

St. Andrew's Vestry Meeting December 18, 2019

The meeting was called to order at 7:05 p.m. by Senior Warden, Anne McCausland. Those present were: Rev. Reed Loy, Clarke Kidder, Junior Warden, Bert Cooper, Treasurer, Brian Tucker, Audrey Knight, Betty Whinn, Vickie Haines, Peter Daley, and Pam Manus, Clerk.
Unable to attend: Lucy Crichton, Vestry Chaplain, Tom Burack and Pat Walker

Opening Prayer and Reflection: Clarke Kidder led us in the opening prayer and reflections on the scripture reading. *"The glory of the Lord shall be revealed and all people shall see it together."* We offered our thoughts on the poem from A Timbered Choir, The Sabbath Poems 1979-1997 Wendell Berry focusing on the questions How will I look for God's glory today? And How will I help others see it? We offered our thoughts on - Will all people see the glory of God in the same way? Will we all see this at the same time? We took time to reflect on these questions privately.

Consent Agenda: The minutes from the November meeting along with the Financial Committee report will be removed from the consent agenda for further consideration. The committee reports submitted (see addendum) are accepted for this consent agenda which passed unanimously.

Old Business:

- Renewal Works: Rev. Loy reported that the committee will be meeting in January to compile it's report which will include it's recommendations to the Vestry and Congregation. This will complete it's work.

- Vestry Retreat: The vestry will go to the Barbara Harris Conference Center for their retreat on April 17, 18, 2020. We will be in the Bunkhouse. There will be dinner Friday evening , breakfast and lunch on Saturday. The cost per person is \$90.00. We need to pay \$800.00 (half of the total cost) up front. After some discussion it was decided to use monies taken from the 2020 budget. Betty Whinn moved to Pay \$800.00 to the Barbara Harris Conference Center for the 2020 Vestry Retreat using monies taken from the 2020 budget. Audrey Knight seconded this and it passed unanimously.

- Nominating Committee Report: Anne McCausland reported that the slate to be presented for vote at the Annual Meeting will be:
 Treasurer: Kerrie Diers - 2 years
 Vestry Members: Steve Largy, Diane LesBecquets and Betsy Wilder.
 Delegates to Convention: Trish Chandler, Dave Young, Vickie Haines and a member of the Vestry (TBA).

Proposed Vestry Policies:

- **Consent Agenda:** A consent agenda groups the routine, procedural, informational items and presents them as a single motion: minutes from a previous meeting, committee reports, financial reports, final approval of reports which have been thoroughly discussed previously, contracts and other matters. The consent agenda and any reports and back-up materials must be sent to the Vestry prior to the meeting. All documents on the consent agenda will be included in the minutes of the meeting. Any member may remove an item from the consent agenda for further discussion. The consent agenda does not require a vote. The chair moves, and if there are no objections it passes.
- **New Business:** Except in a case of emergency the Vestry will not vote on items presented as new business until the following meeting.

After a brief discussion these procedures were accepted as presented with the exception of the minutes which will be put on the open agenda.

- **2020 Annual Clergy Housing Allowance Resolution.** The IRS code excluding designated clergy allowance used for housing from being taxed needs to be reported. Betty Whinn moved that Rev. Reed Loy's 2019 housing allowance of \$30,000.00 be reported as such and a letter stating this be written and signed by the Clerk of the Vestry. Peter Daley seconded this and it passed unanimously.
- **Preparing for Resurrection:** During Lent we will be offered the opportunity to Prepare for Resurrection in 4 parts.
 - Week 1 - Preparing for dying - Rev. Reed Loy
 - Week 2 - Final Days: Living with a Fatal Illness - Dr. Fred Briccetti and Rev. Linda Spinella

- Week 3 - Wills, Living Wills, Trusts - Bob Wells
- Week 4 - Burial planning - Rev. Reed Loy and Funeral Director (TBA)

The Vestry then took up the question of the % for a merit raise for Rev. Reed Loy. All acknowledged that we have felt the spiritual growth as well as the actual numbers and diversity in the growth of our parish. Reed's energy, enthusiasm, support and spiritual leadership has been a vital center for all of this. After discussion it was felt that a 4% raise (2% COLA and 2% merit) was appropriate. Betty Whinn moved to accept this, Vickie Haines seconded it and this passed unanimously. This will be figured into the 2020 proposed budget. The staff, Eric Riggs and Kim Wertz, have been given the COLA raise of 2% along with a merit raise for each.

