

Saint Paul's Episcopal Church  
Minutes of the Regular Vestry Meeting  
January 10, 2011

There was a regular meeting of the vestry of Saint Paul's Episcopal Church, Chestnut Hill, on Monday, January 10, 2011 at 7:00 p.m. in Dixon House.

Those present were: Rev. Cliff Cutler, presiding, also, Cyndi Anderson, Linda Boggs, Betsy Evans, Cathy Glazer, Sarah Heckscher, Steve Heimann, Matt Hyde, Alix Jones, Bob Martin, Tracy Piatkowski, Pam Prior, Jake Roak, Allison Romig and John Rollins.

Mark Duckett and Dale Lower were absent.

Rod Gagné and Joe Martinez were the guests.

CALL TO ORDER

A. Short Form of Evening Prayer

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. Pam Prior, returning after a recent illness, gave thanks and shared her very good prognosis with the group. The vestry was very glad to have her back.

C. Approval of the November 22, 2010 Minutes

The motion to approve the November 22, 2010 Minutes with corrections was seconded and passed.

D. Review of new members

The Rector reported that several people have joined Saint Paul's including Steve Landis who is in the choir, Sheryl Fox and her husband, winners of the wedding offered at the silent auction in November, and Amy Bradley and her family. A friend of Jake Roak, Lisa Miller has also been coming to Saint Paul's. The Rector reminded the vestry to introduce themselves to visitors or anyone standing around alone after church and at fellowship time.

E. Rector's Report

The Rector reported that Matt Hyde and John Kimberly are planning to develop a Technology Working Group to incorporate and administer technology at Saint Paul's. If anyone is interested in joining, please see Matt and John.

F. Right of the Floor/What's on our Minds?

Martin Luther King Day – there are several options for parishioners of all ages to get involved in service activities for January 17. Some of the activities center on the homeless and hungry, another involves filling bags of school supplies to be sent to a school in Louisiana. There is a sign-up sheet in the back of the church listing the activities.

The Rector and Cathy Glazer noted the positive energy and activity of several committees: the Outreach Committee will meet next Sunday; the Pastoral Care Committee has been meeting regularly; the Generations Committee (Sarah Heckscher) will hold its second meeting next week and the Welcoming Committee has been meeting and is in the process of organizing Usher teams.

II. MINISTRY GUESTS – ROD GAGNÉ AND JOE MARTINEZ – FRIENDS OF SAINT PAUL'S

Rod Gagné, parishioner, lawyer and creator of the Friends of Saint Paul's Operating Agreement, and Joe Martinez were the guests. The Operating Agreement, developed by Rod, had been distributed to the vestry before the meeting to review. Rod explained the purpose of Friends of Saint Paul's, as he understood it to be, was to raise funds for the preservation and restoration of the historic buildings on Saint Paul's campus. The focus of the fundraising would be to attract financial resources that would support preservation and restoration of historic buildings but not necessarily religious institutions. He also explained the advantages of having the Friends be associated with Saint Paul's and using Saint Paul's tax-free status, rather than separately qualifying the Friends as a 501(c)(3) organization to avoid tax-exempt issues and be eligible for matching contributions. There would be no comingling of funds between the Friends and Saint Paul's and a separate board would be created to oversee the activities/funds of Friends of Saint Paul's. Rod used the Pew Foundation as an example. It was noted that several churches are in the process of setting up similar entities and St. Peter's and Christ Church do get funding for historical preservation.

There was a great deal of discussion and questions for Rod concerning overlap with the Restoration Committee, property bequests, proposed capital campaign and the current endowment; governance issues concerning the make-up of the Friends' Board and interaction with the vestry; expenses; start-up and operational issues. Joe noted his management experience with LLCs. The Rector and vestry were not ready to vote at this time on the establishment of Friends of Saint Paul's. The vestry will continue to direct questions to Rod regarding these issues.

The Rector and the vestry thanked Rod for his considerable effort and expertise in

setting up the agreement and Joe for coming to the meeting. We are grateful for their contributions.

### III. MISSION

#### A. Outreach Committee request for \$5,000 in operating budget.

The request for \$5,000 from the Outreach Committee will be discussed in the Accounting Warden's report and budget approval.

