

Minutes of the Vestry
St. Paul's Episcopal Church, Windham Center, CT
10 December 2017

Called to Order 11:34 am with Prayer by Fr. John

Present – Jim Russel, George Younger, Father John Burton, Lynne Ide, Gordon Muir, Virginia Fulton, Donovan Reinwald, Rebecca Stearns

1. Vicar's Report/Request for leave of Absence

Fr. John requests a leave of absence beginning in January 2018. He proposes to waive his salary during this 5-week absence. Fr. Ben Brockman is available to cover the pastoral duties during this time. The Bishops have offered to pay the cost of supply during Fr. John's absence. His last Sunday will be the 31 December 2017. Fr. John will return from leave 5 February 2018.

G. Muir moved that the Vestry accept Fr. John's absence, G. Younger seconded the motion from 1 January 2018 through 5 February 2018. D. Reinwald and G. Younger expressed their support of Fr. John during this time. The motion passes unanimously.

Fr. Ben Brockman will step in during Fr. John's absence. The Vestry is encouraged to rely on him for more than preaching on Sunday.

The AA group has requested that the cost of meeting at the church be lowered from the \$80/month that they are currently paying.

G. Muir moved that the cost of hall rental be reduced to \$40/month to the AA group. J. Russel seconded. The group has stated that they will donate more to the church if they can. The motion passes unanimously.

2. Property

The fire extinguishers have been replaced, recharged and updated. Ty has finished work on building. The snow plow contract renewed. R. Stearns is gathering info on storm windows for church.

3. **Mission and Outreach**

V. Fulton's letters to the churches in the area about the need at the community dinner has been met positively. Six churches have responded, 2 have already committed to help with the dinners.

The soup kitchen liaison position has had many applicants. Chelsea Cassidy is enthusiastically stepping into this position.

4. **Stewardship**

Pledge cards are coming in currently for the coming year. Time and talent sheets are also being returned. J. Russel noted that it may be advantageous for more than one person to keep track of pledges, in case the individual in charge of pledging can be unable to complete their duties and for accountability for the Parish.

5. **Treasurer's Report**

A thank you note was received from Take Note with donation of \$250. V. Fulton explained that this donation is separate from the fundraiser that Take Note performed at St. Paul's this year, at which they raised they raised \$1500. See attached report for details.

G. Muir moved that the \$250 donation from Take Note be forwarded to the Covenant Soup Kitchen. J. Russel seconded. Motion passes unanimously.

L. Ide reviewed the donation \$14,116.18 to the Town of Windham for Social Services. The Town of Windham has expressed their deep gratitude.

The budget is currently \$3476.48 ahead of projections. There are no unforeseen expenses. There will be some review and recoding to be done in the reports. Shortfall at this time is \$9378.02. G. Muir and Jay Kessler will review the final reports prior to year-end posting.

Preliminary budget review

G. Muir put forth a preliminary budget. More information is still needed to complete. The budget will be complete for the Annual Meeting.

G. Younger moved that the Vestry follow ECCT's Canon of Finance's advice and draw down 5% of the Donations and Bequests fund, to put towards the budget commencing on 1 January 2018. J. Russel seconded. Motion passes unanimously.

6. Clergy compensation

The following resolution is proposed for the financial compensation of St. Paul's Clergy for 2018:

Whereas the Rev. John L. Burton is employed as a minister of the gospel by St. Paul's Episcopal Church, Windham Center, CT, which does not provide a residence for him, the Vestry resolves that of the total annual compensation of \$_____ to be paid him, \$24,000 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986, but in any event until further notice the parsonage allowance shall be \$2000 per month.

G. Muir moved to approve the resolution. V. Fulton seconded. Motion Passes unanimously.

Note: The total compensation amount is pending based upon final clergy compensation numbers to be supplied by ECCT.

7. By-Laws

Reviewed sample bylaws from ECCT. A subcommittee will continue the work on these so that they may be approved and in place in the coming year.

8. Annual Meeting

Reports to be gathered for presentation. The Annual Meeting will be held 28 January 2018.

