

St Alban's Vestry Minutes for August 11th, 2015, 6:30 pm

Present: Peg Keyser, Senior Warden, John Hartley, Junior Warden, Jason Burks, Frank Governali, Treasurer, Margaret Wise, Nancy Pezzullo, Mike Watson, Scott Reed, the Reverend Tim Boggs, Dave Abbiati, Secretary

Absent Michelle Whitney and Julie Merriam

Opening Prayer — Fr. Tim 6:34

Approval of June minutes

Moved to accept the June minutes, seconded, approved

Gordon - report on the Endowment

The Committee has been charged with reviewing the endowment policy of St Albans. At their recommendation, the Endowment Committee will undertake this review and report to the Vestry.

The endowment funds continue to exceed their comparative benchmarks. There are no plans to change the investment plan.

Warden's reports —

Vestry is committed to raise \$3,000 as part of the current budget. One thousand dollars of this goal has been met. Ideas are welcomed.

Tim — Fall Plans

Tim reviewed the outline of the plans which are attached

Executive session to discuss Sexton Job Description

Frank — Financial and Stewardship update. Report attached.

The vestry will make personal calls late in October to assist in the annual appeal. The theme of the drive this year is 'planning'.

— Financial update

Planned income and expenses are on target.

Unplanned income relatively low

Closing Prayer — Nancy

Meeting adjourned

## St. Alban's Parish Notes on fall 2015 plans for Vestry review

### **Worship**

#### Sunday services

8:00 Rite I

9:30 Rite II with bell and chancel choirs, two clergy, refreshed prayers, service music, creed

5:30 PM Celtic Eventide, with possible addition of a cantor

#### Homecoming Sunday 9/13

Communication plans underway

#### Small services return mid-September

Wednesdays 9:00 AM Rite III

#### Senior Services

Piper Shores & Holbrooke

Betsy Ross House

Cape Memory Care

Village Crossings

Family Services scheduled: 11/8, 12/20 (pageant), 3/6/16, 6/5/16

Clergy/Staff Advent planning meeting 10/14

Clergy Staff Holy Week planning meeting 3/20

Plan underway to update "customaries" for worship ministries: ushers, altar guild, lectors, intercessors, flower guild, chalice bearers, acolytes.

### **Music**

Chancel Choir first fall rehearsal 9/10

Plans for choir recruitment, communications

Bell Choir, September rehearsals and recruitment

Treble Choir launch grades 3-8

Communications

Brad introduction

### **Stewardship**

Plans complete

Fall campaign to focus on "Planning to be part of it all!"

Pledge drive schedule and steps attached

Planned Giving initiative with soft launch 10/11

Committee Recruitment

### **Finance**

New Finance Committee role

Vestry \$2000 remainder fundraising needs to be planned

### **Governance**

Prepare for Vestry and Delegate elections, per 2014 plan  
Refresh By-Laws as needed

### **Hospitality**

Coffee Hour hosts, sign ups underway  
Parish breakfast First Sundays, recruiting extras  
Second Monday senior lunches resume October 12

### **Mission and Outreach**

Rector meetings in August with leaders to review plans and prospects  
St. Luc's Haiti –plan late fall fundraiser, November and March trips  
Preble Street  
St. Elizabeth's Jubilee Center  
Long Creek Youth Center

### **Adult Formation**

Launch *Faith Seeking Understanding...adult Christian formation at St. Alban's*  
Goal is to move from education to formation under one umbrella  
Fall includes four/five offerings:  
Tom Cushman Dream sessions  
Living Compass on Forgiveness, led by Triss Critchfield and Jen Tarling  
Parker Palmer book group, led by Katie Payson  
Episcopal 101 for inquirers, led by Tim and Reed  
Sermon Talk Back! To be scheduled for Tim and Reed

### **Health**

Full program of 2<sup>nd</sup> Sunday Health Chats and other programming

### **Children and Youth**

Debbie Fisher salute October 4th  
Introduction and support of Emily Keniston  
Sustain and refresh Our Place curriculum  
Recruit teachers, as needed  
Introduction of the Rev. Reed Loy  
Sustain and refresh Connect, Rite 13, and H.S. Youth  
Recruit teachers, as needed  
Heifer retreat 9/18-20  
Consider Young Adult options including SMCC  
Plan Safe Church training, now on-line

### **Administration**

Front office redesign  
Plans for new Parish Directory  
Review Insurance policy, changes as needed  
Church sound system review

**Communications**

Website update/refresh for September launch, soft launch 9/26, new staff photos, new video  
Maintain and renew Weekly E-news  
Develop and utilize town weeklies with help of press aide  
Plan improved public invitations for Homecoming, Adult Formation, Eventide, Children's program

**Newcomers**

August review with leadership of Newcomer, fresh steps include more explicit buddy system  
Newcomer Reception @ rectory October 25th 4:00 PM  
Invitations to Episcopal 101

