**St. Brendan the Navigator**

**Minutes of the Vestry Meeting**

**November 8, 2019**

Present: Lis Ingoldsby, Josephine Jacob, Barbara Kourajian and Fr. Edward Dufresne. Present by video conferencing: Bill Scaife, Mirian Antich, Meg Graham, and

Tom van Buren. Pete Dane was present for the first part of the meeting.

Senior Warden Lis Ingoldsby called the meeting to order at 10:07 a.m. Fr. Dufresne offered an opening prayer.

**Review and Acceptance of the Minutes from the September 13th Meeting**

Miriam moved to accept the Minutes of the September 13th meeting; Jo seconded the motion. The Minutes were approved.

**Finance Ministry**

Review of September and 3rd Quarter Financials: Pete Dane reported there is nothing startling. He cautioned us in thinking we may end up as well as we are looking now. Lis asked Bill and Pete to put a 3rd Quarter Summary in the Newsletter. Financials and approved Minutes need to be posted on the bulletin board.

Presentation of preliminary/working budget for 2020: The Finance Committee’s budget narrative and preliminary budget was circulated to Vestry members before the meeting. Pete walked us through the three options, highlighting their differences. He stated the Finance Committee feels they are not supposed to make policy decisions; they want guidance from Vestry on how to proceed. He specifically asked where we want to make adjustments so it comes within some honest deficit rather than a pie-in-the-sky budget.

There was considerable discussion about the Clergy Expense line items and the hiring of an Office Assistant.

Meg Graham suggested thinking about the Capital Reserve as a resource to not only fund Building and Grounds projects, but also fund one-time expenses. She said certain one-time expenses may be important for the future – they are “investments” – and suggested funding them out of our reserves. Hence, they wouldn’t necessarily go into the budget. Meg proposes funding a short-term, part-time office position this way. The Office Assistant position would be a non-recurring trial of a new job description. We are hoping to find someone for this office/outreach position with the skills for reaching out to other organizations to get more people involved in using the building. This person would not be working with the Priest in Charge.

Fr. Dufresne urged that we consider the possibility that we may call a Priest in Charge sometime during the coming budget year. He suggested our priority budget goal is to cover the Ministries with a 1/3 Priest in Charge. He said the budget ought to reflect that possibility, not for the first part of the year, but with several options (e.g. mid-year). If a PIC is not hired in 2020, those funds could be put back into Reserve. He stated that any budget needs to be a balanced budget as deficit budgets are not a healthy thing.

Lis summarized the discussion by stating there should be movement forward for an Office Assistant on a trial basis with funding for the position taken from Reserve funds. We will need to fine-tune the job description; the position will be on a contractual basis for a maximum of six months.

She also questioned the zero on the fundraising line item and commented she would love to see something on that line as a challenge. Pete Dane commented that the congregation is getting older and there is concern about the capacity of the congregation to do a fundraiser like a tag sale.

Fr. Dufrense commented on the organization of the budget and asked if all of our ministries could be listed together. He said this was more than just an editing comment, it gets us ministry-oriented.

We also discussed the $1200 line item under Outreach for Building Use. Lis said this amount helps offset our costs and fosters use of the building. Tom suggested rather than bemoan that expense, Outreach could consider it a challenge to do more events with the possibility of bringing in donations to offset this expense. He said it could also challenge Outreach to engage with the Office Assistant for laying the groundwork for good Outreach activities for 2020; there could be a synergy there.

Lis and Fr. Dufresne thanked the Finance Ministry for their work on the budget.

**Ministry Review and Updates**

**Building & Grounds:** Meg reported that expenses have come in less than what we expected. In terms of budget, there is nothing we need to receive. We can defer anything else to later. The front step is done and the window project and pavement need to be completed. We’re on board with DJ for plowing.

Lis brought up the fact we don’t have a generator. Meg said that’s the kind of one-time item that could be taken out of Capital Reserve. Lis asked the committee to get bids on generators.

We are pleased with the work of our new cleaning crew.

