

St. Mary's Church
Vestry Meeting Minutes of July 8th, 2010

Present:

<i>Fr. Michael Sclafani, Rector</i>	<i>Tom Metry, Member</i>
<i>Peter Cabbiness, Sr. Warden</i>	<i>Dcn. Jane, Geust</i>
<i>Gerald Hatler, Jr. Warden</i>	<i>Jack Van Patten, Member</i>
<i>Kyle Campbell, Clerk</i>	<i>Virginia Engel, Member</i>
<i>Judy Wilson, Treasurer</i>	<i>Brandy Swisher, Member</i>

I. Call to Order, Prayer

Vestry Meeting for July 8th, 2010 was called to order at: 6:50PM. Fr. Michael verified that we did have a quorum and all were in attendance. Last meeting was May 13th.

II. Approval of Minutes

- a. Motion to accept
- b. Brandi moved to amend item 6c. She had brought up concerns in the previous meeting that did not get included in the minutes, and will email the specifics to Kyle.
- c. Discussion about the steeple and the beams should be two separate items - formatting.
- d. Item 2, guest speakers . . . \$ signs were absent. \$ Signs missing - typo issues.
- e. Clarification that the "previous vestry" had made decisions regarding the Pat Elgin fund in the paragraph regarding Elaine's presentation to distinguish between previous and current vestry.
- f. Motion to accept minutes was passed pending the amendments made.

III. Financial Reports

- a. Two months (May and June) of reports including Balance Sheet, Profit Loss, Treasurer's Balance, Detailed Transaction Form 1007 on Profit Loss Budget Performance.
- b. **May**
 - i. Item #2005 on Profit Loss Budget Performance 2005 Copier Maintenance: check for \$116.00 to Image 2000 for copy service and extra copies. They were late for billing us. Also a Check for \$70.63 to Image 2000 for copier service for April 15th-May 14th, 2010. Check was larger due to extra copies for Easter, bulletin inserts, booklets, etc.
 - ii. Item #2008 for office supplies a check for \$78.44 to Office Depot for 2 cases of copier paper for office use, and a check for \$127.51 to Staples for the purchase of an electric stapler, electric pencil sharpener, and envelopes for office use.
 - iii. Item #7003 on the Profit Loss Budget Performance Altar Flowers was a large expense but covered many items. \$510.00 to Leona Roark for April Flowers, purchase of Easter Lilies and 2 silk flower arrangements for the church altar. Father Michael asked if we had received donations to cover the cost of lilies. We had received \$350.00 for the Easter Lilies. Sufficient donations had been received. The weekly bouquets cost the church \$40.00/week.

