

St. Stephen's Vestry Minutes
August 9, 2022

Present: Fr. Bailey Norman, Ashton Sims, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Lew Felton, Liz Herbes, Rachel Kirk, Beth Reed, Sandi Robertson, Jim Rousey, Barbara Steele

Absent: Cyril Meredith

Call to Order: Fr. Norman

Fr. Bailey Norman called the meeting to order with prayer at 6:30pm.

Approval of Agenda: Fr. Norman

Agenda was approved as submitted (Judith Delaney/Tom Clary)

Approval of Consent Agenda: Fr. Norman

Minutes of *July 12, 2022* Meeting were approved as submitted (Judith Delaney/Lew Felton).

LEADERSHIP REPORTS

Priest in Charge: Fr Norman

Elizabeth Pack is doing well all things considered and healing nicely from the surgery. Continue to send her cards and texts. Jeanne Kring is coordinating meals for the family. If you are interested in participating, contact her. Philip probably won't attend church. Sherry Birchfield and Bailey are making efforts to keep him engaged. If you have any thoughts in how to keep him plugged into the life of the church, contact Bailey.

Bailey's medical condition is day by day. Some of the worst-case scenarios have been ruled out. Additional diagnostic tests are still needed. He appreciates the support of the Vestry.

Bailey has enjoyed meeting with new people visiting the church. Many are interested in the Inquirers class when it starts up. This class will be scheduled so that confirmation can occur during Bishop's visit the last Sunday in March.

Bailey has delegated to Ashton the responsibility for the new worship service. Ashton will reach out next week to those interested in the service.

When Dan DiGregorio stepped down from his committee commitments, the Chair for the Stewardship campaign became vacant. Bailey has asked another parishioner to take that position but has not had a response to date. Bailey sees this year as an opportunity to build up the connections within the parish after the COVID hiatus. He is considering some sort of event to add to the script that Dan has already developed.

Assistant to the Priest in Charge: Fr. Sims

Ashton has invited the Young Adults Group to a cookout in a couple of weeks at his house. About a third of the group has committed to attending to date.

Sr Warden: Judith Delaney

If you head up a committee that normally submits a report for the Annual meeting, Judith will be sending out an email for these reports. Betsy Ellis has agreed to compile the Annual Report.

She asked the Vestry to begin recruiting for the 4 new Vestry members for 2023.

Judith has been covering the Parish Secretary's duties for preparing the Sunday bulletin. There has been no negative feedback about the shorter version. A few larger versions of the bulletin are printed each week for newcomers. Roni Boyd has been doing the proofreading.

Judith will be absent from the September Vestry meeting. Barbara Steele will get the information together for that meeting.

ITEMS FOR ACTION

Finance Report: Tom Clary

The expenditures and receipts are on target for the year to date. The Finance Committee recommends approval of the financial report. The July 2022 Finance statement was accepted unanimously.

Approval of the June report was delayed due to incomplete information. The June statement is now an accurate reflection of the finances. The Finance Committee recommends approval of the financial report. The June 2022 Finance statement was accepted unanimously.

Jim Rousey did a mid-year review of the budget. The investment accounts have lost 17% of their January 2022 value as of the end of June 2022. However, there are still adequate funds to balance the 2022 budget.

Not all current staff are covered by disability insurance. The funds are already in the budget to cover all staff with this insurance. Because the funds are available in the budget, Bailey requested a consensus vote of the Vestry to add disability insurance to all staff who are not currently enrolled. The Vestry gave its consensus.

Brent Sigmon did a rough budget for 2023. It indicates about a 20% increase in pledges will be needed to balance the budget.

Item for Discussion

Parish secretary position: Judith Delaney

It has taken 8 people to cover what Elizabeth was doing. The following is a list of the parishioners and the duties.

- Roni Boyd – scheduling those who serve
- Judith Delaney – preparing the Sunday bulletin
- Rob Steele – updating the database

- Adam and Simon Ballintoy – posting items to the web page. Judith Delaney and Ashton Sims are also posting.
- Tom Teague – preparing the E-News. There is a firm Wednesday noon deadline for submitting items to him.
- Stephanie Teague – setting up emails to be sent out through constant contact
- Betsy Ellis – compiling the 2022 Annual Report
- Frs. Norman and Sims -- following up on calls for assistance. Bailey's goal is to remove this from the secretary's duties.

