

St. Andrew's Vestry Meeting

October 16, 2019

The meeting was called to order by Senior Warden Anne McCausland at 7 pm.

Present: Rev. Reed Loy, Tom Burack, Bert Cooper (Treasurer), Lucy Crichton (Vestry Chaplain), Peter Daley, Clarke Kidder (Junior Warden), Anne McCausland (Senior Warden), Brian Tucker, Betty Whinn, Audrey Knight

Guest present for initial half of meeting: Bishop Rob Hirschfeld

Unable to attend: Vickie Haines, Pam Manus (Clerk), Pat Walker

Opening Prayer - Led by Lucy Crichton, the group read passages from St. Francis of Assisi, from Reflections of Clare of Assisi, and from the Scripture: 1 Peter; 4:8 – 11.

Consent Agenda - Anne McCausland reviewed the purpose of utilizing a Consent Agenda to start a meeting. Committee Chairs should collect and collate relevant reports from the ministry leaders in their area. Reports should be sent to Rev. Reed by close of business the Wednesday before each Vestry meeting so that he can compile and email the one document to Vestry members to be read prior to and approved at the Vestry meeting.

Anne entertained a motion to accept the items from the Consent Agenda, which was moved to accept by Tom Burack, and seconded by Peter Daley. The Consent Agenda included: Acceptance of Minutes from the August and September 2019 Vestry meetings; Reports from the Parish Life Committee (see Addendum) and the Outreach/Mission Committee; and the Finance Committee Policies and Procedures.

Old Business

Renewal Works Check-in - Rev. Reed reported that 67 surveys were completed. The Renewal Works Team had a successful first workshop on October 6th, facilitated by Tina Pickering, and will meet again on Oct. 27th. The group was joined by Renewal Works Teams from Exeter and Londonderry.

Website Updates Celebration - The St. Andrew's website, although still a work in progress, has been successfully updated with the top line reflecting the many ministry areas. It was suggested that Rev. Reed share notice of the update with the congregation through the email blast and at Sunday worship announcements.

New Business

Sharing from Bishop Rob Hirschfeld - Bishop Rob said that he tries to attend a Vestry meeting soon after he conducts a church visit to share his impressions. At his recent visit to St. Andrew's, he observed a deep sense of fellowship and affection, and a feeling of "love, mission, kindness, and mutual support". Vestry members pointed out that much of what Bishop Rob observed could be due to Rev. Reed's successful work

and genuineness in being happy to be at St. Andrew's, and welcoming, especially, to new young families. Bishop Rob was pleased that St. Andrew's is doing Renewal Works as it will help us learn the "new vocabulary" and become "rewoven in God" in today's Episcopal church at a time when the numbers of church attendees and religious followers are diminishing, especially in New England. He mentioned the upcoming Convention, and the plans for starting a New Hampshire Seminary, similar to the National Guard model, for the development of future part-time clergy.

Budget Hopes for 2020 -Two hopes were shared by Rev. Reed. One is a Nursery staff person for 9:30 – 11:30 am every Sunday, assisted by a volunteer, which would cost approximately \$1,650. This would allow all the congregation to attend the services, prevent burnout of church members who have faithfully provided services, and provide consistency to children to help them feel more comfortable there with familiar faces. The second is for performance raises to supplement Cost of Living raises, for current staff to reward the quality and longevity of the staff's work. The group expressed support for both. Rev. Reed will work with the Finance Committee on this.

Revisiting Behavior from September Vestry Meeting - The group discussed content and process from the last meeting, with some feeling that things had been "off center", and that they wished they had voiced opinions or had delayed making some of the decisions. There was concern that there wasn't enough time to properly digest all the new information presented. It was suggested that new information needing a vote be received and reviewed prior to the meeting. It was also suggested that when guests related to a Vestry meeting agenda item attend, that although many may attend, having only one spokesperson would be helpful. The group was reminded that the Vestry must approve all fundraising efforts and any gift to St. Andrews, and that Vestry officers must sign any contracts. Tom Burack offered to meet with Rev. Reed and any others interested, to develop policies related to such issues.

Bylaws Committee Check-in -Tom Burack requested that the group read and reflect the revised/updated Bylaws distributed at the meeting and email him with any feedback, issues or concerns so that a vote to accept them could occur at the November Vestry meeting. As it had been suggested at a past meeting that the "Outreach/Mission" Committee (as mentioned on page 5 of the Bylaws) be renamed, he asked for suggestions of a new name. He will email the Vestry the list of suggestions for their input so that the new name is inserted into the Bylaws for final acceptance at the November meeting.