St. Mary's Church
Minutes of Vestry Meeting

- iv. Tom Metry inquired about the income versus expenses for the Month of May. Judy stated that we took in \$8,980. And we spent \$12,713. Our expenses exceeded our income by \$3,733 for the month of May. Tom Metry asked to verify that this amount was more than the average deficit we had been running, and Judy verified that it was.
 - v. Father Michael mentioned that this would be further discussed in the budget review portion of the Vestry meeting, and that all parishes in the diocese are struggling as well. There is a 40% shortfall in the diocese.
 - vi. Youth Group financial report for May. They only had \$56.19 in expenses. Transaction detail by account. A check was reimbursed to Peppy for \$10.96, a debit card transaction for save mart for dinner and dessert for the youth group for \$32.16 on May 21st, and a debit card transaction of \$13.07 for pizza and soda for the youth group members helping out with the rummage sale.
- c. June**
- i. Profit Loss for June, followed by Balance Sheet. Father Michael mentioned that both attendance and income was down and there was a much greater difference in income, while expenses stayed the same.
 - ii. Judy stated that we took in \$6,618. Total expenses were \$12,769.71.
 - iii. On the balance sheet, item #8320, State Grant Landscaping. They only owe us \$245 as we received a \$2200 check. It's not reflected under the income as it falls under the 8320 state grant for landscaping line item. The check replaced funds we had spent.
 - iv. Item #3008 repairs and maintenance, we had a total expenditure of \$464.47. One reimbursement check to Gerry Hatler for a new sacristy window (\$181.08). The window needed to be replaced as it is a source of lost energy efficiency, and it was ready to fall out of the frame. It is also a security issue. Another reimbursement check was written to Lisa Hunt for Weed Killing Spray for property maintenance (\$150.39). A check to Fresno Fire Department for our annual Fire Prevention Inspection fee (\$77.00) and an additional check to the Fresno Fire Department for the use of the Propane tank (Special Hazard User Permit) (\$56.00).
 - v. In regards to Line Item #3008, we are still within our annual budget, even though we exceed the budget for the month of June in the area of maintenance and repair. We are below what we should be. The area of maintenance and repairs had been increased over the previous year's budget.
 - vi. Checking account had dropped. \$7,000 remains in the checking account after all bills had been run.
 - vii. Youth Group financial reports for June. The yard sale grossed \$2,323.82. Current balance on profit loss only shows \$1923.82. A \$400.00 youth group donation had also come in. Yard sale was a huge success, not solely monetarily, but also with volunteers and involvement.
 - viii. A reimbursement check was written to Josh Metry for youth group expenses \$10.54. A debit card transaction for change for the rummage sale was for

\$400.00. A debit card to Winco for chips for the rummage sale for \$27.60; and an additional debit transaction for Costco for hot dogs, buns, soda and water for sale at the rummage sale for a total of \$98.11

1. 40% of the rummage sale proceeds go to camp scholarships \$719.24 was written from youth account and put into general checking account to the camp scholarship line item. 10% of proceeds of the rummage sale proceeds were designated to Vacation Bible School. The check will be voided that had been written as the VBS funds are not going to be moved to the general account, but remain in the youth account. \$179.81. VBS funds will be combined into the Youth Group account and be taken from the general account. Current Youth Group Balance is \$1144.76. Tom Metry inquired as to the balance of camp funds. Judy stated that it wouldn't show monies moved in at the end of the month. At the end of June \$761.50, plus a \$700 donation from a member of the congregation. Amount never is zeroed out, and any remaining funds can be rolled over to following years. Tom Metry mentioned that in the past that there was someone placed in charge of coordinating camp registration of youth within our church. It also helps in checking out who needs scholarships as well. Tom Metry will be willing to coordinate this at Father Michael's request.

IV. Property Reports:

- a. Gerry Hatler said that based on the treasurer's report, he mentioned he has the correctly sized window for the window.
- b. Ron Hunt sprayed for weeds.
- c. Some corrections, based on the Fire Marshall's inspection, have been made, and some others need to be made.
- d. In regards to the beam structure issue, Gerry heard back from Brooks and Ransom (the only firm that responded), and evidentially the gentlemen he contacted mentioned a member of St. Mary's whom we should speak to, Robby Vensell. He is a structural engineer and he may be able to take a look at the issue and give us his professional opinion. The problem with and engineering firm and when they need to verify if something is structurally sound, it is a professional opinion, and they do need to be compensated as there is liability associated with that.
- e. Gerry Hatler mentioned that the steeple is involved and hasn't been completed yet, and that the mural is almost completed.
- f. Father Michael mentioned that the two lights outside the office were broken, and the globe to the other was on the ground and he had to purchase a replacement fixture as the bulbs for the original fixtures are hard to find. The new fixtures require bulbs that can be found easily. Gerry Hatler offered to install the new fixture when he comes to put in the new window. Ginny asked if someone had broken it. Father Michael said that someone had messed with it and it broke, and a globe was missing.
- g. Father Michael also inquired to the Vestry if anyone had any comments about the mural as he has received positive feedback from members of the community, other churches, and members of our own congregation. Tom Metry asked if it was completed. It was

