

**St. Paul's Episcopal Church  
Minutes of the Regular Vestry Meeting  
January 26, 2009**

There was a regular meeting of the Vestry of St. Paul's Episcopal Church, Chestnut Hill, on Monday, January 26, 2009 at 7:00 p.m. in Dixon House.

Those present were: Rev. Cliff Cutler, presiding, also Rev. Nancy Dilliplane, Dean Ennis, Sarah Heckscher, Pam Gagne, Cathy Glazer, Matt Hyde, Alix Jones, Barbie Kimberly, James Pope, Jake Roak, John Rollins, Ann Stevens, Van Williams.

Roberta Barsotti, Tom Keels and Tim Sager were absent.

**I. CALL TO ORDER**

**A. Short Form of Evening Prayer**

The Reverend Cliff Cutler called the meeting to order and led the Vestry in a short form of evening prayer.

**B. Listening Hearts Guidelines**

Members of the Vestry shared instances of being drawn closer to Christ and the Listening Hearts Guidelines were reviewed.

**C. Approval of the October 20, November 17 and December 15, 2008 Minutes**

The October, November and December 2008 Minutes were approved with corrections.

**D. Review of new members**

The Rector noted that Yvonne Chigwida is new to the 8:00 service and Brian McGill has joined us at the 10:30 service. He reminded the Vestry to introduce yourselves to visitors, or anyone standing around alone after church and at fellowship time.

**E. Right of the Floor**

There were no guests.

## II. Coordinating Committee

### A. Rector's Report

Communications --The Rector reported that he would be attending a conference this week on communications. He would like to get the Communications Committee restarted by February. Matt Hyde has volunteered to help with the organization.

Mutual Ministry Review – The reviews are due March 1 to Dean Ennis and Cathy Glazer. The Rector noted that the Vestry members should pick one of the three offered models for review and to think about our ministry in a mutual, constructive way. The results will be summarized for the Parish Annual Meeting in May.

Leadership For All -- The Rector reported that this would be held on Sunday, Feb. 8, 2009 at 4:00 p.m. He would like to present the ministry/committee chart from the Vestry Retreat and refined by Cathy and Dean at the Feb. 8 meeting and asked Vestry members to attend as well.

### B. Stewardship

Year-end conversations seem to have been very helpful -- The Rector reported that the letters and emails regarding end-of-year giving have done a nice job of getting conversations started. The budget deficit has been reduced.

Process for receiving and acknowledging gifts – The Rector met with Steve Heimann and Louise Thompson regarding the process for acknowledging gifts.

Transitioning from spring to fall ingathering – John Rollins reported that the Stewardship Committee is working on two projects. The first is to transition the pledge cycle to the calendar year. The Committee is working on a plan for a fall ingathering. The Stewardship Committee is also putting together an on-going communications process to raise the comfort level of talking about finances and awareness/transparency. Based on the success of the December communications, they plan to develop articles/communication pieces on 6-8 interesting topics at regular intervals to keep the conversations going and continue to raise awareness.

### C. Account Warden's Report

Year-end Financial Report -- James presented the year-end financial report. It was noted that there is still a deficit of \$77,000 in the Operating Fund and we will need to decide how to resolve how it will be paid. He noted that the Stewardship Committee's December communications did a great job in helping to reduce the deficit. James reviewed the revenues and expenditures, including the General Operating Fund; the restricted funds; pledging and how to increase pledges; plate income, which did well in December; Pastoral Care; questions about our annual Diocese of Pennsylvania pledge; well-controlled Administrative costs; and Property and Church Maintenance, noting that the Property Committee has the difficult task of maintaining the integrity of the campus while mindful of costs and has done a great job. It was also noted that due to Rod Gagne's efforts, the real estate taxes have been reduced and Alix Jones explained the expenditure process for the

Flower Committee. It was noted that Finance Committee member Theresa Rollins is working on the process for accurate counting and posting.

