



**St. Timothy's Episcopal Church**

**Vestry Minutes**

**January 18, 2016**

**6:30 pm**

**Room 13 (Downstairs)**

**Present:** Sarah McKenzie, John McCoon, Tony Hullender, Judith Miller, Chip Langley, Cathy Robbins, Uno Avisto, Nancy Ruby, Bill Chimley, Fr. Derrick Hill, Dan Durant, Tonda Rawls, Cathy Pyron, Blake Murchison

**Absent:** None

**Staff Highlight:** None

**Meditation for Vestry Meeting:** Evening Prayer – celebrating Feast of the confession of St. Peter

**Approval of Minutes:** Moved to accept by Fr. Derrick, seconded by Dan Durant. All approved.

**Financial Review:** The 2015 financial review may change slightly due to spending still coming in from the last quarter. There was question and answer about discretionary fund definition for Nancy Ruby – it is the cash offering collected during services, and it is the rector's discretion on spending. It is usually for one time expenses, though sometimes it is dedicated to purposes stated in the service of collection.

Motion to accept by Cathy Robbins, seconded by John McCoon. Accepted by acclamation.

Balance sheet – Sarah McKenzie has created a spread sheet, comparing figures from the last 3 years.

**Items for Decision & Discussion:**

1. **Vestry Meetings** – Meetings will be the second Monday of each month at 6:30 pm (with exception of January); we will have some form of worship prior to the meeting. We take the month of July off, and plan on having a social that month for those in town.

Preference as to leading the meeting – canons and bylaws state that the rector presides for Vestry meetings. We have had the senior warden run the meeting for last few years, due to our use of interim rectors. We are returning to the recommendations of the bylaws, and Fr. Derrick will preside.

2. **Vestry Liaisons** – We are planning on combining positions into broader, fewer groups, joining those whose functions overlap. Sarah McKenzie introduced that we might rethink miniSWEEPSEA, due to this restructuring. We could have 3 meetings through the year of the new groups, which are called Visioning Teams. The same change could be applied to the SWEEPSEA focus of the meetings.

- \* Cathy Robbins- Pastoral Care
- \* Judith Miller-Outreach
- \* Bill Chimley -Christian Ed
- \* Tony Hullender-Stewardship
- \* Tonda Rawls-Inreach
- \* Uno Avisto-Administration
- \* Blake Murchison-Evangelism
- \* Dan Durant-B&G
- \* Chip Langley-Worship

3. **Signal revamp** – Fr. Derrick would like to go to a monthly production instead of biweekly, going to more of a magazine format. We may change our lease on our copier, to replace it with a color copier. There would be a decrease in mailing cost, and increase in copying cost, which would likely cancel each other out. This change could allow increased content to Signals, with articles from the different ministries, and articles from beyond St. Timothy's alone. Also, it allows more time to put into effort for articles written, versus trying to do articles every 2 weeks. It is hoped that this would create a quality product that could be viewed by those beyond St. Timothy's community. Bill Chimley suggested looking at similar product from other churches for ideas and examples. Fr. Derrick will ask Jenna to look into this. It will likely be several months before a change will be seen.

As an aside, Jenna plans on also increasing St. Timothy's social media presence.

Sarah McKenzie pointed out that color copier would allow us to also produce a more substantial annual report.

4. **Associate Rector update**- We are getting close, Fr. Derrick has spoken to 6 different candidates, and he is close to selecting the individual who is the best fit. He will hopefully have a name within 2 weeks.

5. **Safeguarding Training/Adoption of Policy** – The policy has been sent out to all the Vestry. Tony Hullender has moved that we readopt the policy of the diocese again this year. Bill Chimley seconded, and all approved. Fr. Derrick reintegrated the need for this. All vestry who hasn't been trained before needs to take the course. It is recommended to refresh every 3 years.

6. **Motion to transfer Robert's discretionary fund at St. Timothy's to discretionary fund of Project Canterbury** – discretionary funds are the property of the church. Be that as it may, Fr. Derrick would like to transfer his fund to Robert to use for Project Canterbury. Uno Avisto moved, Judith Miller seconded. All approved.

7. **MACC has a mold issue.** Fr. Derrick has approved use of St. Tim's (among others in the community)space to host classes from MACC on an emergency basis, until the mold is solved. We have a contract with the town of Signal Mountain that indemnifies us, Tony Hullender will look it over. Insurance is provided with the contract. Bill Chimley stated comments that feedback indicates gratitude from the MACC participants for St. Timothy's help with this.

8.**Jazz Vespers** January 31, from 5-6 pm. Kathy Tugman requested approval for wine. Tonda moved to accept, Dan Durant seconded. All approved.

9. **Stewardship campaign to date** – Fr. Derrick will send out a list to all Vestry members, with a script, to call 4-5 members of St. Tim's each, who we have expected pledges based upon previous giving, but have not been heard from yet. Many of these are folks who have automatic drafts, who have likely not bothered to turn in pledge cards because of this.