Disability Insurance: Fr. Norman

Bailey spoke with Mary Embler in the Diocesan Office about the status of staff with respect to this insurance. None of the staff are currently covered. Since disability coverage is included in the letters of agreement with all our lay staff, Bailey has asked Cameron to get all staff covered quickly. There are funds already designated in the 2022 budget for disability insurance. Staff that Bailey wants added are Bailey, Ashton, Rachel, Simon, and Elizabeth. With a serious diagnosis, Mary is not sure that the insurance provider will accept the individual. Bailey feels strongly that the parish continue to pay Elizabeth as it has from the beginning of her illness. With disability insurance, the funds received can be used to hire temporary help.

Reports

Adult forum: Fr. Bailey

Frs. Bailey and Sims are doing a series on Saints. Fr. Bailey is also leading a Lectionary discussion on the Sunday gospel at 9am.

Buildings and Grounds: Lew Felton

The installation of the new wiring and equipment the IT upgrade is complete. There are 2 access points, one of which will be for public use. Its UID=SSEC guest and password=10-digit church phone number. The other access point will be restricted.

Christian Education: Rachel Kirk

She is looking for a flat location to erect a Basketball goal. It would be permanently set into the ground.

Evangelism: Beth Reed

She is working on the Laundry Love event and attending the Evangelism conference in Maryville in November. Bailey wants to cultivate the idea of parishioners inviting folks to come to church by being aware of opportunities to extend an invitation.

Liturgics: Cyril Meredith

Fr. Norman will meet with Roni Boyd about plans for the coming liturgical year

Outreach: Liz Herbes

Susan Bailey brought some food bags in for distribution. She led this effort at her previous parish. This is in support of the transition of the food basket ministry to a ministry providing food bags for people who walk in requesting assistance.

Parish Life: Adam Cavender

There are 2 events planned:

- August 26 at 6 pm will be Game Night. Food and drinks will be provided.
- September 11 between the 10 am service and Christian Education will be a BBQ lunch. Orders will be taken for additional BBQ to be picked up on October 4 in conjunction with the Parish Meeting. The proceeds from these orders will go toward offsetting the cost of the IT upgrade.

Personnel: Bonnie Bautz

The church is still paying health insurance for Cameron. Fr. Bailey is in discussions with Tom Clary and Lew Felton about other activities that Cameron is doing around the church. He has not been able to get Cameron to identify what he wants to do but wants to have this settled before the next Vestry meeting in order to get Vestry approval.

Old Business

Priest-in-Charge: Fr. Norman

The Canon is satisfied with the goals that the Vestry submitted. She wants to make sure Bailey's health is adequate to assume the position of Rector before moving forward. Otherwise, we are on the threshold of completing the process.

The meeting was adjourned at 8:13 pm.

Respectfully submitted,
Elizabeth Ellis
Secretary

Next meeting September 13, 2022

Reports for August 16, 2022 Vestry Meeting

PRIEST-IN-CHARGE REPORT

No Report

CURATE'S REPORT

No Report

WARDENS' REPORTS

Senior Warden

No Report

Junior Warden

No Report

COMMITTEE REPORTS

Christian Education

Christian Ed Committee met July 27 and reviewed staffing needs.

The Intermediate ECC (3rd - 5th) will be led by Brittany Shassere

Middle School ECC (6th - 8th) will be led by Jeff Robertson

The nursery needs volunteers to be present for the 10am service with Maggie – please consider helping out!

General procedures were discussed for Sunday school, including attendance record keeping.

Sunday school will begin at 11:30, Adult Ed at 11:45

The calendar was reviewed, and planning has begun on several upcoming events:

8/13 Briarcliff pool party

8/14 Sunday School begins

11/6 All Saints Family Event/Movie

12/4 Advent Fair

12/24 Christmas Pageant

We would like to implement the following:

Basketball goal - need to determine a good location to install a permanent one

Nursery to be painted

ECC couches to be recovered and new cushions

Camera in the nursery for parents to access via app?

Adult Christian Formation

No Report

Evangelism

No Report

Liturgics

No Report

Outreach

No Report

Pastoral Care

No Report

Building and Grounds

The work to upgrade our IT and Phone systems has begun and is making good progress. The new wiring and WI-FI access points are very nearly complete and as soon as all wiring is complete the phone system will be transitioned. Shortly I will provide directions on how to access our new Wi-Fi system.

Bylaws and Policies

No Report

Communications

Communications has no report today, but a meeting scheduled for the 26th. Contact Adam or Sandi for new agenda items to consider.

