



St. John's Anglican Church
Vestry Meeting
January 12, 2009
Submitted: Jody Smith, Secretary

Location & Time

The Vestry met at St. John's on January 12, 2009, at 7:00 pm.

Present

The Reverend Doug Folsom, Theresa Mason (*Sr. Warden*), Scott Hill, Bruce Kirchenheiter, Jim Wirkus (*Jr. Warden*), Steve Bock

Absent: Jim Swartz

Others: Jody Smith, Stan and Carla Sydenham

Opening Prayer & Sharing

Minutes for November 10, 2008 Vestry Meeting – approved as submitted

Treasurer's Report, Stewardship & Budget, the Ark

- Printed Treasurers reports were handed out.
- The 2008 final pledge status was discussed as well as the 2009 advanced/accelerated pledge drive in order to meet the first Santa Fe finance test. There are 4 new pledging households to date. As of December 31, 2008 St. John's received over \$83,000 in advance donations from 6 households; another 4 households have volunteered to accelerate their pledges in January.
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Rectors Report

- **Flash Reports** Fr. Doug's Flash Report was sent to all Vestry members. Specific mention was made by Fr. Doug regarding his request that at times he will have needs which will have precedent over other requests.
- **Alpha Project** - During Lent St. John's will be working through the Alpha Project. The tentative schedule is to have a service at 5:30 pm followed with a soup supper at 6:00 pm with the course work beginning at 6:30 pm.
- **Newcomers Classes**
Two newcomers classes in conjunction with the Alpha Project will be on Sunday, March 8th and Sunday, March 15th..
- **Confirmation** – Any teens/adults desiring to be confirmed should attend the Alpha Course. A date for confirmation will be set pending Bishop Sandy's schedule.
- **Special Screenings and Events** – Fr. Doug would like members of the Vestry to participate and attend all parish events.
- **The Best of the 168 Hour Film Project** – Screening Sunday, 18 January. Please bring hors de oeuvres and plan to attend.

- **Change in Stipend/housing allocation for 2009 Budget** Fr. Doug requested the Vestry to authorize decreasing the budgeted stipend from \$45,000 to \$40,000 and increasing the budgeted housing allowance from \$26,000 to \$31,000. This has no impact on the budget and will impact his self-employment tax which he is responsible for. **A motion was made, seconded and approved to reduce Fr. Doug's stipend to \$40,000 and increase his housing allowance to \$31,000.**
- **Debit Card for Sr. Warden and Rector** Fr. Doug requested that he and the Senior Warden be allowed to have a Parish debit card and that he be allowed to spend up to \$400/month for additional advertising or other items as needed (total annual change to the budget \$4800). Discussion followed clarifying use, purpose and security concerns with using debit cards. The Parish Administrator has the only St. John's debit card which is to be used when required i.e. purchasing supplies and approved advertising expenses over the internet. All other purchases need to be approved by the Treasurer and checks to reimburse authorized purchases will be cut as soon as possible, usually within 24 hours. Clarification regarding spending limits for budgeted and unbudgeted items was discussed. Jim Wirkus suggested that Matt be consulted prior to the Vestry making any decisions and that a policy be written clarifying spending amounts and finance policy. In the meantime if any urgent financial needs arise an email can be sent to Matt and all Vestry members for discussion and request for approval. Topic tabled for discussion at a later date.

Committee & Ministry Overview

- Bruce asked for clarification and a listing of all Committees and Ministries at St. John's.

Committees are allowed pursuant to the By-Laws and must be submitted to the Vestry and approved through the By-Laws.

The only committee was the ad hoc Finance Committee which was temporary and though sanctioned by the Vestry not official and not properly adopted pursuant to the By-Laws. It was requested by Matt and includes members from the congregation to review finances and make recommendations.

The Ark Advisory is a board and is the governing entity for the Ark. The Ark Advisory Board members are Gretchen and Charles Cunningham, Scott Hill, Cathy Wirkus, Jody Smith. Jeri Lambourne and Jill Ainsworth both resigned.

The Newcomers Ministry is the only new official ministry and was formed in response to perceived needs.

Committees the Vestry has not formed but would like to are: a Building Committee (to look into purchasing land and working toward eventual property ownership); and a Finance Committee which would be under the authority of the Treasurer.

It was suggested that Matt be asked to establish the Finance Committee by March for approval by the congregation during the Annual Meeting. It should have 5 members from the congregation.

Vestry Nominations

- Stan requested to know who the members of the Vestry Nominating Committee as required in the By-Laws (Article VI (Section 2)). Stan requested that the committee be comprised of 3 members of the Vestry and additional members of the congregation. Following discussion those present at the meeting agreed to serve as the Nominating Committee. A motion was made, seconded and approved that the

2009 Nominating Committee includes: Steve Bock, Scott Hill, Theresa Mason, Bruce Kirchenheiter and Jim Wirkus.

- It was also suggested that a job description for Vestry members, Sr. Warden, Jr. Warden, etc. be created. Jody mentioned that they had been created and have been given to Vestry members but have not been officially approved.

Senior Warden

- **Articles** – Theresa handed out two articles she read while in Florida which she thought particularly important at this time in the life of St. John's. The first article "What's in a Name" focuses on reaching the people. The second article "Leadership" discusses appropriate policy and donations/charges to groups requesting use of church buildings and equipment.
- Lock Up and Teller responsibilities – It was suggested that instead of requesting each Vestry member to take a month and be responsible for locking up the building and being the primary teller for the offering that during each Vestry meeting they would determine who was available each week.
- Junior Warden/Property concerns – Concerns regarding the cleaning of the building were mentioned. It was mentioned that the vacuum did not work when Fr. Doug and Theresa were trying to clean up prior to an event. Steve Bock volunteered to look at it and see if he can fix it. Scott mentioned that he would be willing to donate the money in order for us to purchase a new one if Steve is unable to repair the existing vacuum.

9:00 pm The Vestry went into an executive session and thanked Stan and Carla for their participation.

- **Finance Questions** – Steve asked for clarification regarding the Letter of Credit, the expected pledges and special or accelerated pledge payments.
- **Vestry Candidates** - The Vestry approved expanding the Vestry to 9 members, possible candidates were considered and the Vestry members will request acceptance of candidates nominations and terms of service.

Closing Prayer

Meeting Adjourned at 9:30 pm

Next Meeting February 9, 2009 at 7:00 pm