thought that there may still be some additional background work that needs to be added. Tom Metry also voiced that he hopes that it would attract people to the church. Ginny asked about what was negative about what was there before as her and her husband had arrived despite what was there before. It was mentioned that previously there was a banner indicating the church's name, and worship time. When the sign was added, the banner was taken down. Gerry Hatler mentioned that while the gentlemen were working on the mural that people would stop by and check out what was going on and watch the gentlemen painting. They began with a concept and it just kind of transpires from there. Deacon Jane mentioned that she had contacted channel 30, but had not heard back from them. In addition, it was mentioned that we needed to contact the San Joaquin star, or Tuesday flyer. In addition, Brandi mentioned contacting the Religious section writer for the Fresno Bee. Tom Metry mentioned that it would be nice to have a "thank you" for the artists. The artists feel that this is a "gift" to us. Father Michael mentioned to them about a plaque. They said that they were not interested in recognition as it is to give glory to God. There will eventually be lights on the mural. It was mentioned that it would be nice to invite the artists to a casual meal/celebration for turning the lights on.

h. Tree Grant Project:

- i. Father Michael mentioned copying an email to all Vestry members that was originally addressed to Elaine regarding the mulch for the Tree Grant Project. The church received an invoice for \$8,640 from Jon Pape for the mulch. The mulch that was delivered was the free mulch that is scrap mulch (sticks, leaves, grapefruits, chunks of wood) and is not the mulch that is for the landscape portion of the project that had been originally discussed. He has not heard back from Elaine and does not have any further information regarding this issue. Father Michael directed Judy to not pay the bill until this is resolved, or until the landscape mulch can be delivered. The scrap mulch is mulch that needed to be disposed of and so the church allowed it to be disposed of on the property, but in designated areas (parking lot, office area). Brandi mentioned that she has not heard yet either and will speak to Elaine as to whether or not she had received the email.

V. Youth Group Report:

- a. Father Michael mentioned that the youth group had moved on past the "To Save a Life" curriculum and has begun a study of the book of Matthew led by Cody Cabbiness. Youth group has been well attended 8 youth. Tina, Pastor Deo's daughter, has stepped up to take on a leadership role as well.
- b. VBS report: Peppy and Melissa (the Grove) continue to meet weekly and work on their plans. Costumes work has begun. There are about 40 kids registered. A banner will go up to announce VBS out on Kings Canyon. Children will be fed nightly.

VI. Diocesan Lawsuit Update:

- a. Peter Cabbiness mentioned that St. Paul's Visalia was added to the lawsuit as an independent. He also mentioned that he is on a list to be notified if anything happens within the appellate court with the case. Nothing new as of 5:15pm. Diocesan wise, he is

concerned about the level of engagement, and things that should be done, are not being done. Father Michael mentioned his concern of the lack of communication. The Episcopal Church has done the same things in Fort Worth, and the ruling has been in their favor, and hopefully plays a positive role in our case as well. Stockton has not received any papers formally, either.

- i. Stockton church has a new organization "Anglican Defense Fund" made up of both members and non-members of St. Johns. Funds can be donated to help with legal fees. Envelopes are found in the pews if people are interested in having their donations placed into that fund, instead of the traditional offering plate. It is a community effort. Independent parishes will be responsible for their own legal defense, but they won't be covered under the diocese as they are independently incorporated.
- ii. Gerry mentioned how an individual church in San Diego broke away from the Episcopal Church over the same issues we have and the diocese as a body had an interest at the Diocesan level for the property. They lost their property. Peter mentioned that parishes have failed in regard to the diocese, which isn't really a bad thing for us. What the judge doesn't understand at the trial level is that we are a "hybrid" we are hierarchal from the diocese down to the parish. We are a voluntary association. The court only recognized the case from two perspectives: purely hierarchical (the Catholic Church), or purely congregational. Anglicans are a blend of the two. It wasn't addressed during the original courts. The judge has looked at our church as if it is a Roman Catholic Bishop that responds to the Pope. St. John's Newport Beach was able to save its property because the property deed was established before the Episcopal Church. They are also recognizing Bishop Lamb instead of Scholfield, even though it happened after the fact.