**Library**

Soft launch of new ministry with book cart and shelf, "staff picks" and parish communications  
Consider furnishings needs/sources

**Buildings and Grounds**

Finish rectory painting  
Remove maple tree  
Install Celtic cross in Memorial Garden  
Shades for Connect Room  
Review nave lectern step situation with architect  
Consider Youth Room refresh, renaming?  
Consider history photo wall

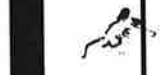
**St. Alban's 7/31/15 YTD** Jan-July 2015 2014 % of Full Yr Budget 2015 2014 **Commentary**

Income	2015	2014	2015	2014	Commentary
Pledge Contributions	249,940	261,872	62%	63%	% of pledge completion typical for this time of year. Lower dollars largely due to lower level of pledging in 2015.
Other Weekly Contributions	15,468	10,696	52%	45%	Overall plate offerings are up \$2,800 due to 4,200 at Celtic service, but morning services down by \$1,500.
Special Gifts - Designated	4,226	5,640	NA	NA	
Special Gifts - Undesignated	7,852	26,335	58%	310%	July 2014 included \$16,500 gift from the Randy Henry Estate. This year \$15,000 gift arrived in Aug.
Rent, Interest, Other	1,315	897	38%	26%	Timing difference on rent payment and gift for use of Bonoff Hall made 2015 higher.
Clearing account	-915	0	-4%	0%	Reflects charges awaiting classification.
Non-Donation income	1,200	-1,510	NA	NA	Includes niche sales and engraving payments.
<b>Total Income</b>	<b>279,086</b>	<b>306,950</b>	<b>59%</b>	<b>64%</b>	Lower income all related to timing of receipt of Undesignated gifts & lower pledging (as expected).

Expense	2015	2014	2015	2014	Commentary
Salary, Wages & Benefits	174,770	180,006	65%	64%	Fewer pay periods than 2014, and lower comp because of Asst Rector departure.
Office & Administration	15,019	13,827	58%	56%	Office reorg & advert costs for job searches about \$1,000 in 2015.
Christian Education	2,668	3,119	48%	49%	Fewer initial costs for programs; lower costs for activities.
Worship	15,102	10,652	73%	68%	2015 higher costs reflect above-budgeted expense for musicians for Celtic Eventide.
Communications	4,325	4,438	108%	178%	
Hospitality, Kitchen, & Other	3,540	5,260	71%	94%	Lower than 2014 due to expenses last year for memorial services & interments which were covered by income.
Buildings & Grounds	20,076	15,529	72%	63%	\$10,000 in snow & ice removal (ground & roof) costs versus \$4,000 in 2014.
Utilities	23,126	22,375	65%	70%	The expected higher gas and electric rates plus higher gas usage in February explains increase.
Tax & Insurance	6,498	6,229	72%	72%	
Diocesan Assessment	43,765	44,040	58%	58%	
Mission & Outreach Committee	3,527	2,363	88%	59%	
<b>Total Expenses</b>	<b>312,416</b>	<b>307,838</b>	<b>65%</b>	<b>64%</b>	Higher spending than planned for Worship, Communications, and snow removal.
<b>Net Operating Balance</b>	<b>-33,330</b>	<b>-888</b>			Lower undesignated gifts, timing of gifts, and somewhat higher unplanned spending account for lower results.

**Cash & Investment Balances** 7/31/15 7/31/14 **Commentary**

Bank Acct Balances	7/31/15	7/31/14	Commentary
Parish Operations	2,828	19,807	2014 Randy Henry Estate gift (\$16,500) and other undesignated gifts represent about \$20,000 of the differential in Parish Operations
Operating Reserve	43,995	34,783	balances compared with 2014. \$15,000 Randy Henry gift arrived in August. \$20,000 gift from the estate of Bette Stoddard will be delivered in the coming weeks, and a gift in honor of Ed Lewicki has also been announced. Cash balances, although low, are not concerning.
The Audrey Fund	8,654	8,577	
Fund for Major Repairs	48,136	50,504	
Flower Committee	7,664	7,124	
Clergy Discretionary	1,693	4,596	Clergy discretionary balances were used to support travel expenses for Haiti trip.
Haiti Committee	37,291	28,216	



**Endowment Funds:**  
 Ministries 80,382 72,230 Each Endowment Fund is invested in the Vanguard Star Fund, which is comprised of approximately 60-70% in stocks and 30-40% fixed income investments.  
 Mission & Outreach 107,176 96,307  
 Children & Youth Ministries 128,612 115,570  
 General Fund 546,459 527,749 As of July 31, 2015 the Star Fund was up 3% on a year to date basis versus its benchmark increase of 2.76%. The S&P 500 was up 2.18%. Since investing with Vanguard pn 7/1/13, the endowment has added \$107,570 of value from investment returns.  
 Total Endowment Fund 862,629 811,855