

*St. Stephen's Episcopal Church*  
*Vestry Meeting*  
*2024 - monthly meeting # 10*  
*Date: November 26, 2024*  
Approved December 17, 2024

Present in person or virtually by Zoom (z):

Rev. Dr. Nina Pooley, Rector  
Josephine Ellis, (Senior) Co-Warden  
John Garinther, (Junior) Co-Warden  
Suzanne White, Treasurer (z)  
William O'Neill, Assistant Treasurer (z)  
Dr. J. Christopher Perry, Clerk  
James Alden (z)  
David Nevin  
Christopher Plankey  
Wendy Webster Coakley (z)

Regrets:

Caleb Harmon

Meeting began at 7:02 P.M.

**I. Opening scripture and Prayer offered by Rev. Pooley**

Opening Scripture: Isaiah 61:1-2a

The Spirit of the LORD is upon me, because the LORD has anointed me; he has sent me to bring good news to the oppressed, to bind up the brokenhearted, to proclaim liberty to the captives, and release to the prisoners; and to proclaim the year of the LORD's favor.

Opening Prayer:

Merciful God of peace, your word, spoken by the prophets, restores your people's life and hope. Fill our hearts with the joy of your saving grace, that we may hold fast to your great goodness and proclaim your justice in all the world.  
*Amen.*

**II. Josie Ellis, John Garinther: Discussion**

Josie Ellis, discussed budgetary constraints with the members of the choir, in response to discontinuing the choir honoraria in response to budget cuts. Choir members appreciated the information as to how this was needed to preserve the Parish's finances.

## II. Clerk Report: Minutes from previous meeting

October 24, 2024

### a. corrections

1. Bill Fraser's name was misspelled

### b. Minutes approved (as corrected).

Motion by: Josie Ellis

Seconded by: David Nevin

Approval: unanimous

## III. Old Business

### Action Items from Previous Meeting

1. Josie will send an email to Dan Moon + Craig Reynolds regarding Table management  
to be continued
- \* 2. Chris Perry: will come up with list of questions about management issues for the *Table*.
- \* 3. John Garinther will talk with Craig Smith regarding what he needs for a committee to support this effort.
4. Next summer or September, we will consider designing and implementing a survey of potential interest in a Thanksgiving Eve service (J. C. Perry)
5. Next time she meets with the ministers Rev. Nina Pooley will inquire about potential interest in such a Thanksgiving service for next year.

To-be done

\* completed

## IV. Committee Reports and New Business

### Financial report (Suzanne White. Bill O'Neill)

N.B. the Excel Spreadsheet should read proposed "2025" Budget

Some numbers still to be updated, e.g. benefits to be paid.

Proposed 2025 budget will be in deficit of at least 52,000; may rise up to 80 k.

### Property Committee (John Garinther, Chris Plankey)

Summary of recent property quotes in order of priority:

1. (approved, work being scheduled) Foyer/Dining Room Painting - quote = \$14k
2. (up for approval) Boiler Condensate Receiver Tank - quote = \$37k
3. (waiting on proposal) Boiler Control System upgrade - engineering estimate = \$12k
4. (approved, work to be scheduled) Unisex Bathroom floor - quote = \$1k
5. (1 proposal received for structural analysis) Nave ceiling fan installation -

engineering estimate = \$25k

We have endowed funds that are dedicated to maintaining this building.

### **Stewardship** (Wendy Webster Coakley)

Annual Pledge comparisons:

2025 to-date: 49 Pledges received (subtotal \$ 131,160)

+ 23 online pledgers, who have not yet pledged (\$ 35,000 est.)

+ 22 who pledged in 2024 but not yet (\$ 50,000 est.)

Total \$ estimate = ~ \$200,000

Potential # pledgers will likely be somewhere between 49 and 94

Historical comparisons:

2022 total: \$231,451 from 95 donors

2023 total: \$199,648 from 89 donors      [ $\Delta$  = -6 from prior year]

2024 total: \$208,906 from 83 donors      [ $\Delta$  = -6 from prior year]

We should track new pledgers, which represent growth in number of pledgers.

VPOD next few weeks needs to discuss sending in pledge cards

Everyone agreed that Stewardship Q&A in the weekly Bulletin is terrific, the right size, and we should keep it going.

A question was raised as to when we acknowledge gifts, apart from pledges: when they are received or at the end of the year?