VII. Announcements and Reminders:

- a. Ginny inquired about how much does a weekly ad in the Bee cost? Father Michael mentioned that most people hear about our church either through the internet or the Fresno Bee. Father Michael also mentioned an interest in putting an ad out in Sanger, as it could reach more people.
- b. Annual Parish Audit is scheduled for July 16th. Required by Diocesan canons. You get notified when it occurs.
- c. Our next meeting will be held August 12th

VIII. Mutual ministry review:

A reminder letter came from diocese regarding the annual mutual ministry review as per the Letter of Agreement ("LOA") between St. Mary's and Father Michael.

The vestry and Fr. Michael began a Mutual Ministry Review discussion at approximately 6:45pm. Fr. Michael pointed out that the review is not to be confused with a performance evaluation. Per the LOA "the Rector, Wardens and Vestry agreed to an annual discussion and mutual ministry review of the total ministry of the parish in order to provide an opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministries

St. Mary's Church
Minutes of Vestry Meeting

they share, establish goals for the work of the parish in coming years, isolate areas of conflict or disappointment which have not received adequate attention and may be affecting mutual ministry adversely, review and modify rector's job description, and clarify expectations of all parties to put any future conflicts in manageable form."

It also relates to the extension or revisions, letter may be revised, expense revision may be agreed upon in a separate budgetary meeting. Father Michael clarified this. If there is any change to the Rector's compensation package that would have to be mutually agreed upon in a separate budgetary process and any agreed changes reflected in Vestry minutes.

For the benefit of the newer members of the Vestry, Fr. Michael gave a detailed explanation of the LOA, as well as those portions of the Parish Bylaws that detail the ministry and other responsibilities of both the Rector and the Vestry. The LOA is not a contract, but instead is a four page agreement between the parish and the Rector with the approval of the Bishop. It was entered into agreement on March 22, 2009 and remains in effect "until dissolved by mutual consent or by arbitration and decision and provided by the relevant Canons of the Diocese of San Joaquin." The LOA speaks mainly to compensation, vacation time, mileage, and health insurance. The preamble says that "the Rector shall lead St. Mary's Anglican church as pastor, priest, and teacher, sharing in the counsels of this congregation and of the whole church in communion with our Bishop, in word and action, and informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitutions and canons of this diocese. The Rector shall proclaim the Gospel, love and serve Christ's people, nourish them and strengthen them to glorify God in this life and in the life to come."

The diocese has rules and regulations within its canons that determine the minimum compensation package that the parish has to offer that covers salary and housing, health insurance, and retirement. \$57,465 is the minimum required by the diocese. Fr. Michael's compensation package is currently set at the diocesan minimum.

Father Michael continued to review briefly the bylaws of the church in relation to roles of the Rector, Wardens, and Vestry members (including Stewardship Education member, Clerk, treasurer).

He pointed out that the Mutual Ministry Review discussion should focus on the LOA, parish bylaws, and any conflict(s) that may arise between the Vestry and the Rector, and any conflict(s) that may arise between members of the Vestry.

As a reference point for his ministry over the past 12 months, and where it is headed in the coming months, Father Michael referenced his column in the most recent parish newsletter (summer 2010 edition). Fr. Michael expressed gratitude for the support he has received by the parish and Vestry and said that he does not feel there are any areas of conflict or disappointment from his perspective with how members of the Vestry are fulfilling their duties on the Vestry or how they are fulfilling their roles in the ministry they share. From his

St. Mary's Church
Minutes of Vestry Meeting

perspective he feels that there is no difficulty in communicating with each other, within or outside a vestry meeting.

