

St. John's Vestry Meeting
December 4, 2018, 7PM

In attendance: Father Jim, Father Sandy, Sandra Clarke, Aldrich Wright, Bill Schwartz, Olive Grant, Melody Wagstaff, Kathi Bacchi, Danielle Sullivan, Chris Mehan, Terrence Green
-Jane Holt for Treasurer's Report

Taize Service – 6PM

Opening Prayer

Formation

- Deuteronomy 31:1-8

Information

Notes from September 4, 2018 Vestry Meeting

- Motion to approve minutes; seconded
 - all in favor, no opposition

Treasurer's Report by Chris Mehan and Jane Holt

- proposed budget provided via email and as handout at meeting
- on track for this year, hope to maintain pace through rest of year
- pledges up from last year; waiting on one large pledger that has yet to recommit
- Discussed Endowment and 3 year look back period;
- Discussed income re rentals; clarification re no nighttime rentals
 - issue was raised with Union utilizing space, distraction on Sunday
- Income: looking at a good year;
- Issue re fundraising, discussed need to balance “in-reach” and outreach
- Expenses:
 - healthcare adjustments: going to increase
 - may be a hiatus re salaries for a few months in 2019
 - lay salaries/benefits: matched contributions had gone over budget this year
- Parish Programs: pretty much the same as last year
- Facilities: discussed high costs
 - had a bad year; repairs to Hemsley House were way over budget
 - Dante has increased supervision of contractors; commended
 - Question: always over budget on repairs, and 2019's budget is less than this years' expected, shouldn't we budget more?
 - Answer: this year has been unusually bad compared to last year; as for the Repairs & Replacement line item, from 2013-2018 the budget has gradually increased
- Discussion re custodial supplies, possibility of working with Dante on issues
- Rector Search: funds put in under Vestry programs; discussed possibility of increasing amount
- Discussed issues with color copy costs

- Outreach: question as to why budget was decreased; response was that it was never fully used; clarification/reminder of motion that was approved a few months ago where the remainder of the outreach budget would be donated to Haiti program
 - discussed non-Haiti outreach programs; suggestion that outreach line items shouldn't be lumped
 - request made to have \$4,000-\$5,000 budget for Outreach
- Discussed shifting of funds in budget from Capital Expenditures
- Next Steps:
 - hopefully more numbers by January
 - agreed to have further discussions via email and to vote/ratify budget at January 8, 2019 Vestry meeting

Notes from November 6, 2018 Vestry Meeting

- Motion to approve minutes; seconded
 - all in favor, no opposition

Update on the Christmas Show by Sandra Clark

- show this Sunday 12/9; boy scouts on board, just not able to provide lunch
- lots of children participating in show but not enough adults
 - Father Sandy to help find volunteers
- Dante planning to have a tent for animals in case it snows

Nominating Committee Report by Melody Wagstaff

- meeting re-cap; discussed prospective Vestry members
- discussed issue if potential nominee isn't officially a member yet
- suggestion that Junior Warden candidate have experience on Vestry
- discussed Treasurer position and not wanting to lose continuity;
 - possibility of amending bylaws;
 - would need to be done at annual meeting
 - Father Sandy to put something in writing and present it to the Vestry by next meeting
 - 3 year cycle: 1st year as 2nd seat, 2nd year alone, 3rd year training up
- need a slate by next meeting;
- re Foundation: discussion re Fr. Sandy taking over Fr. Jim's place on Foundation; needs to be decided by others beyond Jim and Sandy

Report on Meeting with Canon for Mission Leadership, the Rev. Lee Ann Tolzmann & Bishop Laura by Terrence and Chris

- discussion re Rev. LeAnn and Bishop Laura's suggestion re considering a provisional priest in charge for St. John's
 - discussed differences between provisional priest in charge and an interim priest; pros and cons were voiced
 - discussed timeline for both options; role of diocese re these options
 - discussed what works best for parish of this size/nature
- No candidates for interim priest provided at meeting; discussed concerns re timing
- Information was shared; no decision was made

- Rev. LeeAnn Tolzmann to be at next Vestry meeting on Jan. 8th; will speak with Congregation on Feb. 3rd

Operations Report

- handout: report from Ron Bacchi re ongoing work on roof; stayed under budget
- handout: November 23, 2018 proposal:
 - after final review of work that's been done, listed 4 additional pieces that still need to be done to make things safe, dry and complete
 - total: \$4,850
- discussion re acting in preventative mode as opposed to emergency; commending Ron
- Motion: to approve additional work by Master Roofers & Restoration in the amount of \$4,850; seconded
 - Discussion: Chris wants to look at how much spent so far, but probably OK
 - discussion re liability;
 - work not fully "done": done for this year, but there may be other work that will need to be completed
 - those tasks do not have to be completed in 2019, money can be set aside for 2020
 - All in favor, no opposition