#### B. Creation of a Technology Working Group

As mentioned previously in the Rector's Report, this group is being developed to integrate new media and technological tools into the day-to-day management of Church operations. Several parishioners were identified as potential members. Matt noted that it would be great if some young people would consider being a part of the group. If anyone is interested in joining, please talk to Matt Hyde or John Kimberly.

Matt also reported to the vestry present that he had a beta version of the new website on his laptop if they wanted to see it after the meeting.

### IV. BUSINESS

#### A. Accounting Warden's Report

Financial Report for December and end of year - the financial report for December and end-of-year analysis were distributed. Pam reported that 2010 ended with a surplus, due to extraordinary gifts from a single parishioner and not having to pay the Assistant Rector's salary.

Budget Process -- Pam presented the proposed 2011 budget. Since 2010 ended with a surplus, there were three options proposed for the additional monies:

- 1) Roll the surplus into the endowment fund;
- 2) Donate the surplus to the Restoration Fund; or
- 3) Roll the surplus forward into the 2011 budget.

There was considerable discussion concerning line items and the options presented. Pam noted that there is no capital budget, just an operating budget and it is the intent of the Finance Committee to examine and prepare budgets for all Saint Paul's funds/accounts next year. She reported that all committees that requested line items from the Finance Committee were included in the proposed budget. This included Outreach for \$5,000; Children's Ministries (Marti Bondelid) and \$5,000 for the Office to hire clerical assistance help when the needs arise. Matt Hyde requested that it would be helpful for the Communications Committee if the additional

clerical assistance could work with them, to support media and community function/projects. The Rector asked Matt to develop some guidelines for the Office to look for particular strengths when they hire clerical help. Matt also requested a line amount for new website maintenance. Pam will make sure this request is included in the budget.

The Rector also noted that the vestry previously approved staff salary increases of 1.5%. Karen Richter's hours in the office will remain the same. He reported that Zach Hemenway will move into the Church apartment after renovations are done in the spring and it will be good to have another person on campus.

The hiring of an Assistant Rector was discussed. Due to the surplus, the vestry was in agreement that an Assistant Rector should be hired. Given time to interview and selection, the anticipated salary would be for  $\frac{3}{4}$  of the year if the new assistant could start on 4/1.

The Rector asked the vestry whether we should contribute our share to the Diocesan pledge. We have not been giving for the past few years due to the controversies surrounding the Bishop and our own financial troubles but we could probably give something this year. It was noted that other churches have given their pledges to specific Diocesan programs/funding and if we don't pay we don't get a vote at the Convention. The vestry was not ready to commit to making a Diocesan pledge at this time.

It was emphasized that our surplus is due in part to the extraordinary gifts of a parishioner who would like to see the monies used to best help cover the current operating needs of the Church."

The vestry passed the following motions concerning the budget:

1. The total amount received from the one parishioner's extraordinary pledge should be shown as normal pledge revenue in the 2010 operating reports.
2. When the final amount of the surplus (the sum of the natural surplus plus the addition surplus generated from the one parishioner's special pledge is determined, an amount up to the total amount required to balance to 2011 budget will be rolled forward into the 2011 operating budget. The motion was passed unanimously.
3. Any remaining surplus from 2010 will be returned to the endowment as funds accessible for future operating fund requirements.
4. The vestry approved the 2011 balanced budget. This motion was passed unanimously.

The Rector and vestry thanked Pam and the Finance Committee for their dedication, expertise and hard work.

B. Stewardship

Steve Heimann reported pledges brought in \$592,000 in 2010; currently we are not where we want to be because 161 pledges to-date total \$430,000 and our goal is \$550,000. Steve noted that the Stewardship Committee will be making follow-up calls and additional mailings to get closer to the goal of \$550,000.

C. Property

There was no property report.

V. Dismissal

Reverend Cutler led a closing prayer and dismissed the vestry. The meeting adjourned at 9:07 p.m.

Respectfully submitted,

Cyndi Anderson  
Secretary

The next regularly scheduled meeting of the vestry will be held Monday, February 28, 2011 at 7:00 p.m. in Dixon House