

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

Called to Order – 11:26 am by Fr. John Burton with Prayer

Present – Fr. John Burton, George Younger, Gordon Muir, Donovan Reinwald, Lynne Ide, Beth Nelson, Rebecca Stearns, Jim Russel

1. Overview – review agenda

2. Election of Donovan Reinwald to the post of Junior Warden

G. Muir nominated, J. Russel seconded that D. Reinwald be appointed to the position of Junior Warden.

Discussion ensued. D. Reinwald expressed his excitement at being a part of keeping something going that is bigger than oneself. B. Nelson shared that there was an objection brought up by a parishioner, who was concerned that a Junior Warden must serve in another post on the Vestry prior to Junior Warden. It was noted that the By-Laws were changed years ago to allow a Junior Warden to be new to the Vestry. G. Younger and G. Muir reiterated their confirmation of D. Reinwald's enthusiasm.

Votes cast – Unanimously in favour of accepting D. Reinwald to the post of Junior Warden.

3. Reports

- a. Treasurer – Current report reviewed. Some pledges have been prepaid. Expenses have been kept to a minimum and are more than covered by the income. Unrestricted funds total \$95,110.59, restricted funds \$8,870.46. See attached report for details.*

G. Muir requested that Jay Kessler be added as a user to Power Church to help with the accounting. J. Kessler is very familiar with Power Church as he held the Treasurer position prior and G. Muir indicated he will be a tremendous help.

J. Russel moved, G. Younger seconded that Jay Kessler be added as a user to Power Church.

Votes cast - All voted affirmatively.

B. Nelson moved, J. Russel seconded that monies for the well that was dug at the Rectory be taken from the building fund and be reimbursed with income from the sale of the rectory.

All voted in favour of motion.

Heating oil was locked in at \$2.19 for 1,000 gallons. With \$850 already set aside for payment.

Audit is needed and G. Muir will be working to complete this expeditiously.

- b. **Property** – Well has been dug at rectory and passed some testing. One more report waiting to come in – VOC. The connecting pipe between the church and the rectory will be capped.

Rake boards behind church building will need some care soon. G. Muir noted that inside of the church windows need scraping and paint and storms need to be done.

- c. **Parish Life** – B. Nelson reported that the Camp Out is coming up on 30 September. Margaret Breen requested funds for breakfast for event. There are funds available in Parish Life budget for events.

Notecards were found by Janice when cleaning. They will be made available for a donation.

Janice will continue to sort the found pictures.

Progressive Dinner being planned for November 2017.

- d. **Mission and Outreach** – See report from Virginia Fulton
- e. **Vicar's Report** – There is a new ECCT report on definitions of a parish and clergy transitions.

Convention delegate needed. The upcoming ECCT convention will be held this November in Greenwich, CT.

G. Muir, B. Nelson seconded that D. Reinwald attend convention this November. All voted in favour.

St. Paul's will receive \$4720 from ECCT to continue its servitude to the greater community for 2017.

4. Fall Season Events

- a. **Parish Meeting** – Parish meeting date – 8 October 2017 after church.
- b. **Stewardship Campaign** – Theme of gratitude. Junior and senior wardens will begin work on the campaign details.

- 5. **Fiscal Sustainability** – No recommendations or decisions to report. It is an ongoing conversation.

- 6. **November Vestry Meeting** – Next Meeting: 12 November 2017

Adjourned 1:38 pm

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

	Current Period	Year to Date	Year to Date Budget
INCOME			
CONTRIBUTIONS			
Plate	\$174.00	\$1,755.00	\$1,666.64
PLEDGE & REGULAR DONATION			
Pledge Income	7,193.00	65,823.12	61,348.64
Regular Contributors	35.00	1,585.00	1,666.64
Prior Yr Pledge Income	0.00	230.00	166.64
Subtotal Pledge & Regular Donation	<u>7,228.00</u>	<u>67,638.12</u>	<u>63,181.92</u>
SPECIAL OFFERINGS			
Easter Offering	0.00	295.00	333.36
Christmas Offering	0.00	0.00	333.36
Other Special Offerings	400.00	1,500.00	0.00
Initial Offering	0.00	25.00	50.00
Donations & Bequests	12.43	41.72	66.64
Subtotal Special Offerings	<u>412.43</u>	<u>1,861.72</u>	<u>783.36</u>
Subtotal Contributions	<u>7,814.43</u>	<u>71,254.84</u>	<u>65,631.92</u>
OTHER INCOME			
Hall Rent	80.00	630.00	640.00
INVESTMENT INCOME			
SAVINGS INTEREST			
Savings Institute	0.89	6.99	13.36
D&B FUNDS INCOME			
D&B Income Received	285.12	1,219.67	1,000.00
Subtotal Investment Income	<u>286.01</u>	<u>1,226.66</u>	<u>1,013.36</u>
TOTAL INCOME	<u>8,180.44</u>	<u>73,111.50</u>	<u>67,285.28</u>