Receive Financial Reports from August and September - Bert Cooper distributed and reviewed the August and September 2019 Financial Reports. He will be sending an Addendum with notes to the Vestry. The budget for 2020 can't be done until Celebration Sunday. Committees should look at their past expenses in determining their Committee's 2020 budget request. These reports will be received in the Consent Agenda at the November Vestry meeting

Upcoming Special Celebration/Events -The group was asked to refer to the list on the meeting agenda which included the following:

- Rev. Reed's time away (off Nov. 11 – 16)
- Renewal Works Team continuation through December
- Stewardship during October with Leadership Dinner Oct. 20, and Consecration Sunday Celebration Luncheon on Oct. 27
- Blood Drive Oct. 30, 1 – 6:30 pm
- Halloween Open House Oct. 31
- Fall Parish Cleanup Nov. 3 following 10 am worship
- November teaching and preaching series on "Last Things"
- St. Nicholas cookies - decoration Dec. 7 and packing/distribution Dec. 1
- Christmas Eve Friendly Kitchen
- Christmas Week Family Promise

Other Items Discussed

November/December Loose Plate Offerings - A suggestion was made to give the offerings to the Concord Coalition for the Homeless. Audrey Knight made the motion which was seconded by Betty Whinn and approved unanimously.

Winter Coat Donations - Peter Daley requested that winter coats be collected at St. Andrew's during November. He will work with Rev. Reed on this.

Closing Prayer - Lucy Crichton provided Prayers attributed to St. Francis.

The meeting adjourned at 9:15 pm.

Next Meetings: November 20, December 18.

Respectfully submitted by Audrey Knight, subbing for Pam Manus, Clerk

St. Andrew's Vestry Meeting
October 16, 2019
ADDENDUM
Committee Reports

Outreach Committee:

Family Promise – Family Promise week ended this past Sunday with a thank you note from one of our families. A reflection of last Sunday's gospel – One came back to say thanks. We sheltered and fed three families (4 adults and 6 children). The dinners were delicious and the game UNO was a hit with the children. We are blessed with faithful volunteers who make our participation in Family Promise possible. We also had 7 new volunteers who learned the roles of the hosts this past week. Our next week will be the week of Christmas. Thank you to our parish for the continued support of this vital ministry.

Toys and Books for the CHiPs Program – This year at the Diocesan Convention, which will be held November 9th, there will be toy/book collection for the CHiP Program. This program makes sure that children of incarcerated parents receive Christmas gifts from their parent. Each child receives a toy and a book.

During October we will be collecting donations of new toys and books to deliver to the convention on November 9th. They will be picked up there and distributed to the children at Christmas time. Please leave your donations in the office for pick-up on November 8th. Please contact Vickie at 748-1329 with any questions.

Parish Life Committee:

Peter and Audrey have begun recruiting hosts for Coffee/Fellowship Hour in person and at announcement time. On Nov. 3rd, Peter will be mentioning it at the 8 am service, and Audrey will be doing so at the 10 am service. Further recruitment will be done via the e-blast and church service bulletin. Several area churches were surveyed this summer and consensus was that finding coffee hour hosts is a chronic and shared issue with no magic solutions. Liz Carey, Nancy Clark and Binney Wells have Halloween night plans pretty much in place. There will be decorations similar to those in the past, contributors of candy and cheese sticks have been identified, and soup will be made to feed those helping out on Halloween night. Nancy is hoping to get another person or 2 to assist that night and will ask again this Sunday. Liz Carey has the St. Nick cookies plans well under control. It was asked that the Fellowship host use the altar flowers for decoration and then either take them home, find someone who would enjoy them or throw them out at the end of coffee Hour. All this would happen if the donor does not want them that day.

St. Andrew's Vestry Meeting
August 21, 2019

The meeting was called to order by Senior Warden Anne McCausland at 7:05 p.m.

Present were: Rev. Reed Loy, Clarke Kidder, Junior Warden, Bert Cooper, Treasurer, Lucy Crichton, Vestry Chaplain, Peter Daley, Vickie Haines, Betty Whinn, and Pam Manus, Clerk.

Unable to attend: Pat Walker, Audrey Knight, Brian Tucker and Tom Burack.

