**St. Brendan the Navigator**

**Minutes of the Vestry/Renewal Team Meeting**

**November 7, 2017**

Present: Lis Ingoldsby, Josephine Jacob, Pete Dane, Richard Paget, and Barbara Kourajian. Miriam Antich and Peter Tarlton called in. Ruth Robinson was also present.

 Senior Warden Lis Ingoldsby called the meeting to order at 3:05 p.m. Barbara offered an opening prayer.

 **Minutes**

 Lis asked for a motion to accept the Minutes of the October 24th Vestry Meeting. Pete Dane so moved and seconded his motion. The motion passed.

**Review of Guidelines outlined by Fr. Defresne for the Finance & Stewardship Ministry**

 We looked at the document (“The Way Forward”) Fr. Dufresne presented to the Finance and Stewardship Ministry at their meeting on October 31st. Suggested steps toward accomplishing Renewal Goals 5, 4 and 7 were outlined. A Basic Budget would be adopted as the functioning budget for the parish until a Renewal Budget is formulated and fully funded by pledging commitments and reasonably expected other income. The Renewal Budget would include a Priest-in-Charge and funding for all six Ministries. Discussion followed on the time-line for the Renewal Stewardship Campaign.

**Discussion of the 2018 Budget Draft**

 We reviewed the budget with Ruth Robinson, Chair of the Finance and Stewardship Ministry, and Pete Dane, our Treasurer. The budget we considered was a break-even budget. Several cuts were made due to realistic income projections for 2018. Outreach had a significant cut. It was mentioned that Outreach always has the option of doing their own fundraising.

 We had a lengthy discussion on the diocesan assessment. Lis received a call from Dick Rozene and was informed we have until November 23rd to let the diocese know if we will be able to pay the balance we owe on the assessment ($13,000). Ruth does not recommend using assets to cover our operating costs. She suggested telling the diocese we are aware of the balance and if we have a surplus at the end of the year, we will use it to pay down the assessment. We did pay our assessment last year. Pete Dane mentioned it is very difficult to negotiate with the diocese on this matter – essentially if we do, we are saying the other parishes in the diocese need to subsidize us and this is something they cannot do.

 Peter Tarlton suggested a maximum payment of $12,500 and said if we try to send the diocese more, we’ll have to cut back on clergy. This becomes a slippery slope. He suggested we hold fast to our supply priests and get the diocese to work with us. There was support for his idea that if Stewardship brings in more than the expected $75,000 in revenue, we divide the excess between the assessment and Outreach priorities.

 There was agreement we wanted to continue paying our supply priests $200/Sunday (the Diocesan minimum is $150/Sunday). Barbara mentioned our full Diocesan assessment needs to be reflected in the 2018 budget.

 Lis asked Pete and Ruth to add the full diocesan assessment to the budget and clarify the notes explaining various line items. The plan is for the Vestry to review this budget again at its November 16th meeting. The budget will be shared with the congregation on November 19th and formally adopted at the December 14th Vestry meeting.

**Review of Updated Ministry Descriptions**

 Vestry Advocates highlighted the changes that have been made to their ministry descriptions. Some ministries are working on final edits. We decided to review and adopt these as Continuing Resolutions at the November 16th meeting.

**Other Business**

* Ruth Robinson expressed her excitement about the income statement for this month. She is hopeful we will end the year with a surplus. Rich mentioned Outreach hasn’t spent their entire budget yet.
* Peter Tarlton suggested creating a rainy day fund if we have a surplus, to give us a little breathing room. Rather than sending the total surplus to the Diocese, we would set aside a part of that for this fund.
* Ruth again reiterated we want to preserve our equity in our investment account. She stated it is anathema to put equity out for operations. She said it was OK to transfer money from the investment account to maintenance.
* Lis mentioned the Lay Eucharistic training this Sunday, November 12th in Bangor.
* The Bishop will be visiting St. Brendan’s on May 20th.
* Jo suggested we talk about ways of using our building. Lis mentioned we are in the process of getting our kitchen certified. We felt more discussion was needed to clarify the fees for organizations using our building for meetings.

 The next Vestry/Renewal Team meeting will be Thursday, November 16th at 10 a.m.

 We closed the meeting by reading the Prayer of St. Brendan together. The meeting was adjourned at 4:56 p.m.

 Barbara Kourajian

 Clerk