

St. Andrew's Episcopal Church  
Vestry Meeting  
March 18, 2020

The vestry meeting was called to order by Anne McCausland, Senior Warden, after a brief tutorial about Zoom, the computer program we were using for this live on-line meeting. Those present on-line were Rev. Reed Loy, Clarke Kidder, Junior Warden, Kerri Diers, Treasurer, Betty Whinn, Steve Largy, Audrey Knight, Lucy Crichton, Tom Burack, Peter Daley, Diane Les Becquets, Brian Tucker, Betsy Wilder and Pam Manus, Clerk

**Opening Prayer:** The opening prayer was taken from The Book of Common Prayer, our praise was taken from the poem "Love Made Welcome" by George Herbert. Our reflections were shared after reading scripture and meditating on the questions who is hard to love in your life now and what would it cost us to love that one? All had a chance to respond and share our thoughts.

Rev. Reed Loy shared the plans for St. Andrew's best practice around the limitations presented by the edicts surrounding the COVID 19 virus. Reed has been working with our Music Director, Dr. Susan Armstrong, to address the presentation changes needed in worship. Hopefully we will be able to worship together for Easter, but we will follow the limited assembly edicts and will use on-line apps to be as inclusive as possible.

**Consent Agenda:** Anne McCausland, Senior Warden presented the Consent Agenda. This included February Financial Report, Worship and Music Committee Report and the Finance Committee Procedure for Reimbursement without a receipt. Tom Burack moved to accept the February Financial for file and the Consent Agenda as presented. Peter Daley seconded this and it passed unanimously.

**2020 Recommitment Vestry Meeting Best Practices:** All agreed that this discussion should be postponed until we can physically meet.

**Minutes from February Meeting:** Clerk, Pam Manus, will add the list of committee reports in the section of the February Consent Agenda. She will include upcoming special celebrations/ events in the minutes forthcoming. Diane Les Becquets moved to accept the February minutes with the additions, Audrey Knight seconded and the motion passed with one abstention.

**Old Business:**

*Framework for Fundraising:*

Rev. Loy presented a proposed framework for Fundraising and accepting gifts. This will give us the guidelines for our actions regarding fundraising and accepting gifts. Three guidelines are Resting in Gratitude, Discernment of what God is calling for us to give back and The Road to Emmaus Story. We discussed the theological Christian principals that guide decisions and support practices. With our on-line capabilities to see things written in real time, we shared thoughts were able to rework and reword this document giving it the title of St. Andrew's Theological Framework for Fundraising and Accepting Gifts. It will be available in the office. A motion to adopt this document was made by Diane Les Becquets and seconded by Kerrie Diers. This was passed unanimously. See addendum for full document.

*Finance Committee Update:* Kerrie Diers briefly discussed the updated procedure for designated donations and disbursements. This cleans up the recording of the donations for the

people depositing and recording them and allows their disbursement without prior vote by the vestry. Diane Les Becquets moved to accept this procedure. Audrey Knight seconded the motion and it passed unanimously. See addendum for full document.

Memorial Garden Fundraiser: Clarke Kidder, Junior Warden and Chair of the Building and Grounds committee who have been working with the Memorial Garden Committee, presented the Memorial Garden Committee's proposal for a Fundraiser. This goal is to raise money to offset the cost of the restoration of the Memorial Garden wall gallery and gates along with the site preparation for the donated granite planter. After discussion about the fundraiser meeting the newly outlined fundraising guidelines and acceptance of the gifted planter, Lucy Crichton moved to accept the proposal by the Memorial Garden. Peter Daley seconded this and it was accepted unanimously.

Memorial Garden Granite Planter: In accordance with St. Andrew's Donation procedures, The Memorial Garden has asked that the Vestry accept formally the gift of a granite planter, given in memory of Lucy and Hunt Breed by their children. Betty Whinn moved that we accept this gift of the planter. Peter Daley seconded this. The donation was accepted unanimously.

### **New Business:**

2019 Parochial Report: Rev. Loy and Senior Warden Anne McCausland asked for a vote of approval for the 2019 Parochial Report. All officers have signed off on this. Clarke Kidder moved to accept the 2019 Parochial Report, seconded by Peter Daley. The report is sent to the Diocese With with unanimous Vestry approval.

Loose Plate Money Discussion: This discussion has been tabled. We will address this when we are able get a better understanding of our process of loose plate giving during this time of not being able to gather.

Proposal to Transfer Funds: Treasurer Kerrie Diers proposed the closure of the Gene Robinson Fund in gratitude and move these monies into the Lucia Ewing Fund. Lucy Crichton so moved, Betty Whinn seconded and this passed unanimously.