Opening Prayer and Reflection: Lucy Crichton, Vestry Chaplain opened the meeting by telling us that a number of people had asked her what does it mean "practicing resurrection?". She lead us then in a discussion centering on practicing resurrection. We re-enacted a part of the Road to Emmaus story where Jesus is finally recognized, and as soon as that is evident, he disappears. We then discussed the meaning of resurrection as we felt it. Some ideas were: living with awareness; renewing each day; each day is new; be ready every day to accept what is ; repent and renew without carrying yesterday into today. Much discussion centered on being aware of each moment, renewing ourselves and practicing resurrection as we understood it to mean for ourselves. We closed our discussion with silent prayer.

Consent Agenda: Anne McCausland called for the consent agenda. Peter Daley moved to accept the minutes from the June Vestry meeting and the committee reports received prior to this meeting. Bert Cooper seconded this. Motion passed unanimously.

Renewal Works: Rev. Loy reported that Leader Steve Botana-Gumbs is joined now by Lucy Crichton, Shawn Mills, Betsy Wilder and Vickie Haines. St. Andrew's will be working alongside Christ Church in Exeter, St. Peter's in Londonderry and Christ Episcopal Church in Portsmouth.

Treasurer's Report: Bert Cooper went over the spread sheets with the Vestry. The Balance Sheet is becoming clearer and cleaner. Bert explained that the sheet did not incorporate the statement from the Diocese with respect to our investments/income. Being able to put notes of explanations onto the sheets is very helpful in clearing up the questions that arise. He noted that we are a small organization, with limited financial

volunteers and limited hours. Those volunteers are doing their best. We all appreciate this and are very pleased with the new look to the financial reports.

- Pledge statements: Bert will look into this. They need to go out.
- Bishop Robinson's Fund: Bert will also look into the Bishop Robinson Fund's instructions and intentions for distribution of the moneys. There is around \$29,000.00 in this fund. Initially it was to be used to support an assistant for Christian Formation, but that salary was taken from our general funds. Are we now allowed to use it for Christian Formation in general or does it go to a salary for an assistant? Can it be used to "pay back" the general fund? Bert will follow up on this matter.
- Pension Fund Issues: Bert then reported on the changes that need to be made to Rev. Loy's pension fund. We will be correcting our past mistakes and updating our process so that we are compliant with the Diocesan regulations governing pensions. We should have included self employment, monies allotted for housing allowance, the one time housing incentive and the tax offset for Rev. Loy all into the equation for his pension fund. We did not budget for this formula for the pension. It needs to be corrected. Bert then asked for authorization to make a \$3,318.42 payment to Rev. Loy's pension fund to cover last years shortage and put this year in compliance. Pam Manus moved to authorize the Treasurer to pay the \$3,318.42 into Rev. Loy's pension fund to bring it into compliance with Diocesan policy. Anne McCausland seconded this and it was passed unanimously.
- Health Insurance: Kim Wertz is not taking Health Insurance, so we will move that money to her pension fund.
- Altar Guild: The cost of the new umbrella stands (ones that hold our large umbrellas for the Garden Services), new candle holders and linens have exceeded any budgeted monies for the Altar Guild. Bert Cooper moved that \$595.00 be taken from the general revenues to cover these costs. Clarke Kidder seconded this and the motion passed unanimously.
- We discussed briefly the need for us to learn to be realistic when our ministries submit their yearly budgets, we should be prepared for unexpected expenses.

Lucy Crichton moved to accept the Treasurer's report for file. Peter Daley seconded and the motion passes unanimously.

Finance Committee: Rev. Loy reported that the Finance Committee had met and drafted a Finance Committee job description. They include

Financial roles, duties and permissions; QuickBooks, access and permissions, policies covering counting the money, handling of stale checks, and cash receipts policies. The committee would like the Vestry to read, discuss and then approve. Vestry members were given a copy of the procedures so that we can have read it and ask questions prior to our next meeting. This item will be put on the consent agenda for vote at our September meeting.

Loose Plate: Anne McCausland moved to have the loose plate money from September and October given to Episcopal Relief and Development. Lucy Crichton seconded and the motion passed unanimously.

Review of the Budget: This discussion will be tabled, to be taken up at our September meeting.

By-Laws: The By-Law's Committee has finished its work and is ready to present its finished work to the Vestry. Tom Burack could not be at the meeting tonight, so this will be tabled until our September meeting.

Ten Rules for Respect: Rev. Reed Loy introduced the 10 Rules for Respect. Our discussion centered around our responses and insights into our own forms of conversation. We went over each point and shared our thoughts.