9. Vestry Positions to be filled

Vestry positions were reviewed by terms. The Parish Life position needs to be filled. Proposals were put forth and persons will be requested to volunteer.

10. Voting list

Voting list reviewed and updated for annual meeting.

Adjourned at 2:00 pm

Respectfully Submitted,

Rebecca Stearns

St. Paul's Episcopal Church of Windham
Income and Expense Statement
 GENERAL FUND 01, November 2017

12/09/2017 01:34 PM

Page: 1

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference
INCOME				
CONTRIBUTIONS				
Plate	\$353.04	\$2,519.04	\$2,291.63	\$227.41
PLEDGE & REGULAR DONATION				
Pledge Income	6,140.00	86,723.12	84,354.38	2,368.74
Regular Contributors	150.00	2,145.00	2,291.63	(146.63)
Prior Yr Pledge Income	0.00	230.00	229.13	0.87
Subtotal Pledge & Regular Donation	6,290.00	89,098.12	86,875.14	2,222.98
SPECIAL OFFERINGS				
Easter Offering	0.00	295.00	458.37	(163.37)
Christmas Offering	0.00	0.00	458.37	(458.37)
Other Special Offerings	0.00	1,500.00	0.00	1,500.00
Initial Offering	0.00	25.00	50.00	(25.00)
Donations & Bequests	0.00	12.43	91.63	(79.20)
Subtotal Special Offerings	0.00	1,832.43	1,058.37	774.06
Subtotal Contributions	6,643.04	93,449.59	90,225.14	3,224.45
OTHER INCOME				
Hall Rent	0.00	870.00	880.00	(10.00)
INVESTMENT INCOME				
SAVINGS INTEREST				
Savings Institute	0.86	9.60	18.37	(8.77)
D&B FUNDS INCOME				
D&B Income Received	71.86	1,645.80	1,375.00	270.80
Subtotal Investment Income	72.72	1,655.40	1,393.37	262.03
TOTAL INCOME	6,715.76	95,974.99	92,498.51	3,476.48

St. Paul's Episcopal Church of Windham
Income and Expense Statement
 GENERAL FUND 01, November 2017

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference
EXPENSES				
CLERGY EXPENSE				
CLERGY SALARY				
Salary - Regular	\$1,594.86	\$19,138.32	\$19,006.13	(\$132.19)
Salary - Sec. 107	1,846.16	22,153.92	22,153.81	(0.11)
Clergy Pension Expense	671.00	8,941.00	7,381.00	(1,560.00)
Clergy Health Ins.	1,158.68	10,732.16	12,605.12	1,872.96
Subtotal Clergy Salary	5,270.70	60,965.40	61,146.06	180.66
SUPPLY CLERGY				
Compensation	0.00	175.00	641.63	466.63
Travel	0.00	34.12	183.37	149.25
Subtotal Supply Clergy	0.00	209.12	825.00	615.88
CLERGY EXPENSES				
Clergy Travel	0.00	853.33	1,375.00	521.67
Continuing Education	0.00	179.49	687.50	508.01
Other	85.00	215.00	0.00	(215.00)
Subtotal Clergy Expenses	85.00	1,247.82	2,062.50	814.68
Subtotal Clergy Expense	5,355.70	62,422.34	64,033.56	1,611.22
SALARY EXPENSE				
Organist	560.00	6,720.00	6,930.00	210.00
Secretary	148.96	2,010.96	2,062.50	51.54
Payroll Taxes	54.24	667.96	710.38	42.42
Subtotal Salary Expense	763.20	9,398.92	9,702.88	303.96
FACILITY EXPENSE				
CHURCH				
UTILITIES				
Heating Oil	180.00	1,976.00	2,291.63	315.63
Electricity	2.23	1,120.64	1,191.63	70.99
Subtotal Utilities	182.23	3,096.64	3,483.26	386.62
MAINTENANCE				
Building Maint.	0.00	50.81	275.00	224.19
Heating/Water Sys. Maint.	0.00	260.00	366.63	106.63
Janitorial Supplies	0.00	0.00	91.63	91.63
Organ/Piano Maint.	0.00	275.00	504.13	229.13
Snow Removal	0.00	585.00	1,100.00	515.00
SEXTON				
Sexton Wages	300.00	3,300.00	3,575.00	275.00
Janitorial Service	0.00	300.00	0.00	(300.00)
Property Ins. - Church	308.00	2,388.00	2,933.37	545.37
Workman's Comp Ins.	58.00	670.00	517.00	(153.00)
Subtotal Maintenance	666.00	7,828.81	9,362.76	1,533.95
Subtotal Church	848.23	10,925.45	12,846.02	1,920.57
RECTORY EXPENSE				
RECTORY UTILITIES				
Rectory Heating Oil	0.00	0.00	916.63	916.63
Rectory Electricity	0.00	329.13	137.50	(191.63)

