

Regular Meeting of the Vestry
THE NEVIL MEMORIAL CHURCH OF ST. GEORGE, ARDMORE, PA
Tuesday, January 9, 2018

ATTENDANCE

Present: Chris Butto, Joan Cesare, Andrew Coonradt, Paul Joslin, Stephen Krouse, Susan LaBrake, Rob McGarvey, Janet Reddin, Catherine Stuart, The Rev. Barbara Abbott

Absent: none

Invited Guest: Mary Hobart, Chair of the Parish Profile Committee

Supplemental Documents:

- a) November 2017 Financial Report
- b) Stewardship Campaign Report dated January 9, 2018

The meeting convened at 7:03 PM.

OPENING BUSINESS

- Opening Prayer
- Approval of the December 2017 Minutes
A **MOTION** was made by Joan Cesare to approve the minutes for the December 2017 meeting.
The motion was seconded by Catherine Stuart.
It passed unanimously.
- In order to leave enough time to discuss the Parish Profile and the 2018 Budget, Vestry sub-committees were asked to distribute routine updates electronically and limit discussion at the meeting to pressing issues only.

PRESENTATION OF DRAFT PARISH PROFILE

- Mary Hobart presented the Parish Profile Committee's draft of the Parish Profile, which Vestry members received electronically yesterday. Vestry members thanked Mary and the rest of the committee (Sally Hale, Heidi Brocklesby, Pete Ricci, Andy Coonradt, and Chris Luetzen) for delivering a beautiful, polished document right on schedule. After the Vestry's feedback has been incorporated, a revised version will be sent to the Vestry for final approval before it is submitted to the Diocese.

STEWARDSHIP

- Chris distributed a Stewardship Campaign update electronically (incorporated here by reference), commenting that over \$8,000 in pledges were received over the past few days. Although the totals still lag behind last year's numbers, the financial outlook for next year is definitely brighter than before.

FINANCE, ADMINISTRATION and WORSHIP

Accounting Warden's Report

- Rob presented the November financial report.
A **MOTION** was made by Paul Joslin to receive the financial report.
The motion was seconded by Andy Coonradt.
It passed unanimously.
- The Finance Committee met Sunday to finalize details of the 2018 budget. Rob described how the projected deficit had been minimized, and other features of the budget:
 - The pledge total is 97% of the pledges received so far (\$142,374).
 - The endowment withdrawal has been increased from 2.5% to 5% (requires Vestry approval).
 - Parish administrator's salary/health insurance were left the same as last year.

- Diocesan pledge was cut from \$1,500 to \$500 (requires Vestry approval).
- Youth development is also cut down to \$0: we've felt that there is not enough interest in that age group currently, and hard to stir up in the coming interim year. The line item will be left in, however, with the intention to build it back up in the future.
- Church/Building repairs were reduced to \$10,000; this is much less than the previous year in what was marked for roof repair, etc. but is an increase from previous year's (\$8,900).
- Rectory repairs have been increased from \$2,000 to \$5,000. As discussed at the Finance Committee meeting, this may be low considering what we need, but we are hoping to rely on a lot of parishioner help/work days to get what we need done. There is always the possibility we could have a funding campaign for the Rectory as well (the current Capital Campaign should conclude in June).
- Other changes are due to confirmed updated prices or estimates that better reflect actual spending
- It's also important to note this budget does NOT include any search committee expenses.

A **MOTION** was made by Catherine Stuart that, upon recommendation of the Finance Committee, the spending rule in the Investment Policy for withdrawals from the endowment be temporarily increased from the current limit of 4% to 5%, recognizing that this is a change in policy, and with the proviso that this increase not extend past the interim period. (In last year's budget the actual spending rule applied was 2%.)

The motion was seconded by Chris Butto.
It passed unanimously.

[N.B. due to the receipt of subsequent pledges, the actual spending rule built into the 2018 budget was lowered from 5% to 4.5%.]

A **MOTION** was made by Paul Joslin to reduce the Diocesan pledge previously approved by the Vestry from \$1,500 to \$500.

The motion was seconded by Catherine Stuart.
It passed unanimously.

