

St. Martin's Episcopal Church
Vestry Minutes
October 20, 2011

The meeting was called to order at 6:30 p.m. by Polly Foote, Senior Warden.

Present: Kerry Armbruster, Jean Dickey, Polly Foote, Senior Warden, Shirley Smith Graham, Rector, Lois Headden, Register, Anne Hearth, Roger Hoopengardner, Leigh Houghland, Treasurer, Geoff Wade, Alan Willey, Nellie Williams and special guest, David Benedict. Absent: Debbie Coleman, Bill Hoover, Richard Mericle, Clay Riley, Assistant Rector, and Jane Core-Yatzeck.

- I. **OPENING PRAYER:** Polly opened the meeting with prayer.
- II. **REHEARSALS OF THE NORMS:** Kerry Armbruster read the norms.
- III. **NUTURE:** Shirley discussed Chapter 4 of "*The Eight Concepts of Bowen Theory*". She asked the question "How do you minister to someone or something in the parish or community that has been cut off from you?" She felt that our relationship is more important even though we disagree on some topics. We need to reach out and stay connected even though it is not necessary to solve the issue. The vestry shared their thoughts about this topic.
- IV. **APPROVAL OF VESTRY MINUTES:** A motion was made and seconded to approve the September 15, 2011 Vestry minutes as written. This motion passed unanimously.
- V. **TREASURER'S REPORT:** Leigh reported that we are below budget in income but we are also below budget in expenses. Pledges are \$13,000 below budget but the Finance Committee wasn't concerned because many people pay their pledges at the end of the year. Leigh explained that we are below budget on Building Use Donations and Leigh didn't know the reason for this but this could be a concern for next year's budget. He stated that expenses have been controlled well by Shirley and her staff. A copy of the Balance Sheet (September 2011) and the Income and Expense Statement (January to September 2011) are attached to these minutes.
- VI. **VESTRY COMMITTEE REPORTS:**
 - A. **Bell Tower Memorial Garden:** Shirley said that she had been out in the garden today and it is looking very good.
 - B. **Nominating Committee Report:** Shirley explained that this committee has received no new nominations for vestry from the floor so the slate stands as is.
 - C. **Stewardship Committee Report:** Jane could not be at this meeting so Polly reviewed Jane's report which is attached to these minutes. Vestry members stated that some parishioners were concerned about being asked to consider a 17% increase in their pledge. This is a special concern for those on fixed incomes. Shirley explained that she has tried to clarify this in the Sunday Bulletin announcements.

- D. **Finance Committee Report:** Roger reported that a good deal of time at the Finance Committee meeting was spent going over the draft budget. A copy of the Finance Committee's minutes are attached to these minutes.
- E. **Endowment Fund Committee Report:** Shirley reported that information about the Endowment Fund was included in the Stewardship letter that was sent to all parishioners. The benefit of an Endowment Fund benefits the ministry of St. Martin's. After reaching \$100,000 in this fund, the interest on this money will be used for ministry opportunities for the church. Jim Pierce will come back to the congregation at a later time with an update on the fund.
- F. **Audit:** The audit of the St. Martin's financial records has been completed and a copy from the auditor is attached to these minutes. Shirley stated that the auditor was very complimentary about Vicki Hall, our bookkeeper.

VII. **FORWARD IN FAITH – BUSINESS ITEMS:**

- A. **Draft 2012 Budget:** Leigh reviewed the 2012 draft budget with the vestry. He pointed out that the draft budget includes consideration of the compensation of each employee and that various tools are being considered to reward employees for their performance. Specifics were discussed at the meeting. Health Care is driving the increase in the budget this year. The budget reflects a 10% increase for Outreach and raising our Diocesan Pledge to 10%. This budget also includes funding for a part time maintenance staff person. The Kitchen Committee's line item shows an increase because it now includes the cost for maintenance on kitchen equipment. Leigh explained that he is working on an austerity budget which he should have to the vestry in about a week. Shirley felt that the vestry should not focus on an austerity budget too early in the process. A copy of the 2012 Draft Budget is attached to these minutes.
- B. **Potential New Outreach Opportunity:** David Benedict talked about the "Greater Williamsburg Outreach Mission" and ask the vestry if they would be willing to become a member of this organization. A copy of David's report is attached to these minutes as well as the Articles of Incorporation of Historic Triangle Multifaith Outreach Mission. The vestry asked David questions and then the following resolution was adopted unanimously:
"Resolved, that St. Martin's Episcopal Church participates as a member of The Greater Williamsburg Outreach Mission (GWOM), and appoints David S. Benedict to represent St. Martin's Episcopal as an initial director.
- C. **Outreach Commission Update:** Debbie Coleman wasn't at this meeting so Shirley reported that the Outreach Commission has been broken into four groups and Debbie will update the vestry on the details of this at the November meeting.
- D. **Parish Endorsement for the Ordination to the Priesthood of J. Clay Riley:** A motion was made and seconded to endorse J. Clay Riley for the ordination of the priesthood. This motion passed unanimously. A letter signed by the rector and register will be sent to the Diocese stating that Clay is serving here and that the parish is endorsing him for ordination to the priesthood.

- E. **Report on Vestry's Work Toward Stewardship 2012:** Shirley reported that a Stewardship letter had been mailed to all parishioners on October 10, 2011 and that everything in the Stewardship Commission is on track.
- F. **Formal Adoption of Tribute Letter to Lloyd Woods:** The vestry reviewed a letter that will be sent to Jan Woods as a tribute to Lloyd for the work he did as Treasurer of St. Martin's. A motion was made and seconded to send this letter. This motion passed unanimously. A copy of this letter is attached to these minutes.
- G. **Report on "Anniversary" Merchandise:** Kerry showed a shirt that will be available to purchase for the 50th Anniversary celebration. She will have all the articles that will be for sale at the November Vestry meeting.
- H. **Strategic Plan Sharing and Updating:** Polly reported that she had met with Debbie Coleman, Bill Hoover, and Shirley to talk about the Leadership Plan of the Strategic Plan. "A Lay of the Land Handbook" will be available shortly.
- VIII. **SENIOR WARDEN'S REPORT:** Polly asked Vestry members to be present at the Adult Forum on October 23, 2011. Discussion was held on what the forum would look like and the job for the vestry members. The Strategic Plan will be a power point presentation.
- IX. **JUNIOR WARDEN'S REPORT:** Dick Mericle was not at this meeting. A copy of his report is attached to these minutes.
- X. **RECTOR'S REPORT:** Shirley reported that she had bought three Glastonbury chairs that will be placed inside the altar area. The Rector's report is attached to these minutes.
- XI. **IMPORTANT DATES:**
- Parish Fellowship Retreat at Chanco, October 28-30
 - Newcomers' Reception, November 6, 10:00 a.m.***
 - Stewardship Ingathering Sunday and St. Martin's Feast Day Celebration, Nov. 13, and All Parish Potluck after the 11:00 a.m. service***
 - Shirley's Sabbatical Part II: November 14 – December 5
 - Thanksgiving Eve Service at St. Stephen's Lutheran Church, Nov. 23, 7:00 p.m.
 - Thanksgiving Dinner Outreach, November 24
 - Vestry Retreat at Richmond Hill, January 13 – 15***
 - Parish Retreat at Richmond Hill: *Knowing Yourself, Knowing God through Prayer*, March 2-4, 2012
 - Please see parish calendar for other important dates
- XII. **NORMS CHECK IN:** Kerry thought that Dick Mericle would be very proud of the way the vestry handled the norms at this meeting.
- XIII. **CLOSING PRAYER:** Jean Dickey closed the meeting with prayer at 9:00 p.m.