2009 Budget – James explained that the deficit will need to be resolved in order to balance the 2009 budget and the current economic conditions are not making it any easier. We could draw from our endowment or transfer assets from capital to operating. The Finance Committee is still investigating other ways to reduce expenses in all areas of the Church. It was noted that the Clergy have accepted medical insurance different from the Diocesan plan resulting in savings but not in loss of coverage. James noted that the Vestry would need to approve the budget in the future but we need to take the time to do it well.

### **III. Decisions Needed**

#### **A. Vote on Budget**

Due to on-going work by the Finance Committee in finding ways to reduce costs and balance the budget, voting on the budget was postponed to a future meeting.

#### **B. Vote on hiring a minister of development for St. Paul's to be funded by parish gifts.**

The Rector presented the credentials of Caroline Lothrop von Stade, a development specialist, who has done significant work for Springside School and is well known in the area. He proposed that she could help with strategy, i.e., facilitating getting groups together, planned giving, legacy groups, growing our endowments, etc. He noted that Rev. Rudy Moore was with us for 40 weeks and has assisted in developing grants; Ms. Von Stade could take us to the next level of giving by working with the Restoration Committee, all of whom have worked with her before and feel very strongly that hiring her would be a good move. The Rector also noted that funding for this position would need to be from a gift outside the budget or initially from the Restoration Campaign Fund.

There was considerable discussion, both strongly pro and con, on hiring a development specialist. It was agreed that more planning needs to be done on this matter. James and the Finance Committee will work with the Restoration Committee to develop an outline of work to be done and if a consultant would help to achieve the objectives. The Rector would like to see work on this project by the April meeting.

**C. Vestry consent of Nominating Committee Appointments** – The Rector reported that Steve Pearson is the Chair of the Nominating Committee; Caroline West is the Co-chair. Thos Leonards, past Chair, will also be assisting the Committee. According to the By-laws, the Committee will need to be approved by Feb. 1. The motion to approve the leadership of the Nominating Committee was unanimously passed.

**D. Vestry Teams** – The Rector reported on the assignments of Vestry members to the Service and Nourishment teams, developed at the Vestry Retreat. He would like the members of the teams to take leadership and decide when they would be meeting. It was noted that the next Vestry meeting is Feb. 23, the Coordinating Committee would meet on Feb. 8 and the other teams can create their own meeting schedules. The Service Team will meet on Feb. 8.

#### **IV. Discussion Needed**

##### **A. Spiritual Nourishment**

Nothing to report.

##### **B. Service in Jesus Name**

Property Committee – Barbie Kimberly reported that there are many things currently underway.

*Choir Room Renovations* – The Property Committee is working with Zach Hemenway on renovations to the Choir Room, including repairs, refinishing the floor, windows, the choir library, moving the vesting rooms to the former children's library area, moving the oversized music to designated space in the Alexander room, new chairs, new storage, new music stands and the acquisition of dry-erase boards. \$40,000 has been allocated for this work; estimates for some of the work is currently up to \$22,000. Barbie noted that contributions would be gratefully accepted and will continue to report on the status of the work.

*Rectory Flood, planned work on bathrooms, chimneys* – It was reported that the Property and Restoration Committees have determined that work needs to be done on renovating the bathrooms and chimneys in the Rectory and are in the process of getting bids for all the projects. Barbie also noted that we are receiving bids for the flat roof over the Church School The Swift Bird Room and the Chapel also need plastering and painting.

#### **V. Other Committee Reports and Business**

The Rector, Jake Roak and Van Williams noted that St. Paul's did not adequately recognize the Martin Luther King holiday as a day of service. There was discussion regarding the importance of the King legacy to our community and ways to get parishioners involved in service for next year.

#### **VIII. Dismissal**

The rector led a closing prayer and dismissed the vestry. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Cyndi Anderson  
Secretary

The next regularly scheduled meeting of the Vestry will be held Monday, February 23 at 7:00 p.m. in Dixon House