Each and every member of the Vestry was asked to comment on the Mutual Ministry Review. While the conversation frequently drifted to non ministry review topics (mainly the topic of former member who have left the parish over the past year) the overall consensus was that the Vestry and Fr. Michael are doing a good job of fulfilling their responsibilities to each other and to the ministries they share. It was agreed that the Vestry and the Rector will attempt to more effectively share the responsibility of communicating with the parish decisions the Vestry and Rector make, and upcoming changes and the reasons for those decisions and changes. Members of the Vestry also agreed that the Vestry should try to become more involved in the various ministry opportunities available to the laity of the parish.

Fr. Michael and the Vestry also agreed that if a member or former member of the parish feels uncomfortable approaching Fr. Michael with an issue that needs discussion, the Vestry member should offer to go with that person to speak with Fr. Michael, not as an advocate or mouthpiece for that person, but as a mutual friend to help make that person more at ease speaking with the Rector. Doing so can help keep channels of communication open and can correct misunderstandings and/or miscommunications before they turn into conflict. The Vestry has a vital role to play in helping to stem gossip and misinformation. The best way to do so is to encourage communication with the Rector. Fr. Michael is always available to speak with anyone about any issue that may arise in their personal life or in the life of the parish.

The vestry and Fr. Michael discussed the fact that there has been a decline in the 10:30am Sunday worship service. Part of the decline in attendance is the transition into summer and part of the decline is the fact that the individuals who have left the parish all formerly attended the 10:30am service. Father Michael pointed out that while we have lost members from the 10:30am service, and that overall weekly attendance at that service is down, we have still gained new members at that service and at the other two services. In the past 12 month St. Mary's has added more members that we have lost, and with the exception of June and July average weekend attendance was up 10-15% over the previous year. This is mainly due to the addition of the Saturday Evening service which consists of all new members not previously affiliated with St. Mary's, and increased attendance at the Sunday 8:00am service. There are several members who attend the 10:30am service regularly but not weekly. Fr. Michael reminded the Vestry that over the past 12 month between the three weekend services approximately 45 people have joined the parish, 15 under the age of 18. He also stated that all people are equally important, that no member is more important than another. He also reminded the Vestry that during the search process he made it very clear that growth is going to be a process that will take time, and that there is no magic wand that he could wave to make church growth happen. It takes time to work out issues and to grow. In addition, no one would have imagined such a terrible economic picture as the one we have here, more so than other places. He went on to say that it is going to be a 3-5 year process. Church growth is not a "one man show" as we are all responsible for that. Again, much of the discussion focused on

St. Mary's Church
Minutes of Vestry Meeting

attendance numbers, membership changes, and budgetary concerns, but on several occasions Fr. Michael, the Sr. Warden, the Jr. Warden, and other members of the vestry pointed out that although that discussion was important and beneficial, it was outside the scope of the Mutual Ministry Review.

Several members commented that they appreciate the fact that Fr. Michael focuses on preaching the Gospel and that under his leadership St. Mary's has continued to be an orthodox Anglican parish

Before bringing the discussion to a close, Fr. Michael again gave an opportunity for all to be heard. Fr. Michael then closed the discussion with the following thoughts. He said that while the sense among a few people in the parish may be negative, the overwhelming majority of those who attend St. Mary's are positive. We need to constantly focus on the positive and share that with the people in the congregation. If someone has an issue, it is the Vestry's job to encourage that person to talk to Father Michael about it. His door is always open.

The Mutual Ministry Review was closed at approximately 9:30pm

IX. Mid-Year Budget Review

- a. The consensus among the Vestry was to postpone the Mid-year Budget Review until the August meeting. Father Michael checked with Judy to see if the review could be postponed to the next meeting. Judy stated that finances are fine between this month and next month, and said she felt it would be okay to postpone.
- b. Judy distributed a six month profit loss budget for the Vestry to review between now and the next meeting.

Next Vestry meeting

August 12th 2010

Meeting Adjourned at approx.

Father Michael began to close in prayer and other Vestry added their own petitions and thanksgivings. The meeting was adjourned at 9:50pm

Respectfully submitted,
Kyle Campbell
Vestry Clerk