

## **St. Mary's Anglican Church**

*July 14th, 2011 Vestry Meeting Minutes*

### **Members Present:**

Fr. Michael Sclafani, Rector  
Dcn Jane Williams, Clergy  
Kyle Campbell, Clerk

Ginny Engel, Member  
Tom Metry, Member  
Judy Wilson, Treasurer

Deo Bartolome, Member  
Jack Van Patten, Member  
Gerald Hatler, Jr. Warden

### **Members Absent:**

none

- I. Opening Prayer/Devotional: Devotional was taken from Oswald Chambers reflection on Matthew. "Suffering Afflictions and Going the Second Mile"**
- II. Call to Order and Verify a Quorum**
  - a. The meeting was called to order at 6:35pm and it was verified that there was a quorum present.
- III. Minutes of the April 14<sup>th</sup> Vestry Meeting:**
  - a. Motion to accept was made by Judy Wilson
  - b. Seconded by Gerry Hatler (accepted with corrections)
- IV. Property Reports**
  - a. Jr. Warden's Report
    - i. No report from Jr. Warden other than the information provided about Parish Clean-up Day.
    - ii. Parish Clean- up Day:
      1. Trees were re-staked
      2. Memorial Garden Weeded
      3. Ramp to office pressure washed
      4. Church eaves pressure washed
      5. Windows Cleaned Inside and Out
      6. Trash on Campus Cleaned Up
      7. Bookcase Moved from Sacristy to Bp. Rivera Education Center
      8. The sink in the hospitality room was also repaired to drain properly. Father Michael had asked a plumber about it, and mentioned that a vent needed to be added on the roof. John Thomas worked on the Sink and put in an external vent, and the sink now works in the Bishop Rivera building and the hospitality room.
    - iii. Pruning of Trees: Father Michael and Andrew Sclafani, again, pruned trees earlier this month.
    - iv. During a windstorm, a large branch broke off the mulberry tree by the playground and the new lawn maintenance man and his son came out to take care of it at a cost of \$75.
    - v. Planned improvements over the next few months:
      1. Interior of Bp. Rivera Education Center will be painted
        - a. Father Michael purchased and donated two 5 gallon drums of paint for the Bp. Rivera building. It is a light greyish/blue color.
      2. Carpets will be cleaned

- a. Father Michael owns a commercial carpet cleaner that he plans to use for the church.
- 3. Ramp to Bp. Rivera Education Center will be pressure washed
- 4. Remaining sidewalks will be pressure washed.
- 5. Fr. Michael plans to tint the windows on the west side of the office building.
- 6. Bump in carpet in the back of the church needs attention. Deacon Jane mentioned her fear that it could be a tripping hazard. Mentioned that either someone with in the church who does carpeting and flooring, or contacting a professional who can take care of it.
- 7. A dresser was donated by Ann Knutsen for the sacristy for storage since taking out the bookshelves.

**V. Other Reports**

- a. Deacon Jane
  - i. Deacon Jane will be gone for Anglican Fourth Day Anglican and asked for prayers.
- b. Stewardship and Fundraisers Report
  - i. None at this time, but had talked about it during the previous meeting as to whether there was any interest for someone to step up to the position. Father Michael voiced that he wants someone to be called to this position instead of appointing a vestry member. Father Michael wants the chair of the Stewardship committee to be a vestry member, but a congregation member may be on the committee.
- c. Youth Ministry Report
  - i. Tina Marie is part of the leadership team and is out of the country for the month. She is now in the Philippines. The youth group will run concurrent with the school year.
  - ii. Fr. Michael met with the pastor of the Grove, and began to explore the possibility of a Sunnyside area youth group. Pull resources to have an ecumenical youth group at our facility. He has another meeting tomorrow.
- d. TEC vs. DSJ Lawsuit Update
  - i. No new information. Tom Metry mentioned going to a church in Rome that was Episcopal. He went to another church in San Diego at the mention of the clerk. They only had a service at 8am. They didn't meet at the Anglican Church as the Episcopal church had the buildings. When he went to the Episcopal church, for the only service on the site, had 6 people including the priest.
  - ii. Tom Mentioned the hope that the new Bishop will be able to help with reconciliation and healing between the rift formed between Episcopal and Anglican, however Father Michael mentioned that it would be unlikely based on the vast fundamental theological and other differences.
- e. Diocesan/Deanery, Ecumenical, and Area Church News
  - i. Father Michael mentioned that things are going really really well with VBS. planning. At this point, registration is down, part of it is economic, other is attendance. Registration is not where we had hoped, it is about at 130.

**VI. Old Business**

- a. Vacation
  - i. Father Michael took some mid-week vacation time in June and July (10 days total).

- ii. Vacant Vestry Seats
  - 1. Seat through end of 2011
    - a. The Vestry agreed to leave this seat vacant and fill it by election at the next Annual Parish Meeting.
  - 2. Seat through end of 2012 (Dave Duffy is interested in filling this seat)
    - a. Motion to elect by Father Michael
    - b. Seconded by Tom Metry
    - c. Motion passed unanimously.

**VII. New Business**

- a. Wednesday Noon Eucharist
  - i. Beginning August 1<sup>st</sup>, we will offer a Wednesday noon Eucharist each week. Father Michael will hold it every Wednesday, and the Eucharist will celebrate whatever feast day falls during that week.
  - ii. IBBC. The agreement for the use of the building is one year old with their permanent pastor. It has reached the end of that agreement. Father Michael came back to the church on a Sunday afternoon, when they meet, the air conditioning was running in the hospitality room, and a bunch of things were laid out. It was their pastor's birthday. But they had never asked for permission to use the space. The agreement is for them to use only the East side of the building, but the air was on for both sides. If there was to be additional space needed, it is to be discussed with Father Michael. Several options were laid out and Father Michael is still waiting to hear back. They have a fairly good sized group that meet. They may opt for the entire Bishop Rivera building, and may on occasion need the use of the hospitality room and/or the church. Their donation/rent will of course increase with increased use of building. Rent will go to \$400/mo.