- \$638,000 pledged to date

- We have \$66,000 from 2015 to carry over

-We anticipate \$865,000 to budget with

10. **2016 budget** (Diocesan Pledge, 5% to Outreach, Capital Expenditures/Reserves) –

The finance committee met again last week. Final recommendations were generated at that time. Highlights –

\$12,000 moved from HVAC reserve.

Increase in plate offerings budget.

Increase of 3% of all staff, except for greater increase for Jenna, with a 25% increase over 2 years, due to greater responsibilities she is taking on.

\$13,800 overage is still present, though, preventing a balanced budget. Uno recommended that this overage be applied to the pressing needs of the buildings and grounds. John McCoon asked about the reserves. Sarah McKenzie noted that we have run with a surplus for several years, that have gone into reserves. She has recommended a reserve study, to get a better feel for what we have. She reiterated the importance of taking care of our building, particularly given fire codes that need to be met. She stated we need to use these reserve funds, and then have a capital campaign to replenish these funds. Fr. Derrick stated we need to contact an architect to help with some of these capital improvements. We have an engineer contacted for storm drains, \$42,000 is expected cost. Getting an elevator, remodeling the men's bathroom upstairs, and repair to the rental house all need to be addressed. It is time to take care of these things. Dan Durant reminded us of lighting and sound needs as well.

Sarah would like to see a line item in future budgets for reserve funds.

Nancy Ruby pointed out that there is no mention of increase for Fr. Derrick's salary. His contract accounts for cost of living increase.

Fr. Derrick would like to use the \$13,800 to possibly apply to hiring an associate, though we already have \$60,000 budgeted.

John McCoon recommended taking out line item #5 under additional requests in priority order. Fire Protection should be #1 priority, and should be done quickly. Cathy Robbins suggested that we could do something less expensive initially, to get us in compliance, just for the sake of getting something quickly, and then do a better fix over time. Fr. Derrick recommends that we compress all of the items on page 3 for improving buildings and grounds, since that will be part of a capital campaign, into one figure.

Cathy Robbins suggested the overage be moved into a contingency fund to allow a balanced budget.

Nancy pointed out that there is about \$125,000 out there in the unpledged expected funds. If we get those, we would be in good shape.

Whatever is spent out of the reserve fund will need Vestry approval.

Fr. Derrick hopes to have an architectural proposal by next meeting on Feb. 8 to get our building up to code, where it is reasonable to update the code (churches are excluded from some mandatory codes, though we will try to meet them).

Discussion occurred about utilities for the preschool being under Outreach, as opposed to building and grounds. Its presence in Outreach may just be inflating the appearance of our outreach budget. It was proposed to move preschool utilities under building and grounds, since they don't pay us for that. It would remain a separate line item under buildings and grounds. Nancy Ruby asked when the

preschool stopped paying us rent. Sarah stated that was about 10 years ago, done to keep the tuition competitive.

Cathy Pyron asked where acoustician fees would fit with capital campaign. Fr. Derrick stated it would roll in under architectural fees, which is part of a capital campaign.

Fr. Derrick recommended we don't go to the TENS conference, until we have started using previously learned recommendations. So that has been taken out of stewardship conference.

Cathy Robbins moved we accept the budget, Judith Miller seconded. All approved.

### **SWEEPSA FOCUS for Vestry Meeting: None**

**Rectors's report:** Fr. Derrick has quote from Faultless engineering about the storm drains. He will present that has part of a capital campaign.

Fr. Derrick thanked everyone for being at the retreat, he is excited about the future.

Consent agenda – he would like to sent this out ahead of time (minutes, treasurer report, etc), and pass this first thing at the meeting, to save time in the Vestry meetings.

We will have installation of the Vestry this Sunday, January 24, during the Bishop's visit. We will still have a breakfast at 8:45, then the Bishop's forum at 9:30 am, and then the service. There will be a reception afterwards, and then a brief meeting of the Vestry with the Bishop.

### **Wardens' Reports:**

Vestry resources for 2016 - Sarah asked everyone to review the directory on the website, and make sure that names are still current for ministries, and update ministries as appropriate. Please try to do this by next meeting. She also asked the vestry also to think about goals for various ministries and update the calendar as well.

Installation of Vestry – 1/24/16

Bishops Visit 1/24/16

Robert Hartman's Celebration of Ministry. 2/7/16 Tonda stated that Gentry DOES plan on catering this reception. Worship will give Robert a book, and Val Gibson is giving a painting.

Diocesan convention – 2/4-5/16. Keep our representatives in your thoughts and prayers. We are the host for this.

**Other Business:** John reminded us that Jenna needs us to give her good information about each of the ministries.

Communion was celebrated.

**Adjourn at 8:25 pm.**