Pledges: will receive a thank-you note, probably at the end of the year.

### **Wardens' Report** (Josie Ellis, John Garinther),

Vestry Terms ending this year:

Josie Ellis (Co-Warden)

Suzanne White (Treasurer)

Bill O'Neill (Asst. Treasurer)

Chris Perry (Clerk)

Chris Plankey (Vestry)

Wendy Coakley (Vestry)

Total Vestry need:

(1) Co-Warden

(1) Treasurer

(1) Assistant Treasurer

(1) Clerk

(2) Three-Year Vestry Members

(1) Two-Year Vestry Member (to complete Beth-Anne's term)

Commitments to-date:

Bill O'Neill: Treasurer  
Chris Perry: Asst Treasurer  
\*Chris Plankey: Clerk, a speaking, but not a voting member (see Motion below)  
Christine Reynolds: New Vestry Member (3 year)  
David Nevin: Co-Warden  
Several other members of the Parish are considering

Motions:

Motion by: Chris Perry and Josie Ellis

Motion:

For the duration of 2025, the officer position of clerk will be eligible to be filled by a parish member who is not a member of the Vestry, but said person will be allowed to speak at meeting.

Seconded: John Garinther

In Favor: unanimous of all present

Opposed: none

Abstained: none

The motion is accepted.

**Rectors Report** (Rev. Nina Pooley)

Rev. Francie Hills recently developed a terminal illness then passed away at home within a few weeks. Rev. Nina, Bishop Fisher, Francie's friend Susan and other members of the church were very involved through her passing.

Rev. Marc Britt had a severe CVA. He is in Hillcrest Nursing Home.

Upcoming Schedule:

Dec 1 - Dec 24: Advent

Dec 29 - Christmas I: Eucharist and Carols service, Zion will be joining us.

Jan 5: will transfer Epiphany to this Sunday

Jan 5 - Mar 2: Season of Epiphany

Mar 5: Ash Wednesday

also:

December 14, 3 P.M. Funeral for Rev. Francie Hills

Dec 20: Wedding for JD Herbert and Melissa Morin

LEVs (Lay Eucharistic Visitors / Pastoral Care Team) and LEMs (Lay Eucharistic Ministers / Chalice Bearers).

We need more LEMs.

Jim Alden, who has been a LEM at his previous church, has been licensed and approved as a LEM.

#### St. Stephen's Table

Dan Moon will need to take time off for surgery and recovery. Planning for a temporary replacement is needed. VPOD will make an announcement, and we will check first with Dan how he would like it to be stated.

Issues with the proposed 501(c)3 foundation.

Can we move forward on the 501(c)3. Yes, need name and officers?

The 501(c)3 is primarily for donors outside the Parish.

St Stephens' parishioners can still give in the usual way to the Parish, alongside their pledges.

Housing Resolution for 2025: we need to approve the housing allowance resolution for the upcoming year. (This is supposed to happen BEFORE the year in which it applies, and needs to be included in the minutes.) I've included it in a separate document in our November folder, we will need to add in whatever \$\$ decided upon as my salary for 2025. We can vote on it next month, but I wanted to get it on our radar.

The Rev. Nina Pooley obtained her health insurance through her husband's policy at work, but an offset for the increase in costs is warranted: offset amount \$1,645. It can be listed in the line item for medical/dental expenses.

#### **Action Items from this Meeting:**

1. VPOD next few weeks needs to discuss sending in pledge cards
2. VPOD will hear from Nina when information on Dan stepping aside is to be disseminated.
3. Rector's housing allowance to be discussed next month
4. John Garinther will bring back to the Vestry a motion to offset the increased costs for Rev. Nina Pooley to change her health insurance thereby reducing our budget.
5. Vestry are required to do safe church, on line. John Garinther will put information about Safe church Training: teachers, Lems, Levs, volunteers in the Church Bulletin. Church covers the cost.
6. Dec 15: Josie will give a budget Basics (discussion) after church, for those interested.

#### **Next Meeting scheduled:**

1. Vestry Meeting December 17 on Zoom - Hybrid

#### **V. Closing Prayer offered by Rev. Pooley**

Holy One, come this night.

Open our hearts to the brightness of your love.

Release our fears and revive our hope,  
that we may rest well  
and rise to share your love.

*Amen.*

**VI. Adjournment:** Meeting adjourned by unanimous consent: 9:01 P.M.