Rector's Report

- On January 6, Kelly Gallagher gave notice that she is leaving the parish administrator position. Her last official day is this Friday, January 12th. Pastor Barbara distributed a draft job description for the position, with an itemized list of the duties and responsibilities that Kelly has been responsible for. Steve Krouse will assist in crafting the job posting.
- Until a new parish administrator is hired, three parishioners have volunteered to answer the phones: Mary Hobart, Joan Cesare and Janice Capoferri.
- Today the Diocese announced that the new Canon of Transition Ministry will be Arlette Benoit-Joseph. She and her husband are moving here from Atlanta, and have expressed interest in renting the Rectory (as is) for a period lasting between 8 months and a year. She came for a visit today and confirmed her interest in the property. Paul will ask Jack Fleming for assistance in drawing up a lease agreement for an initial six-month period with an option to renew month by month thereafter, and requiring 60 days notice for early termination. Paul will arrange for a cleaning company to prepare the Rectory for their arrival.
- Rob commented that the rental income from the Rectory should significantly offset the cost of necessary repairs to the Rectory in preparation for the next Rector.
- Pastor Barbara pointed out that this is Susan LaBrake's final Vestry meeting, and thanked Susan for her three years of service.

Rector's Warden's Report

- Catherine will interview candidates for the parish administrator position, alongside Pastor Barbara.

BUILDINGS AND GROUNDS (B&G)

- AMDG is going to figure out why we keep getting drainage issues involving the Rectory porch. One of Paul's contractors is getting pricing on materials for replacing the beams which are rotting.
- Jack Fleming is working up a list of items which we would need to take care of before renting the Rectory, and also for ultimately getting it ready for the next Rector. He and Paul will work up some rough numbers for these repairs and items.
- George Newnham volunteered his boys to parge the basement walls in the Rectory and clean up that space. Paul suggests removing the drop ceiling and framework as well.
- Paul has been going into the Rectory once or twice a week to make sure that the heat is still on and to run the water. The heat is set at 55 to prevent the pipes and radiators from freezing.
- [Unique Heating and Cooling](#) has been called to investigate the heating problem in the Rector's Office.
- George Newnham will stripe the parking lot when it warms up a bit. He will do the first coating and then have the Boy Scouts take over and do the rest.
- Black Dot has not responded to Paul's communication saying that because our cell tower rental contract with T Mobile doesn't expire until September, we are not interested in discussing re-negotiating the contract at this time.
- Susan will follow up with Heidi Brocklesby to see where we are with the design for the church sign that's seen when entering the parking lot from Darby Rd, and with Wiley's regarding the lights in the back of the church.

SOCIAL, OUTREACH, CALENDAR AND COMMUNICATIONS

- Upcoming events:
 - 5 Baptisms – Sunday, January 14
 - Martin Luther King Day service project – Monday, January 15 at 9:30 AM in Dining Hall. Making 250 peanut butter and jelly sandwiches and assembling bag lunches for the Life Center of Eastern Delaware County (Organizer: Catherine Stuart)
 - Outreach Committee meeting – Tuesday, January 16 at 7 PM (Organizer: Donna DiPaulo) [N.B. later postponed to Jan 30th because of snow]
 - Matinee Movie ("All Saints") – Saturday, January 20 at 3:00 PM in Jerusalem Hall (Organizer: Roland Noreika)
 - Annual Meeting with Vestry election – Sunday, January 21st after a combined service at 9 AM
 - Youth Sunday – Sunday, February 4 at 10 AM
 - Super Bowl Potluck – Sunday, February 4 at 6 PM in Jerusalem Hall (Organizers: Vicki Strickland and Janet Reddin)
 - Good Works Work Day – Saturday, February 10, 7:45AM to 4PM in Phoenixville (Organizer: Eileen Kammerer)
 - Shrove Tuesday Pancake Dinner – Tuesday, February 13, 5:30 to 7 (Organizer: Sarah Farnsworth)
 - Ash Wednesday Services – Wednesday, February 14th at 12 PM and 7:30 PM
 - Lenten Wednesday Suppers – start on February 21st at 6:30 PM. Meal followed by discussion then Compline
 - Mo' Manna Sunday – March 18th (Organizer: Mary Hobart). Adults and children will be invited to help assemble manna bags for distribution to the region's homeless.
 - Lenten Quiet Morning – March 21st, 9:30 AM to noon
- Outreach Committee report:

Class of 2018
Chris Butto
Susan LaBrake
Catherine Stuart, *Rector's Warden*

Class of 2019
Joan Cesare
Stephen Krouse
Janet Reddin, *Secretary*

Class of 2020
Andrew Coonradt
Paul Joslin
Robert McGarvey, *Accounting Warden*

- The new 'Ministry of the Month' banner has arrived. In upcoming months special displays will be set up that provide detailed information about some of the ministries that the parish supports via the Outreach Committee.
 - The Outreach Committee will meet on Tuesday, January 16th. [N.B. due to snow this meeting was later postponed to January 30th.]
 - The Outreach Advent project, the 'giving tree' for St. James School, garnered at least \$\$1,015
 - The next Outreach activity will be on MLK Day: making peanut butter & jelly sandwiches and assembling sack lunches for distribution at a local homeless shelter
- The Spring Calendaring Meeting will be held on Sunday, January 28th.