**VIII. Announcements/Reminders**

- a. VBS at St. Mary's: July 26-29 (5pm-8pm)
- b. Consecration of New Bishop: Sept 24 at The People's Church in Fresno
- c. Annual Diocesan Convention: Oct. 21-23 at St. James' Cathedral in Fresno
- d. Enthronement of our New Bishop: Oct 23 at St. James' Cathedral or The People's Church

**IX. Treasurer's Financial Reports with Mid-Year Budget Review**

- a. Profit and Loss Budget report.
  - i. 2005 Copier maintenance \$141.26 is two months' worth of copier bills. They run about \$70 per month.
  - ii. 3001 Electricity. \$564.19 is for two months. The month before we hadn't received a bill. It turned out that they billed us for two months, but now we are back to being billed every month.
  - iii. 3002. \$119.90 is for two months, for May and June.
    - 1. Father Michael mentioned that according to our budget vs. actual, that we are doing well on the electricity as it is only a percentage of what was budgeted for.
  - iv. May Balance Sheet
    - 1. 8320 Landscaping. We received a check for \$720, which is all we are getting back from the State of California. Even though the total was enough, the grant was only good for 36 months. There was a discrepancy between our contract with John Pape and our agreement with the grant. The grant was going to expire yet the contract would

continue. Last winter Brandy Swisher mentioned having spoken to Darla Mills at CALFIRE, and had mentioned it was “all squared away.” Father Michael mentioned contacting Darla, and he found that this was not the case. The date on the grant is the date deadline. The contract with John Pape was through St. Mary’s Episcopal rather than St. Mary’s Anglican. The contract was also negotiated and signed by someone not on the vestry. Fr. Michael contacted John Pape and explained that the grant was now over and that we would no longer need his services for tree maintenance since the grant could no longer continue paying for his contract. John Pape understood and voluntarily terminated his contract early.

- v. Youth Group – May Balance Sheet and Profit Loss
  - 1. They had no activity for the month of May.
- vi. June Budget Profit and Lost Performance
  - 1. 3003, lawn and gardening. We paid \$300 for monthly charge, and \$300 for cutting and spraying the weeds out around the trees. Last month of Hilltop we hadn’t paid as they hadn’t completed their tasks. We are right in line with the budget.
  - 2. 7009 Vacation Bible School. A check was written to St. Mary’s Youth so that funds could be transferred from general account to youth group account for VBS. They had a budget of \$ 500, but they spent \$120-some dollars. Remainder \$378.41 was transferred to Youth Group Account
- vii. Balance Sheet
  - 1. Checking account is low at \$6800.
  - 2. Judy was concerned with the balance getting lower, but now we are in the third quarter, and the third quarter transfer from the money market account would bump that back up.
- viii. Youth Program for June Balance Sheet
  - 1. Shows the current balance.
  - 2. Profit Loss Budget performance as there was a lot of activity in the account.
  - 3. VBS expenses \$313.54, transactions by detail shows the activity for VBS. All deposits from different churches were added to line item. Deposit shows as a minus, expenses were then added.
  - 4. Father Michael mentioned that there is a \$5 charge for each child, so that will compensate.
  - 5. Tom Metry inquired about the Camp Scholarship funds. Judy explained that it is on the balance sheet for June for the church. Monies are kept separate. 8701.
- ix. Mid-Year Review
  - 1. Father Michael explained the percentages how when it says 100% it means 100% for that 6-month time period, not for the whole year. So when you look at the income, it shows how it meets the expected budget.
  - 2. Plate Income is negligible, member offerings sits at just over 70%. The likely culprit of the discrepancy was that their giving was member offering vs. pledge offerings. Plate income is off by \$8-900. While

looking at the other side of things, 1023, \$6000 went into the money market account from the general account for the mulch project.

3. We are under budget on office expenses and ministry programs. Our overall total expenses are at 92%, and our income is about 91%, so we are pretty close.

- x. The treasurer's report was received

**X. Mid-Year Review**

- a. Compares 2010 and 2011. When we looked at April 2010, the number is skewed, as it included three specific gifts/donations that were resulted from deaths. Actual was just over \$8000.
- b. So far year to date, each month, with the exception of this past month, there was an increase in giving in offerings compared to last year. But if you look at June, our income was way down compared to last year (by just under \$2000). It seems that the lowest giving is June. It is expected that the pendulum will move back up for the remainder of the year.
- c. Line item 2103, 319%. Over budget. But it is counting percentages for six months, however it is the fee for the whole year.
- d. 3005 Propane, was paid once a year. It is one area that will change. With increases in fuel costs, it was slightly higher.
- e. Music Program (7005), we are over budget. We are not over budget as it is the licensing fees. It is a once a year fee at the beginning of the year.
- f. Vacation Bible School (199%), it is a percentage of six months, and it is once a year activity. By the end of the year it will be around 100%
- g. Some expenses are still under budget. We are being cautious, and practicing good stewardship.
- h. The only place that can be trimmed is on personnel.
- i. Tom mentioned that while our budget looks good, we are going in the hole \$40,000 a year as we borrow from the money market account.
- j. Fall is the time for stewardship and the focus begins on giving. It is important to get someone to head up the stewardship and fundraising.

**XI. Next Vestry Meeting**

- a. August 11, 2011 at 6:30pm

**XII. Closing Prayer and Adjournment**

- a. The meeting was closed with a prayer and adjourned at 8:50pm