

Minutes
St. Paul's Vestry
November 29, 2022

Vestry Members Present: Rev. Mary, Charlie Ackermann, Bob North, Sharon Burak, Julia Eaton, Diane Freestate, Mark Freestate, Elsie Gerdom, Alan Griffith, Carol Lorditch, Catherine Kirchner remote via phone.

Vestry Members Absent: Chrissy Aull, Laura Bittinger

Meeting called to order by Rev. Mary

Opening Prayer: Elsie Gerdom

Lectio Divina: Rev Mary Romans 12:14-21

- Word or Phrase; “Do not be overcome by evil, but overcome evil with good”.
- Thought or idea: Disarm anger, appears to express a knowledge of the world and its people.
- To what might God be calling me?: Don't judge, let me be with you.
Remember do not succumb to evil but reach out to your enemy with good deeds.

Finance Committee Proposed 2023 Budget-Ned Aull

- 2022 Audit: The Audit committee included Ned Aull, Elsie Gerdom, Allen Griffith, Bob Ozinga, and Myron Richardson.
 - This was an internal audit of St. Paul's with the objective to look at our general and financial processes; looking at whether we have policies and procedures in place that are current with the times and that we adhere to these policies. It's a due-diligence of our working church.
 - 2016 was the last time that we participated in an audit.
 - The Committee utilized a standard audit format provided by DOE.
 - In general, the Audit went well especially with regards to our financial processes; we are doing all due-diligence.
 - Major Findings:
 - 1. We need to commit to doing an audit annually not every 6 years.
 - 2. We do have written copies of ALL policies of the church on file. We need to get copies to the Vestry.
 - 3. We do have adequate insurance. Insurance policies need regular reviews.
 - 4. Church has a guideline regarding Investment Policies. We need to review, edit and revise every 5 year.

- Copies of the Audit went to DOE, audit committee, and to Michelle Miller for the office files.
- Proposed Financial 2023 Budget: Diane Freestate
 - This is the first time that the Vestry is seeing this proposal.
 - We do have to approve this proposed draft budget at this November meeting so that salaries can be paid as of January 1, 2023.
 - Final approval for this Proposed Budget will be voted on at the January 2023 Vestry meeting with the new Vestry members in attendance.
 - Vestry can make suggestions or changes to this Proposed Budget.
 - We currently do not have all the final numbers thus a Proposed Budget.
 - By January 2023 we will know Pledge numbers.
- Vote Proposed Budget:
 - Mark Freestate so moved that we accept the 2023 Proposed Budget. Second by Elsie Gerdom.
 - Approved by unanimous vote.

Minutes October Meeting.

- Two corrections need to be made in the Treasurer's report:
 - Change wording to the following: The Finance Committee generates the budget and submits it to the Vestry for approval.
 - Change wording to the following: "We received a very generous donation from Suzanne and Daniel Kirchner, Sr".
 - Minutes approved with the above changes.

Report of Rector-Rev Mary:

- Stewardship Updates: Vestry members need to set an example for the parish and make their pledge in a timely manner.
- Christmas Pageant Plans
 - An ad is included in our bulletin and fliers posted locally to solicit children for the performance.
 - Marilyn Olsen has offered her services to help with costumes for the event.
 - Rev Mary will be in charge of the Pageant but will definitely need various volunteers to help with staging, props, organizing children etc. Help from the Vestry greatly appreciated.
 - Need a minimum of 6 children; at this time we have 2 children.
 - Children sermon's will be considered for Dec 11th service and a pageant practice planned for Dec 18th
- Triangulation Paper: Vestry needs to be mindful of this type of situation. "Healthy leaders never play the triangulation game".
- Personnel Changes in Music:
 - LOA (Leave of Absence) for Julia Morris-Myers and Part-time Choir position for Nancy Cook.

- New responsibilities for both Julia Myers and Nancy Cook are reviewed under the discussion of 2023 Salaries.
- Did You Know? Rector's "Other Duties". Reviewed in the discussion of 2023 Salaries.
- Important Dates:
 - 12/11 Lessons in Carol's and Music, Kim McCollum Violinist.
 - 12/18 Greening of the Church and a Pot Luck Coffee Hour/Brunch
 - 12/24 Christmas Eve
 - 4 pm Holy Eucharist Service
 - 9:30 pm Festive Music, 10:00 pm Eucharist Service
 - 12/25 Christmas Day
 - 10 am Holy Eucharist Service
 - 1/1/2023 First Sunday After Christmas
 - 10 am Holy Eucharist Service
 - Annual Meeting following service
 - 1/24/2023 Vestry Meeting

Report of Senior Warden Bob North:

- Nominations for three (3) Vestry positions.
 - Out going Vestry members include Mark Freestate, Alan Griffith and Catherine Kirchner.
 - Read and review information in the DOE paper entitled "Expectations of the Vestry Members in the DOE".

Report of Junior Warden Charlie Ackermann

- Projects in progress-Church and Rectory
 - Rectory:
 - Soliciting bids for Brick Mason to make repairs.
 - Replace new window, new Bilco doors to basement.
 - Callahan's will remove the propane tank prior to excavation of the area.
 - Future concern: Looking at two major repairs for Rectory: a new roof and siding as shingles and siding have reached their life expectancy. Along with these repairs we will need to consider painting trim and repairing any additional areas.
 - Church:
 - Secured alter rail
 - Looking at exterior stucco issues.
 - Down the road look at wall of the Sanctuary needing repair work. Will need a professional experienced with church stucco work and existing artwork on the walls.

- A new **Do Not Enter** sign has been installed in our parking lot to stop traffic from exiting the parking from this location.

Treasurer's Report- Diane Freestate

- The proposed budget for 2023 was presented to Vestry. The Vestry is asked to approve the proposed operating budget for the purpose of beginning salary adjustments as of January 1, 2023. It is a draft, however, and may be changed before the final approval at the January 2023 Vestry meeting. The capital fund budget will be presented for approval at the January 2023 meeting. There is no proposed budget for the Building Budget.
- The Daniel and Suzanne Kirchner, Sr. fund will be invested with the Easton Episcopal Funds, managed by the Board of Managers of the DOE. The finance committee recommends that the fund be managed as an unrestricted endowment, though it is actually an unrestricted gift. Therefore, the principal will be kept whole and unused unless the Vestry faces a situation requiring a change in the policy. The Vestry will use an annual withdrawal of the fund of the approved percentage for the operations of the church.
- Each year a resolution is required of the Vestry concerning the rector's specification of her housing allowance. The treasurer presented that resolution of \$29,856. 00 for approval.
 - Elsie Gerdom made a motion to accept resolution as written. Second by Alan Griffith. Resolution was approved.

Old Business: no additional old business.

New Business:

- Resignation of Vestry member.
 - Effective immediately, 11/29/2023, Chrissy Aull '24, notified Rev Mary of her decision to immediately resign from the St. Paul's Vestry. "After a heart-wrenching decision, I am no longer able to be of service to St. Paul's in the capacity of a Vestry person."
 - A vestry person is being considered to fill this vacancy. It will not require a nomination nor a vote.
 - Rev Mary will assume duties of Safe Church Safe Community in lieu of Mrs. Aull's resignation.
- December 20, 2022 meeting date and Christmas gathering at the Rectory.
 - Meeting: 5 pm
 - Opening Prayer: Diane Freestate
 - Social Gathering: 6 pm
- Closing- Rev Mary.

Respectfully submitted:
Carol J Lorditch, Registrar