup>th</sup> year and will kick off the new season on November 13<sup>th</sup> with Nathan Skinner on the Vibraphone, thanks to a generous contribution from Mrs. Elizabeth Lahti. Please pass out copies of the schedule and help Joanne with outreach for this ministry.

2016-2017 Budget and/or Capital Campaign requests include (1) children's robes (\$500); (2) seed funding for the Music Series (\$10K); (3) music (\$2500); (4) Steinway restoration (\$20K); and (5) reconfiguration of the choir loft (cost TBD). Joanne recommends that costs to reconfigure the choir space and restore the Steinway piano be added to the 2016-2017 Capital Campaign.

[Administrative Note: Joe C and Sally H left the Vestry meeting after hearing all Committee Reports and before the Capital Campaign update and vote. Number of Vestry members present was reduced to seven (7).]

**Guest: Tom Baker, Capital Campaign Chair** (verbal report) – St. Mary's is currently using the services of the Rev. Hap Lewis, Architect, to identify the physical needs of St. Mary's aging campus. The Capital Committee has estimated St. Mary's will need approximately \$3-3.5M to meet the needs as expressed in the Sept-Oct 2016 parish charrettes conducted by Rev. Hap - aka "Come, Let us dream together" meetings. In addition, the CC committee feels that in order to have the most effective results from fund raising efforts, we need to retain professional experts to help raise all the necessary funding. Lastly, in order to coordinate CC fund raising efforts with the 2017 Pledge Campaign, the feasibility study time line needs to commence quickly.

The CC committee evaluated four (4) outside consulting and fund raising organizations using a questionnaire specifically developed for this purpose. As a result of answers to the questionnaire, a multi-stage interview process, and meetings with Tom + Melissa, the Capital Campaign committee recommends retaining Horizons Stewardship Company to help St. Mary's with its Capital Campaign (note: Fr. Todd was on vacation during most of the interview process, but did have a Skype interview with Horizons). The parish would be asked to commit to pledging funds that would be paid to St. Mary's over time - possibly three years. Tom expects contributions to start coming in early 2017. The Horizons Stewardship contract proposes a total fee of \$49K, to be paid in performance stages, including a 10% initial deposit - with the total balance due by June 1, 2017 (see contract with Horizon Stewardship Co. for full details). Horizons would kick off their efforts with a with feasibility study to see whether the parish is willing and able to raise the necessary funds. The feasibility study must be complete December 2016.

(\*) A motion was made by John Funston to retain Horizons Stewardship Co. to conduct a Capital Campaign feasibility analysis on behalf St. Mary's for a maximum cost of \$49K, payment schedule in accordance with contract terms. Kathy Pignataro seconded the motion. Discussion ensued, resulting in a Vestry stipulation that Tom B. to return and report to Vestry after completion of the feasibility study. Question called. Seven (7) of 12 Vestry members consisting of

Todd B, John F, Lenore H, Pam L, Jim M, Kathy P, and Brendan R - constituting a quorum - voted unanimously to approve the motion.

Note: If the Horizons feasibility study shows little support for a Capital Campaign, the maximum cost owed to Horizons is capped at \$9800.

**(\*) Minutes: 27 September 2016, v.3:** A motion was made by John F to approve as written the September minutes, version three. The motion was seconded by Pam L and approved unanimously by the seven (7) Vestry members present.

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

To help keep the website updated, Fr. Todd and Ernie have approved the hiring of Isela Gonzalez as our Website Facilitator (cost \$50/hour). Isela is familiar with St. Mary's, teaches "All Things Media" with Melissa, **and built our website with Melissa three years ago.**

Combined monthly attendance for all services was 1176 in September, which is near the lower limit of our seasonal range. As the season progresses, attendance should pick up. Jim M requested that the attendance chart be reduced to show only the previous two years.

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

The first parish wide Charrette was held on October 23<sup>rd</sup> with 57 people in attendance. Communication is seen to be a big problem, and there was much discontent with the split service model we are currently using between the CFW and Traditional services. Parking was also a major area of complaint. There will be a second and final opportunity for the congregation to discuss their wants, needs and desires this Sunday, 10/30, at 12:10 pm.

Trunk or Treat was combined with a Chili Cook-Off and a beer garden on October 23<sup>rd</sup>. The fund raising goal of \$1K in donations was reached.

Congratulations to Peter Pignataro and Tracy Volz, St. Mary's Chili King and Queen.