2020 Proposed Budget: Bert Cooper, Treasurer, went over the proposed budget line by line. Income was discussed, expenses gone over and committee needs reviewed. With occasional changes in the monies needed or expected to come in the budget was thoroughly reviewed. The discussions were in-depth and all had a chance to ask questions and give opinions. Last year we used \$22,000.00 to support our expenses and this year we project that we will need around \$17,000.00. Our overall goal is to decrease our draw down to the point where we are just using interest. Peter Daley moved that we adopt the proposed 2020 budget provisionally with the final budget to be confirmed at the January Vestry Meeting. This was seconded by Clarke Kidder and it passed unanimously.

Nursery Caregiver: Clarke Kidder moved that we formally accept the creation of the position of Nursery Caregiver with the salary as noted in the 2020 budget. Betty Whinn seconded. Discussion and support of this position was voiced. The motion passed unanimously.

• **Amended Minutes for November 2019:**

- **The Financial Committee Report:** will now read as: Jim Whinn reported that the Got Lunch Program does not have 501-C3 status. St.

Andrew's has been the umbrella organization for them. The Finance Committee would like St. Andrew's to offer the Community Got Lunch Program a Sponsorship Agreement, giving them accountability for and access to the funds. Vickie Haines moved this and Audrey Knight seconded it. After brief discussion this passed unanimously.

- *Financial Committee Report:* The Financial Committee reporting on the Generator Fund. Substitute "whether we" in stead of "if we" in the sentence..The discussion about this centered around the question of.
- *Finance Committee Report:* It is to read: The Finance Committee has developed the policy for use of the Disbursement Request (green ticket) Form. The policy indicates when the form is required.

These amendments are accepted and the November 2019 Vestry minutes as amended are accepted.

Upcoming special celebrations/events/dates:

- RenewalWorks continuation: Workshop Team meets for 4th and final time on January 12th, compiling report, including recommendations to the Vestry and Congregation.
- Christmas Eve Friendly Kitchen
- Christmas Week Family Promise
- RenewalWorks team Presentation of their Report to Vestry and Ministry Leaders February 9th after Fellowship and Coffee.

Thank You Notes: Thank you notes will go out to Cindy White, Jim Whinn, Rob Knight and Liz Cooper.

Clarke Kidder, filling in for Lucy Crichton, led us in the closing prayer.

The meeting adjourned at 9:05 p.m.

Respectfully submitted

Pam Manus, Clerk

Addendum December 2019 St. Andrew's Vestry Minutes

Vestry Policies

Consent agenda

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Vestry Report for Family Promise December 2019:

Family Promise has been struggling with using the Signup Genius program to schedule volunteers. We are now trying to "pre-populate" the schedule on Signup Genius with volunteers who have already committed to a specific time and day. We have 3 couples who are new to hosting and they will be paired with more seasoned volunteers for a more positive experience. Our next week for hosting the families is from Dec. 22 - 29th. This will be the first time St. Andrew's has hosted during the Christmas holidays. We hope to have decorations available for the families to make their rooms festive. We will invite them to join us Christmas Eve for the Christmas Carol sing-a-long at 8:30 p.m.

Worship and Music Committee Report December 2019:

The Organ Committee, led by Fred Briccetti and Pete Mitchell, has continued its work faithfully, and will meet December 13th with consultant Sean O'Donnell, to respond to his report of earlier this year, and ask follow-up questions. They have familiarized themselves with organ mechanics and types, worked with two consultants, visited an organ shop in VT and received quotes for specific organs for our worship and building. They anticipate presenting their report of recommendations to the Vestry in the early months of 2020.