SHEEP CONCERNS

AFFIRMATIONS

To The Rev. Deacon Toneh Williams in recognition of her appointment as the Diocese's new Canon for Mission.

To Vicki Strickland for organizing the children's Christmas pageant.

ADJOURNMENT

A **MOTION** was made by Susan LaBrake to adjourn the meeting.

The motion was seconded by Andy Coonradt.

It passed unanimously.

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

Janet Reddin, Secretary

STEWARDSHIP COMMITTEE REPORT

1/9/2018

FY2016					FY2017					FY2018					FY2018 vs FY2017				
Commitment Sunday Week	No. of Pledges	Total Amount	Average Pledge	Week's New Pledges	Commitment Sunday Week	No. of Pledges	Total Amount	Average Pledge	Week's New Pledges	Commitment Sunday Week	Date	No. of Pledges	Total Amount	Average Pledge	Week's New Pledges	No. of Pledges	Average Pledge	Total Amount	
1	32	\$69,834	\$2,182	0	1	32	\$68,082	\$2,128	0	1	10/15/2017	31	\$61,510	\$1,984		(1)	(\$143)	(\$6,572)	
2	50	\$103,434	\$2,069	2	2	38	\$85,382	\$2,247	1	2	10/22/2017	39	\$77,850	\$1,996		1	(\$251)	(\$7,532)	
3	59	\$113,774	\$1,928	0	3	43	\$95,132	\$2,212	0	3	10/29/2017	43	\$86,490	\$2,011	5	0	(\$201)	(\$8,642)	
4	62	\$115,774	\$1,867	0	4	48	\$106,322	\$2,215	0	4	11/5/2017	48	\$106,890	\$2,227		0	\$12	\$568	
5	74	\$141,454	\$1,912	0	5	54	\$122,318	\$2,265	0	5	11/12/2017	49	\$114,740	\$2,342		(5)	\$76	(\$7,578)	
6	77	\$146,229	\$1,899	0	6	62	\$130,578	\$2,106	0	6	11/19/2017	51	\$122,036	\$2,393		(11)	\$287	(\$8,542)	
7	79	\$164,259	\$2,079	0	7	63	\$131,058	\$2,080	0	7	11/26/2017	53	\$124,616	\$2,351		(10)	\$271	(\$6,442)	
8	79	\$164,259	\$2,079	0	8	70	\$142,022	\$2,029	1	8	12/3/2017	60	\$129,851	\$2,164		(10)	\$135	(\$12,171)	
9	79	\$164,259	\$2,079	0	9	75	\$165,878	\$2,212	1	9	12/10/2017	63	\$132,511	\$2,103		(12)	(\$108)	(\$33,367)	
10	79	\$164,259	\$2,079	0	10	75	\$165,878	\$2,212	0	10	12/17/2017	65	\$135,211	\$2,080		(10)	(\$132)	(\$30,667)	
11	80	\$166,059	\$2,076	0	11	75	\$165,878	\$2,212	0	11	12/24/2017	65	\$135,211	\$2,080		(10)	(\$132)	(\$30,667)	
12	80	\$166,059	\$2,076	0	12	76	\$166,178	\$2,187	0	12	12/31/2017	67	\$136,374	\$2,035		(9)	(\$151)	(\$29,804)	
13	81	\$168,539	\$2,081	0	14	77	\$167,158	\$2,171	0	13	1/7/2018	70	\$144,537	\$2,065	1	(7)	(\$106)	(\$22,621)	
13	81	\$168,539	\$2,081	0	17	80	\$167,308	\$2,091	0	17									

As you can see from the above chart, pledges still lag far behind where they were at this time last year, but we have received 3 pledges this week amounting to more than \$8,000. Currently, we are 10 pledges lower than the level that was achieved the year before. This is a shortfall of 12.5%. As to total dollars we are behind the 2017 pledge total by about \$23,000 or a deficit of more than 13%. The average pledge has also declined by \$106 or 5%. Mary Hobart, Steve Krouse, and I are engaged in another round of calling parishioners who pledged last year and have not yet pledge thus far. Hopefully we can still get a few more households to pledge but even if we are somewhat successful our pledge total will nonetheless be behind last year. This situation is due in part to some families who were generous donors in past years but have left the parish or moved away. At this month's parish meeting Mary Hobart is planning to give a status report on the Stewardship Campaign.

Chris Butto