Building a Permanent Wall to Separate the "Parlor" from the Conference Room as an Office for the Associate Rector on the Main Floor

- Fr. Sandy sent proposal to Executive Committee;
- rationale to move downstairs: some people cannot make it up the stairs, imperative that he be downstairs during transition period
- issues with sound; sound foam, a permanent wall needed
- two bids: \$1,000; Ron Bacchi bid \$400 (volunteer labor and supplies)
- Executive Committee, who has the authority, approved the \$400 contract

New Consecration Sunday Pledge Results to Date

- few more pledges coming in; continues to monitor
- Payment re Consecration Sunday: provided though fund under Fr. Jim's control, from a onetime gift to parish that wanted Fr. Jim to choose how it was used for benefit of parish
 - Fr. Jim to provide remainder of funds to Haiti (~\$6,000)
- food provided for Vestry dinner: donated
- no hit on budget; amount of good will received in response was well worthwhile

Sexton Report of Checklist of Maintenance & Cleaning

- received by email and provided as a handout at meeting; for Vestry's information
- meeting with Father Jim, Dante and Liz to discuss an ongoing check list of tasks that are done
 - Fr. Jim asked Liz to go through building each week, review things that need to be changed, let Dante know, and to keep a running list of these items

Rector's Report on the Work Involved in Ending a Pastoral Relationship

- Fr. Jim to meet with LeAnn Tolzman on Thursday Dec. 6 for an exit interview
 - Fr. Jim to write a 15 page paper; Vestry to get copy of it
- Fr. Jim is having final visits with all home bound parishioners
- drafting 2018 reviews for all employees
- would like to have John Svagr and Ron Bacchi visit Rectory to see what needs to be done re maintenance
 - ie. painting (11 years since last painting), masonry work;
 - estimated \$10,000
 - discussed having an estimate done before end of year so it can be in budget

Discussion

January 27, 2019 Annual Meeting

- tabled for January 2019 Vestry meeting

Demand on Rector's Time with Walk-Ins and Administering Discretionary Funds

- one of the biggest demands of Father Jim's time are walk-ins
- Discretionary fund: Fr. Jim has used it for charity
- Discussed need for good referral procedures
- Discussed concerning experiences with some walk-ins, discussed safety issues and the reputation that has been built
 - discussed possibility of installing a security camera
 - discussed amount of clergy time it takes up
 - possibility of designating a limited time frame per week
- Suggestion to partner with a social worker or an organization; to give money to organization and refer these walk-ins to that organization
- Issue needs to be tagged for next couple months

Review of Major Projects that have been proposed and tabled for this year

- list projects and review status; considering adding a new agenda category: "to be reviewed..."
- tabled for January 2019 meeting

Outreach-possibility of hosting future Thanksgiving Community Dinners by Kathi Bacchi

- First Congregational Church to sell their parish; they have a year left
 - asked if St. John's could take over Thanksgiving Community Dinner at our parish
- Structure: 125 individuals who come in for sit down dinner, 100 dinner deliveries, and everyone who comes in takes home a dinner
 - May need to modify plan a little bit because we have a different set up
 - maybe just sit down dinner and deliveries to shut ins
 - restaurant donates turkeys
- Total cost: approximately \$4,000
 - costs \$750-1,000 for sterilizing kitchen
 - receives approximately \$1,000 in donations
- Question: would First Congregational donate an oven to us? discussed issues with our oven

- Kathi asked about silverware and table cloths and asked First Congregation to keep us in mind
- Kathi willing to take dinner on and manage; likely that members of First Congregational Church will continue to volunteer
 - Kathi to provide proposal
- Motion: to have Kathi inform First Congregational Church that St. John's would be willing to take on Thanksgiving Community Dinner next year; seconded
 - All in favor, no opposition
- Additional Outreach Committee suggestion:
 - Mark Leddermann, who works with Pacific House, came up with idea to offer the men at Pacific House a dinner and movie night at St. John's
 - questions re transportation, permission from Pacific House
 - discussion re safety concerns
 - encouraging words from Vestry re looking into this option further

Executive Session: Plans for Fr. Wheeler's Departure & Interim

- Motion to have remaining members go into executive session
 - All in favor
- Vestry went into Executive Session

Other Parish Business & Concerns

- January 27, 2019 Annual Meeting
- Review of Major Projects that have been proposed and tabled for this year
- Demand on Rector's Time with Walk-Ins and Administering Discretionary Funds

Closing Prayers

Next Meeting: Tuesday January 8, 2019, 7:00PM; Sandra Clarke to bring snacks