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

Hurricane Matthew – St. Mary's was very fortunate to sustain damage to only one building (Smith Hall roof from nearby toppled ficus tree), and much debris as a result of our early October hurricane. A tireless crew of volunteers cleaned up the campus in one day, and Bob Pearson was able to secure tree removal services for \$3K rather than the original \$10-12K estimate.

Communication is seen as a big problem with folks who are not using electronic media.

Vestry Candidates – We currently have three candidates for the class of 2017-2020, but still need two more parishioners who would be good candidates willing and able to serve. Please pass your recommendations onto Lenore as soon as possible.

Parish Charrette's with Rev. Hap Lewis, Capital Campaign Expert and Chairman of Property and Loan Committee of Diocese are being held October 23rd & 30<sup>th</sup>.

**Rector's Assistant's Report, Christian Anderson:** Absent due to need for clergy representation at the "Marty Award Ceremonies" being held on campus. A written report was provided to the Vestry prior to its meeting. No discussion of Christian's report by Vestry. Please see his written report for more details.

**Rector's Report, Father Todd:** Written report provided to Vestry prior to meeting. Highlights include:

Due to the lateness of the meeting, discussion was kept to a minimum. However, Fr. Todd noted that during the first "Come Dream With Us" charrette, one participant said, "We have to keep our eyes on Jesus. He's the reason we need to do this."

Also of particular importance was the annual Clergy Conference held in mid-October. This was the first conference for our diocese since our new Bishop [Peter] was instituted. If it seems St. Mary's has difficulty communicating, the problem is even direr within the diocese. The average size of churches in the nation is 58 and our SE FL diocese is similarly constructed, with only a few congregations comfortably able to employ one full time priest, let alone two. Something we should take to heart.

[Administrative note: Vestry members agreed to change the meeting order to move up Todd B's report on the need for a Campus-Wide Air Conditioning Survey]

**(\*) New Business:** Todd Balfort, Campus-Wide Air Conditioning Survey, verbal report – The Facility committee is requesting approval to spend \$5800 on a mechanical engineer to do a campus wide survey to look at the state of all our A/C and HVAC units. (\*) A motion was made to approve the expenditure of \$5800 for this purpose by John F. The motion was seconded by Jim M and approved unanimously by the seven (7) Vestry members present.

**(\*) Financial Report, Ernie Peixotto:** Written report provided to Vestry prior to meeting. Highlights include:  
2016 Budget and 2015 Annual Audit Status – The October financial reports are not available due to delays caused by Hurricane Matthew. The annual audit is nearing completion, and several accounting questions are being resolved including the evaluation of procedures for collecting, recording, and accounting for Mary's Closet. \*A motion was made by JF to approve the Treasurer's October 2016 report including acceptance of the 2015 Annual Audit. The motion was seconded by Kathy Pignataro and passed unanimously by all seven Vestry members present.

[Administrative Note: Todd B left meeting after the Vestry votes for a Campus-Wide Air Conditioning Survey, plus approval of the Treasurer's Report and acceptance of the 2015 Annual Audit. Number of Vestry members present was

reduced to six (6) and the quorum was lost. Any Vestry votes taken after this point will require ratification at a future Vestry meeting.]

“Budget by Ministry” Proposal – Our Treasures requests that the Vestry define what Ministries include what programs. To help in this endeavor, Ernie set up a draft model/pie chart breaking down the budget into 11 different areas of ministry: Religious Services, Campus Operations, Mary’s Kitchen, Mary’s Closet, Pastoral Care, Children’s care, Youth programs, Fellowship Programs, Outreach Programs, the Pittenger Center, and Other. If you have other recommendations for programs/ministries to include, please bring them to our November meeting. The 2017 Budget process can proceed as soon as the Vestry agrees on the areas of ministries. Vestry members will have to write the description for each of these areas.

Updating of Church Financial Procedures – No discussion

(\*) \$300,000 Loan to facilitate Capital Campaign – No discussion or vote

(\*) \$100,000 Line of Credit – No discussion or vote

**New Business:** For the November Vestry meeting, a Committee Report is due from Brendan Rogan on Outreach and Missions.

**Old Business:** None

At 8:18pm, a motion was made by Lenore H. to adjourn the meeting. Motion passed unanimously.

Respectfully submitted, Trina Perna  
Clerk

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

(\*) Agenda Items with asterisks require Vestry approval.