St. Paul's Episcopal Church of Windham
Income and Expense Statement
 GENERAL FUND 01, November 2017

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference
RECTORY MAINTENANCE				
Heating & Water Sys	307.44	677.44	0.00	(677.44)
Interior Maint.	0.00	501.51	0.00	(501.51)
Subtotal Rectory Maintenance	307.44	1,178.95	0.00	(1,178.95)
Property Ins. - Rectory	0.00	1,000.00	550.00	(450.00)
Subtotal Rectory Expense	307.44	2,508.08	1,604.13	(903.95)
Subtotal Facility Expense	1,155.67	13,433.53	14,450.15	1,016.62
OPERATING EXPENSE				
ALTAR GUILD				
Candles	0.00	85.70	275.00	189.30
Communion Bread	0.00	0.00	45.87	45.87
Communion Wine	0.00	79.96	91.63	11.67
Other	0.00	52.20	0.00	(52.20)
Subtotal Altar Guild	0.00	217.86	412.50	194.64
CHRISTIAN EDUCATION				
Liturgical Supplies	0.00	102.85	0.00	(102.85)
Lesson Notes	0.00	52.27	0.00	(52.27)
Adult Course Materials	0.00	52.75	0.00	(52.75)
Sunday School	0.00	0.00	183.37	183.37
Subtotal Christian Education	0.00	207.87	183.37	(24.50)
OFFICE EXPENSE				
Audit Expense	1,400.00	1,400.00	1,200.00	(200.00)
Office Supplies	0.00	635.14	366.63	(268.51)
Postage	29.40	45.08	183.37	138.29
Software	20.17	475.17	455.00	(20.17)
Copier Supplies	0.00	0.00	641.63	641.63
Music Expense	0.00	234.90	183.37	(51.53)
Parish Life	34.55	275.20	733.37	458.17
Telephone	0.00	595.95	825.00	229.05
Payroll Service	51.02	556.88	641.63	84.75
Parish Hall Supplies	0.00	110.00	0.00	(110.00)
Printing & Development	0.00	0.00	275.00	275.00
Other	(9.05)	161.24	0.00	(161.24)
Subtotal Office Expense	1,526.09	4,489.56	5,505.00	1,015.44
Subtotal Operating Expense	1,526.09	4,915.29	6,100.87	1,185.58
OUTREACH				
Diocesan Pledge	874.00	9,582.00	9,609.16	27.16
Other Outreach	14,116.18	14,116.18	0.00	(14,116.18)
Subtotal Outreach	14,990.18	23,698.18	9,609.16	(14,089.02)
TOTAL EXPENSES	23,790.84	113,868.26	103,896.62	(9,971.64)
TRANSFER ACCOUNTS				

3/2017 01:34 PM

St. Paul's Episcopal Church of Windham
Income and Expense Statement
GENERAL FUND 01, November 2017

Page: 4

	Current Period	Year to Date	Year to Date Budget	YTD Budget Difference
TRANSFER FROM OTHER FUNDS				
Xfer from General Fund	\$0.00	(\$2,882.86)	\$0.00	\$2,882.86
TOTAL TRANSFERS	0.00	(2,882.86)	0.00	2,882.86
EXCESS INCOME\EXPENSES	<u>(\$17,075.08)</u>	<u>(\$20,776.13)</u>	<u>(\$11,398.11)</u>	<u>(\$9,378.02)</u>