- If you have a problem with me, come to me (privately).
- If I have a problem with you, I'll come to you (privately).
- If someone has a problem with me and comes to you, send them to me. (I'll do the same for you.)
- If someone consistently will not come to me, say, "Let's go to the pastor together. I am sure he will see us about this." (I will do the same for you.)
- Be careful how you interpret me—I'd rather do that. On matters that are unclear, do not feel pressured to interpret my feelings or thoughts. It is easy to misinterpret intentions.
- I will be careful how I interpret you.
- If it's confidential, don't tell. If you or anyone comes to me in confidence, I won't tell unless a) the person is going to harm himself (herself); b) the person is going to physically harm

someone else; c) a child has been physically or sexually abused. I expect the same from you.

- I do not read unsigned letters or notes.
- I do not manipulate; I will not be manipulated; do not let others manipulate you. Do not let others manipulate me through you. I will not preach at you, I will leave conviction to the Holy Spirit (she does it better anyway).
- When in doubt, just say it. The only dumb questions are those that don't get asked. Our relationships with one another, at the end of the day, are the most important things so if you have a concern, pray, and then (if led) speak up. If I can answer it without misrepresenting something, someone, or breaking a confidence, I will.

We then had a lively discussion about all the 10 points centered around the dynamics of communications. We all agreed that many of these points were ones we already felt we were following, but there were ones we still struggled with. Our prayers were that we recognize, and then change the behavior that leads to poor communication. If we follow these points we can have a community that is built on trust.

Ministry Board: All chairs are encouraged to write a blurb about their work for the Ministry Board. This board will be in the Great Hall and moved to whenever and wherever it is needed.

Upcoming special celebrations/events/dates:

- Reed's Time Away
 - Continuing Education: Trinity Retreat Center Family Camp, Aug. 23-28; DioNH Clergy Retreat, October 7-9
- Welcome Sunday, September 8, with Ministry Fair and new Ministry Board
- RenewalWorks kickoff, September 15

- Spiritual Life Inventory open through October 6
- Workshop Team continues through December
- Bishop Rob Visitation, September 22
- Stewardship through October
- November teaching and preaching series on “Last Things”

Next meetings: September 18, October 16, November 20

Closing prayer was a poem Philip’s Birthday read by Lucy Crichton.
The meeting adjourned at 9:05 P.M.

Respectfully submitted

Pam Manus, Clerk

St. Andrew's Vestry Meeting
September 18, 2019

The meeting was called to order by Senior Warden Anne McCausland at 7:03 pm.

Present: Rev. Reed Loy, Tom Burack, Lucy Crichton (Vestry Chaplain), Peter Daley, Vickie Haines, Anne McCausland (Senior Warden), Brian Tucker, Pat Walker, Betty Whinn, Audrey Knight

Guests present for Memorial Garden Agenda item discussion: Liz Carey, Maggie Frank, Betsy Wilder

Unable to attend: Bert Cooper, Treasurer, Clarke Kidder (Junior Warden), Pam Manus, Clerk

Consent Agenda: Opening Prayer/Reflection was postponed until after the Consent Agenda so that copies of the Opening Prayer could be made. Discussion of by-laws pertaining to ushers/handling money was removed from the Consent Agenda and added to the regular Agenda. Agenda item of approval of August 2019 Vestry meeting Minutes was removed as financial information had not been updated prior to this meeting. Betty Whinn moved to make these Consent Agenda changes, seconded by Tom Burack. Motion passed unanimously.

Usher/handling funds discussion item: wording in the By-laws/policies regarding handling the collection plate money needs to be changed from "two unrelated persons" to "at least two unrelated persons are needed for any movement of money after the worship". Wording needs to reflect that there needs to be a third person present when the two related ushers leave the church to put the money from the collection into the safe. Tom Burack made the motion to make the wording changes to reflect this, seconded by Audrey Knight and passed unanimously.

Opening prayer and reflection: Lucy Crichton, Vestry Chaplain, led this group participation item with a prayer from Daily Prayers for All Seasons.

Renewal Works: Rev. Loy reported that this was kicked off Sunday, Sept. 16th, to the 83 attendees of the two services. The survey has gone live via email with approximately 100 opening it to date; 23 of the 100 completing it to date. 45 completions are needed for the information to be statistically significant, although Rev. Loy is hoping for 60 to 75. All of the Vestry completed it. There was discussion about how those not comfortable with completing it on line could access it. At both services, Rev. Loy had offered assistance to those who wanted to enter it at St. Andrew's after the services. Due to the survey design, it's not feasible to have a paper version completed with the information entered by someone else. Rev. Loy will announce at upcoming services that church members should talk to him if there are difficulties completing it via email. The survey closes Oct. 6th at midnight.