### **Upcoming Special celebration/events:**

- Renewal Works continuation: The Workshop team has extended it's report work. It plans to present it's report to the Vestry and Ministry Leaders on March 29th at noon. This will be a lunch (soup/bread) presentation.
- Sundays March 1-April 5: 4:30 p.m. - 6:30 p.m., Lenten Community Suppers at St. Andrew's, hosted by the Christian Formation Committee; come at 4:30 to help cook and set up, and at 5:30 p.m. for the meal and conversation. Includes art response space for children.
- May 3rd. Memorial Garden Fundraiser: The Fence will be ready for installation. Fundraiser will be for all to enjoy.
- May 17th - Clean-Up Sunday
- June 7th - Celebration Sunday
- June 14th - begins our Summer Schedule one service at 9:00 a.m.

### **Thank You cards:**

### **Next Vestry Meetings:**

- April 17-18th Vestry Retreat in Greenfield, NH Afternoon start on the 17th , then 2:30 p.m., closing on the 18th.

- May 20th and June 17.

The meeting closed with The Lords Prayer and silent reflection.

Peter Daley moved that the meeting adjourn. Kerrie Diers seconded this and it passed unanimously at 8:55 p.m.

Respectfully submitted  
Pam Manus, Clerk.

Addendum:

**Donations Disbursements - (not St. Andrew's projects or funds [restricted funds])**

Whereas St. Andrew's Church may receive donations designated for other charitable organizations, as noted in the Memo field of a donor's check, and whereas these donation receipts may not have received prior Vestry approval, such as Loose Plate funds, the donated funds should not require Vestry approval in order that the funds may be disbursed to the intended charitable organization or cause. Donations such as these should be disbursed to the intended charitable organization in a timely manner.

A few examples of charitable organizations or causes are: United Thank Offering (UTO), Got Lunch, and Rector's Discretionary Fund.

**Policy**

When the Administrative Assistant receives a donation, that is, a check containing information in the Memo field indicating a specific charitable organization or cause that is not likely to be part of a Vestry specified campaign, such as designated Loose Plate or Episcopal Relief and Development, the Administrative Assistant will complete a Disbursement Request on behalf of the charitable organization or cause providing a printed Deposit Summary that details the name of the donor and the intended charitable organization or cause.

Having sufficient supporting documentation, the Treasurer will approve the disbursement without having the Vestry's approval for said disbursement.

Recommended by the Finance Committee on February 18, 2020

Approved by the Vestry on \_\_\_\_\_

**St. Andrew's Theological Framework for Fundraising and Accepting Gifts (Adopted 3/18/20)**

**Goal**

This framework is intended to provide theological and practical guidance for fundraising and accepting gifts at St. Andrew's, so that our overall financial stewardship will be spiritually coherent. And further, to make our financial stewardship spiritually consistent with the overall direction of ministry and spiritual growth of the congregation.

### **Three Guiding Practices**

Rooted in scripture, the theological base of our annual pledge campaign provides us two primary spiritual practices:

1. **Resting in Gratitude** for all we have received (Story of Creation, Jesus' words "See everything that the Father has given to me, I have given to you.").
2. **Discernment of what God is calling for us to give back** (through the church, and in other ways).

To this Gratitude-Discernment foundation, the Vestry adds a third spiritual component, common to the whole work of the congregation:

3. **The Road to Emmaus Story** (Walking Together, Recognizing Jesus, Practicing Resurrection).

Practicing these three ways should be extended to, and explicitly present in, any additional invitation to giving ("fundraiser"), and should also guide the Vestry in reviewing and accepting or declining proposed gifts to the congregation.

### **Living into the Practices**

For Fundraising:

Specifically, proposed invitations to giving must explicitly respond to the following questions, and invite all eventual Givers to contemplate them or "enter into them" in the act of giving:

- Q: How is this an invitation to practice Gratitude?
- Q: How is this an invitation to consciously Give Back to God and Neighbor from what we have ourselves received?
- Q: How is this invitation giving us ways of *Walking Together, Recognizing Jesus, and Practicing Resurrection?*?"

Finally, and in a reflection of our annual financial giving practices, all additional giving invitations should be open to and invite the gifts of the full congregation, and (in accordance with our Bylaws) all special invitations to giving, and the acceptance of any proposed special gift, are subject to the prior approval of the Vestry.

For Accepting Gifts:

When reviewing proposed gifts, the Vestry should likewise ask whether the proposed gift is reflective of these ways of being, and should use them for guiding any requested adaptations of proposed gifts.