Finance

FINANCE COMMITTEE MEETING

August 4, 2022 (via Zoom)

Present via Zoom: Tom Clary, John Cox, Judith Delaney, Cameron Ellis, Jim Rousey, Brent Sigmon, Ashton Sims, Rob Steele and Rachel Durfee (guest)

Absent: Jim Anderson, Chris Kirk, Bailey Norman, Roger Johnson

Tom opened the meeting with prayer.

Rachel Durfee, our new bookkeeper, was online at the beginning of the meeting so she could get acquainted with the Committee. After brief introductions and comments on both sides, Rachel left the meeting.

The minutes of the July meeting were approved.

July Financial Statement

The committee reviewed the July Financial Statement. Cameron stated that the statement shows second quarter investment results with further losses due to the declining stock market. The total loss this quarter was \$72K over all accounts (including the Memorial Garden) with more than \$7K lost from the Endowment and Heritage Income funds. On inspection, it appears that these market losses were entered as expenses, whereas our practice has been to show market changes in the revenue column. He will revise the statement accordingly.

Cameron also noted the low level of the General Fund checking account and stated that he has scheduled \$30K to be transferred from Endowment Income (EI300) into the General Fund to cover cash flow. General Fund expenses exceeded revenue by \$22K, but \$13K of that amount was simply a transfer from the Outreach general fund budget into Outreach restricted accounts.

Cameron and Rachel are doing a detailed review of the Gifts and Memorials (G&M) fund in order to ascertain how much is undesignated. No quantitative conclusions have been reached, but it is anticipated that a substantial amount of recent Building and Grounds expenses can be covered by G&M.

Rob requested that the DW300 line in the footnote on page 2 be deleted, as that fund no longer exists. Subject to this change and the above-noted moving of investment market losses from the expense to the (negative) income column on page 3, the Committee accepts this statement as accurately reflecting our financial status and recommends that Vestry accept it.

Midyear Budget Review

Jim Rousey presented some slight revisions to the Midyear Review that the committee reviewed last month. We are generally on budget as far as revenue and expenses. However, reserve funds are used to balance the current budget and, if depleted, will adversely affect future budgets. This review was adopted as our final and will be presented as such to Vestry.

2023 Budget

Brent had earlier sent to the Committee members some scenarios regarding staffing expenses for 2023: with and without a second clergy after Ashton's term as curate ends (at the end of August), and with

and without a cost of living adjustment. (Note: Those numbers use 2022 health insurance rates, as 2023 numbers are not yet available.) To those numbers we need to add

- A \$6,855 increase in the “ask” for Diocesan pledge
- ~\$6K increase in phone/IT/computer costs (very rough guess)
- ?? increase for Repairs and Maintenance

The implication is that our needs for 2023 will at a minimum be as large as this year’s expenditures, and the reserves we used to balance the 2022 budget will be largely expended. To avoid drastic measures, we would need a pledge increase on the order of 20%.

The ensuing discussion included several points:

- The letter that Bailey has promised to send to the parish is very critical.
- The upcoming stewardship campaign should include detailed and explicit explanations of our situation and the potential actions that might be required.
- We have continued faith that the long-term future for St. Stephen’s is positive. Several people commented on the number of new faces in recent worship services.

Other Business

Some parishioners who have set up automatic giving through REALM have needed to change the amounts, and the process for doing that has not been clear. Following discussions between Jim Rousey and Rob Steele, the current process is that Rob is the contact point, and he will handle all such requests.

The meeting was adjourned with The Lord’s Prayer.

Submitted by Brent Sigmon

Gifts and Memorials

No Report

Memorial Garden

The Memorial Garden is currently the final resting place for 238 individuals. Thirty-seven spaces are pre-paid and reserved. There are 169 open (unreserved) spaces in three designated areas. A \$500 fee for reserving a space provides for opening the space and a memorial plate that is added to the memorial plaque, as well as periodic weeding and mulching. Volunteers performing ‘ground’ work enhance the beauty of the garden.

The chairman of the Memorial Garden Committee is by policy a member of the Finance Committee. MG funds are separate from other church funds. Restricted funds MG320 and MG330 provide for the ongoing maintenance. A permanently restricted MG300 principal and temporarily restricted GF300 income funds are adequate to ensure the Memorial Garden is self-funded.

Nominating

We need to begin recruiting parishioners to stand for vestry election in October.

Parish Life

No Report

Personnel

No Report

Stewardship

No Report