**Outreach:** Prior to the meeting, Tom circulated a memo which listed the organizations Outreach has decided to support:

1) Families First - $500

2) WindowDressers - $500

3) Community Compass --$400 (with $100 set aside to cover extra heating

costs for PALS Thursday music programs through 2019)

4) Volunteers for Hancock County Jail Residents - $500

Thanksgiving meals: Skip Greenlaw has a proposal that would have us working with Leslie Rice, who has been doing a significant production of these meals. We felt this could be good synergy around food insecurity and holiday meals. Leslie would use our kitchen to prepare 90 meals; recipients would include everyone Skip and Linda Shepard would have provided meals to. There would be no extra expense to us. Details need to be worked out. Lis would like us to have more engagement in the delivery of meals.

There is no plan in place for Christmas meals at the moment. Tom reminded us of the Holiday Meal Reserve fund in case we have to augment the budget. He mentioned that with our collaboration with Leslie, we may not have to tap into this.

We expressed our thanks to Tom (noting he was a “good shepherd”) for his guidance with this Ministry.

WindowDressers: We emphasized the need for compacting the build to a fewer number of days than in the past.

**Worship & Music:** Fr. Dufresne and Lis met with this Ministry in September to address language around the selection of chair(s). As a result of this meeting, we came up with a revised statement for the chair selection not only for this ministry, but for all the ministries. This consensus will benefit the entire ministry structure. The wording has been changed to:

*After consultation with and with the approval of the Ministry and the Priest in*

*Charge, the Ministry Chair (or Co-Chairs) will be appointed by the Vestry.*

Edward stated that once a Ministry has reviewed their description for the year and approved it, it should come to Vestry for approval. This is a pro forma matter. At our December meeting, we will approve ministry descriptions for Worship and Music, Welcoming and Hospitality, and other ministries that have completed their review.

Lis mentioned the wonderful All Saints’ service planned by the Ministry. Barbara reported the ministry continues to meet regularly and is now working on planning for Advent and Epiphany. Consulting priest Elaine Hewes has been present for the last several meetings. Barbara said the eight-week Amos proposal has been approved by Bishop Brown and will begin in January. We have supply priests scheduled through Easter; a few of those Sundays will be lay-led.

Fr. Dufresne commented that this is a wonderfully supported lay ministry. He complimented our efforts in planning liturgy and said this is an extraordinary parish with wonderful initiatives and energy.

**Pastoral Care:** Vestry had a meeting with members of this Ministry on October 14th. Notes from the meeting were circulated via the Newsletter. The Rev. Donna Downs is interested in working with Pastoral Care and has cleared her participation with Michael Ambler.

We discussed the importance of having a Vestry liaison for this committee to assist the ministry in fulfilling the responsibilities set forth in its ministry description. Jo Jacob agreed to be the liaison, and the Vestry gave their consent to this.

**Welcoming & Hospitality**: Miriam reported this Ministry had its first organizational meeting. George Pazuniak volunteered to be the chair. We will approve their Ministry Description at our December meeting.

**Education & Spiritual Development**: Miriam reported they had a great meeting with eight or nine people on board. Mickey Jacoba agreed to be the chair during the winter months and may continue as chair in the summer. The Ministry has lots of ideas for programs/offerings. Kudos were given to Miriam for her guidance with this ministry.

**Stewardship Update**

Miriam reported $100,406 has been pledged. The Stewardship Committee is pleased with this year’s campaign and would again recommend starting it just after the Annual Meeting. Fr. Dufresne exclaimed: “Let’s celebrate! This bespeaks health and growth for the future.”

**Gift Acceptance Committee Report and Recommendation**

Tabled until our December meeting.

**Search Update**

Barbara reported the Committee is busy working on the Search.

**Other Business**

* Hall Rental Coordinator: This will be tied in with the Office Assistant position.

Rental Updates: December 5th: Salt Air Seniors Holiday Party with Paul Sullivan

December 28th: Private Wedding and Reception

* It is likely we will be hosting a Family Contra Dance with Chrissy Fowler on

December 13th.

Our next Vestry meeting will be Monday, December 2nd at 10:30 a.m. Our January meeting is scheduled for Monday, January 13th at 10:30 a.m.

We closed the meeting by reading the Prayer of St. Brendan together. The meeting adjourned at 12:05 p.m.

Barbara Kourajian,

Clerk