Ratification of email vote: Tom Burack requested that a motion be made to ratify the previous email vote to authorize Rev. Loy to hire Charlie Webb to wax the floors. Lucy Crichton made the motion, seconded by Brian Tucker, and it was passed unanimously.

New Business

Memorial Garden wall repair: Betsy Wilder, Co-Chair of the Memorial Garden Committee, joined by four other members of the committee (guests Liz Carey and Maggie Frank, and Vestry members Audrey Knight, and Betty Whinn), shared the background of the need to replace and/or repair parts of the Alaskan Cedar decorative wooden section as well as the gate. Sixty-one (61) pieces need sanding; 19 need replacements. The committee has been exploring options for this project for the past two years, and received one bid from the three attempts to obtain local bids. Local builder and multi-generational St. Andrew's member George Sharpe has submitted a bid of \$9,714 which involves all the work needed, including sanding/ /installing/replacing the walls and gate, the cap pieces and the trays the pieces rest on. Thirty years ago the wall was built for \$6,000; the \$2,000 for the gate was donated by the Breed family. Currently there is approximately \$9,000 in the Memorial Garden Endowment Fund in the Diocese, and approximately \$6,600 in the current St. A's Building and Grounds budget line item that could be used.

There was discussion about how funds in the accounts would be replaced if used to pay for this and were there less expensive alternatives? Betsy said other options (different material, decreasing wall height, etc.) had been explored, but would not maintain the past design and historic value. Betsy pointed out that in 2019, \$825 of new donations for the Memorial Garden had been made, although those funds are in a Building and Grounds fund, not in a clearly designated Memorial Garden Fund. She also pointed out that revenue could also come from the purchase and engraving of "pavers" (memorial stones in the garden), as the charge will is slightly higher than the cost. The question was raised as to whether the Diocese might have a suitable grant fund that could be used; however, it was Rev. Loy's recollection that there was no appropriate grant category. Concern was raised as to whether this was good use of funds and of future fundraising when there were other building priorities such as mold in the lower level, parts of the building needing painting, etc.) Rev. Loy, citing Theological and Biblical reasons and respect for the Congregation, expressed concern about requesting funds for this project from individuals or select groups for this project, and about interference with the current pledge process.

It was suggested that requesting funds for this project be made well after the Stewardship process had ended, and that the goal be to complete the garden work in 2020. The original specific terms of being able to use the Memorial Garden Endowment Funds have been lost, but the version from 15 years ago does not indicate restrictions. Tom Burack made a motion to authorize the Building and Grounds Committee to enter into a contract with Mr. Sharpe to repair/replace the wall and gate; for the Vestry to authorize use of a combination of funds from the Memorial Garden Endowment Fund

with proportions to be finalized at a later date when the specifics are known; and to encourage the Memorial Garden Committee to undertake efforts to replenish the borrowed funds through a process coordinated with other funding efforts from 2019 and 2020. Lucy Crichton seconded the motion which was unanimously approved.

Update from the Bylaws Review Task Force: Tom Burack, Chair of the Bylaws Review Task Force, reviewed some of the more significant changes proposed by the Task Force to the current version of the Bylaws which were adopted in 2005, and the rationale behind the proposed revisions. As a general guiding principle, the Task Force is recommending revisions that would bring our Bylaws in closer alignment with a template developed by the Diocese in 2012. While many of provisions of the current bylaws are similar to comparable provisions in the 2012 template, some of the current provisions and terminology differ. Deep praise, thanks and appreciation were given to the Task Force, consisting of Jim Whinn, Martha Fairfield, Dave Young, and Rev. Loy, in addition to Chairman Burack. While seeking to more closely align our Bylaws with the 2012 template, the Task Force also sought to cherish what makes St. Andrew's special and to achieve clarity, simplicity and transparency. In order for the revised bylaws to be presented at the annual meeting in late January, 2020, *they must be delivered to the Clerk not later than 45 days prior to the meeting so the Clerk can distribute them to the congregation at least 30 days prior to the meeting. In practical terms this means the Vestry must recommend a final version for adoption not later than at its November 20 meeting, and ideally at its October 16 meeting. Edits or comments discussed at tonight's meeting will be reviewed by the Task Force, which will provide a proposed final version for consideration by the Vestry at its October 16 meeting.*

Items discussed included:

