

Meeting Minutes from the vestry meeting on Sunday, January 10, 2010

Present: Jim Arthur, Erika Bianchi, Eric Crane, Rev. Thea Keith-Lucas, Jane Maihos, Claire Jordan, Carol Pechinsky, Dick Healy, Gail Arnold, Paul French, John Gettings, Bill Hooper, and Sally Symmes.

Absent: Henry Witham

Clerk of the vestry's report:

Motion: Accept the minutes from the December vestry meeting, after making three text changes.

Result: Approved, unanimously

Motion: The clerk will send meeting minutes via email to vestry members for approval. Approval should happen no less than one week before the next month's meeting.

Result: Approved, unanimously

Report from Survey Committee:

Surveys have been sent out and the committee has collected 18 after the first week. The committee is entering data into spreadsheets and cutting and pasting the narratives as they are written. The committee reminded the vestry to encourage parishioners to fill out and return their surveys. The committee suggested the surveys be filled out by all family members and are due on/before Jan. 18. After the 18th the committee plans to call parishioners to remind them to turn in their surveys.

Treasurer's report:

Bill Hooper presented the parish's monthly financial report, which was reviewed by the finance committee at their meeting earlier this month.

DIT update: No change was reported because the fourth quarter financials have not been made available yet. They will be available later this month.

Pledges and giving reported \$31,945 for the month of December. That included two one-time special donations totaling \$18,000. The actual income for the month was \$13,945, or \$945 over budget.

Rental income was \$6,241 under budget, mostly from money not received from Stepping Stones and Gymworks.

Money from the oil painting auction continues to contribute to the income generated by the craft fair, increasing our year-end fundraising total to \$8,665.

The 2009 year-to-date numbers show a positive cash flow of \$32,250, however this includes: 1) Infusion of \$15,000 from DIT, 2) Infusion of \$15,000 Special Donation

from Eva Wright; 3) Infusion of \$3,000 Special Donation from a Parishioner; 4) Infusion of \$4,139 from Altar Guild; 5) Unrealized “savings” of \$7,300 in heating oil. The actual adjusted bottom line is (\$12,189), a loss, for 2009.

The vestry discussed the fact that the church actually borrowed \$27,000, not \$15,000 from the DIT in 2009, if the \$1,000/month transfer (line item 43410) is considered. And, in fact, Bill pointed out there was an additional \$5,000 of DIT money that was carried over from 2008.

Motion: Accept the treasurer’s report.

Result: Approved, unanimously

Reports from the Wardens and Rector: Perspectives on finances and review of spending on staff positions

The wardens reported the results of their conversation with the rector about a possible reduction in hours as directed in a motion made at the December vestry meeting. Regarding the rector’s willingness to reduce her hours in 2010, they spoke to the diocese first, which explained that any change to a rector’s contract requires minimum one-year notice. In some instances, when a church is about to close its doors, that notice time is reduced. Any motions approved today would require a one-year notice to take effect.

The wardens reported, in general terms, about what Thea said a reduction in her services would mean the church would lose, including the reduction of the number of services and reduced hours during the summer. Thea further explained her answers to the vestry’s questions later during the meeting. (See below.)

The following were established for weekly hours worked for church staff: sexton: 20 hours shared among three part-time employees; administrator: 20 hours; rector: 30 hours; music director: 10 hours.

Thea reported that in her experience and as a result of discussions with other rectors who have held half-time posts, when a rector goes down to half-time the parish tends to be less involved and connected to the dioceses. It becomes difficult to do more than the basic administrative duties required to run the parish in addition to the requisite worship planning, prep for sacraments, and crisis pastoral care.

Thea gave an overview of the job responsibilities of each member of the parish staff and reported which services/tasks would be sacrificed if each position was reduced to half time. The vestry discussed, in detail, each staff member’s role and responsibilities. It also discussed each staff member’s salary and hourly wage based on their hours worked. No staff actions were taken.

Completion and approval of 2010 budget:

Thea presented a handout entitled “5 Perspectives on Our Financial Situation.”

The vestry discussed focusing on making the financial data as transparent as possible. It was suggested that financial data be presented in a way that separates operating income from our transfers from savings, and our expenses.

Gail Arnold recommended that we inquire about a service the diocese offers in which a financial consultant will come and review the parish’s financial situation and offer potential solutions.

Motion: Accept the finance committee’s recommendation to transfer \$8,760 from DIT capital trust fund to general operating budget to offset Stokes Loan principal and interest payments in 2010.

Result: Approved, unanimously

A few changes to the proposed 2010 budget were made by the vestry: An increase to the anticipated rental income from AA New Beginnings (44540) from \$4,400 to \$7,020. Also, line item, “Craft Fair” (45020) was changed to “Fund Raising” and the annual revenue of \$5,000 was apportioned on a quarterly basis. Finally, line item 45035, Blessing of Animals: annual revenue was adjusted from \$600 to \$300. The effect of these transactions in the budget yields an annual 2010 deficit of \$23,852.

Thea said 2010 pledges are still trickling in and it would make the most sense to report on those pledges at the February vestry meeting.

Motion: Approve Calvary church’s 2010 budget.

Result: Approved, 9 yeas, 3 nays, and one abstention.

Calvary church’s bylaws are available in electronic format and will be emailed to vestry members.

Respectfully submitted,



John Paul W. Gettings, clerk of the vestry