- A suggestion was made to capitalize "Confirmed" and "Communicant" in the document.
- Sections 2.1 and 2.2 - Membership - Definitions of "member" vs "communicant member" and "voting member": are any clarifications necessary?
- For consistency, in the Section 1 discussion of the Annual Meeting, Change "Diocese canon" to "Diocesan canon"
- Section 5.2.a – Warden Qualities - Question was raised about "confirmed communicant" - is it "sacramental"? Rev. Loy explained that the Diocesan Canons speak to a "sacramental communicant"
- Section 5.3 a (10) - was added to ensure consideration of "Safe Church" issues
- Section 5.3.a (11) – Conflict of Interest – The Task Force will draft a conflict of interest policy relevant to a church to replace the conflict of interest provision in the current bylaws
- Section 5.3.b - Description of Treasurer's responsibility – the Task Force was asked to consider whether the language needs to more clearly specify that the Treasurer will both prepare and present a report for the annual meeting.
- 6 – Standing committees – discussion about the name "Mission Outreach Committee". A request was made to add this topic to the October Vestry meeting agenda for further discussion, as alternative names may be suggested.

- Section 6.8 - Meetings - Tom Burack pointed out that the proposed language does not provide for meetings to be held or votes to be taken via email, as the Task Force does not believe this to be a good governance practice.
- Section 7.3 – Indebtedness – A question was raised as whether the Bylaws should clarify that indebtedness can only be incurred to support “the mission of the church.” Rev. Loy observed that this may not be necessary because the Congregation may only incur debt if explicitly authorized to do so by the Diocese.

Review of Budget by Spending Areas – Anne McCausland: The handout of bar charts of categories of the 2019 Annual Budget, and of the 2019 Outreach Budget were reviewed. Questions for discussion and future reflection included are we giving enough to the Samaritan fund? Is the Congregation aware of to whom we give the loose plate collection fund? Should we make changes in the 2020 budget about how we spend these Outreach funds? Is the Rector’s Discretionary Fund \$1,000 per year or \$1,000 plus loose plate funds? Should the fund be called “True Religion” and not “Outreach”? Should Mission Outreach be changed to include love? It was recommended that we have a Mission Statement for the outreach part of the budget. Rev. Loy will check at the upcoming Convocation as to what other churches call it.

Upcoming special celebrations/events/dates – Rev. Loy and group reviewed the listing that was in the agenda. Revised version is as follows:

- Bishop Rob Visitation, Sept. 22nd (no confirmations planned) and Vestry visit in October
- Renewal Works continuation
 - Spiritual Life Inventory open through Oct. 6th
 - Workshop Team continues their work through December
- October 6th Combined 10 am service at First Church
- Oct. 6 – 13th – Family Promise
- **Rev. Loy’s Time Away: DioNH Clergy Retreat, Oct. 7-9**
- Stewardship during October with Leadership Dinner 5:30 pm, Oct. 20th (contacts: Anne McCausland/Betty Whinn)
- Oct. 27th Consecration Sunday Celebration Luncheon following 10 am service (contact: Sean Mills)
- Oct. 30th – Blood Drive (contacts: Betty/Jim Whinn)
- Oct. 31st – Halloween – treats to be distributed at the front door of the church (contacts: Liz Carey/Nancy Clark)
- Nov. 3rd – Fall Parish Outdoor Cleanup following 10 am service
- November teaching and preaching series on “Last Things”

Closing Prayer – Lucy Crichton

Next meetings: Oct. 16th, Nov. 20th

The meeting adjourned at 9:01 pm, with a motion by Tom Burack, seconded by Peter Daley.

Respectfully submitted, Audrey Knight, subbing for Pam Manus, Clerk

Cell Phone Reimbursement Policy

Whereas letters of agreement between the Wardens of St. Andrew's Episcopal Church may include a clause that require the church to reimburse part of an employee's cellular telephone bill, and all reimbursements to an employee must be approved by the treasurer, employees must submit a Disbursement Request along with a copy of the cellular bill (call detail redacted).

The Disbursement Request may be completed once at the beginning of the calendar year, or remaining period of a calendar year, which will include the current and remaining months of the year, to the extent each month to be covered is written by the employee.

The amount to be documented in the Disbursement Detail section of the request shall be equal to a one month reimbursement. Once approved by the treasurer, the Administrative Assistant may set in QuickBooks a recurring payment reminder for the amount for the employee.

A note, identifying the date of the original approved Disbursement Request, shall be entered in QuickBooks for each check issued for cellular phone reimbursement.

Recommended by the Finance Committee on August 7, 2019

Approved by Vestry on October 16, 2019