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	Current Period	Year to Date	Year to Date Budget
EXPENSES			
CLERGY EXPENSE			
CLERGY SALARY			
Salary - Regular	\$2,392.29	\$14,353.74	\$13,822.64
Salary - Sec. 107	2,769.24	16,615.44	15,692.29
Clergy Pension Expense	671.00	6,257.00	5,368.00
Clergy Health Ins.	932.02	7,256.12	9,167.36
Subtotal Clergy Salary	6,764.55	44,482.30	44,050.28
SUPPLY CLERGY			
Compensation	0.00	175.00	466.64
Travel	0.00	34.12	133.36
Subtotal Supply Clergy	0.00	209.12	600.00
CLERGY EXPENSES			
Clergy Travel	0.00	853.33	1,000.00
Continuing Education	0.00	179.49	500.00
Other	130.00	130.00	0.00
Subtotal Clergy Expenses	130.00	1,162.82	1,500.00
Subtotal Clergy Expense	6,894.55	45,854.24	46,150.28
SALARY EXPENSE			
Organist	840.00	5,040.00	5,040.00
Secretary	223.44	1,564.08	1,500.00
Payroll Taxes	81.36	505.24	516.64
Subtotal Salary Expense	1,144.80	7,109.32	7,056.64
FACILITY EXPENSE			
CHURCH			
UTILITIES			
Heating Oil	400.00	1,436.00	1,666.64
Electricity	91.51	780.37	866.64
Subtotal Utilities	491.51	2,216.37	2,533.28
MAINTENANCE			
Building Maint.	0.00	11.64	200.00
Heating/Water Sys. Maint.	0.00	210.00	266.64
Janitorial Supplies	0.00	0.00	66.64
Organ/Piano Maint.	0.00	275.00	366.64
Snow Removal	0.00	585.00	800.00
SEXTON			
Sexton Wages	450.00	2,550.00	2,600.00
Janitorial Service	0.00	150.00	0.00
Property Ins. - Church	208.00	1,664.00	2,133.36
Workman's Comp Ins.	58.00	496.00	376.00
Subtotal Maintenance	716.00	5,941.64	6,809.28
Subtotal Church	1,207.51	8,158.01	9,342.56
RECTORY EXPENSE			
RECTORY UTILITIES			
Rectory Heating Oil	0.00	0.00	666.64
Rectory Electricity	81.57	275.30	100.00

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	Current Period	Year to Date	Year to Date Budget
RECTORY MAINTENANCE			
Interior Maint.	0.00	501.51	0.00
Property Ins. - Rectory	100.00	800.00	400.00
Subtotal Rectory Expense	181.57	1,576.81	1,166.64
Subtotal Facility Expense	1,389.08	9,734.82	10,509.20
OPERATING EXPENSE			
ALTAR GUILD			
Candles	0.00	85.70	200.00
Communion Bread	0.00	0.00	33.36
Communion Wine	39.98	79.96	66.64
Other	0.00	52.20	0.00
Subtotal Altar Guild	39.98	217.86	300.00
CHRISTIAN EDUCATION			
Liturgical Supplies	0.00	102.85	0.00
Lesson Notes	30.00	52.27	0.00
Adult Course Materials	0.00	52.75	0.00
Sunday School	0.00	0.00	133.36
Subtotal Christian Education	30.00	207.87	133.36
OFFICE EXPENSE			
Audit Expense	0.00	0.00	800.00
Office Supplies	143.98	515.94	256.64
Postage	0.00	15.68	133.36
Software	0.00	455.00	455.00
Copier Supplies	0.00	0.00	466.64
Music Expense	0.00	0.00	133.36
Parish Life	39.89	210.39	533.36
Telephone	82.88	521.96	600.00
Payroll Service	48.92	411.06	466.64
Parish Hall Supplies	0.00	110.00	0.00
Printing & Development	0.00	0.00	200.00
Other	32.15	170.29	0.00
Subtotal Office Expense	347.42	2,410.32	4,055.00
Subtotal Operating Expense	417.40	2,836.05	4,488.36
OUTREACH			
Diocesan Pledge	874.00	6,960.00	6,988.48
TOTAL EXPENSES	10,719.83	72,494.43	75,192.96
EXCESS INCOME/EXPENSES	(\$2,539.39)	\$617.07	(\$7,907.68)

St. Paul's Episcopal Church of Windham Center, CT

Faith in Action Projects as of September 2017

St. Paul's Vestry articulated and adopted the following goal in 2016 -

"Project our mission outside our walls in ways that will help build partnerships grow our footprint in the larger community, make a difference in people's lives and open new opportunities."

Below is a listing of Mission and Outreach projects that help us achieve this goal.

Windham Area Interfaith Ministry – We appoint a delegate from the parish to represent us to WAIM and bring us information on their programs so that we can participate. These include the Walk-for-Warmth which funds their fuel assistance program, Adopt-a-Family under which we provide the makings of a good Christmas for a family in need, help with other holiday programs, the Back-to-School clothing project, Saturday work days (at least twice a year a crew from our church helps sort donations), and other emergency calls for help.

Windham Region No Freeze Hospitality Program – This is a special program for our parish. Fr. John Burton is chair of their board, and has been involved for several years. He and a crew from St. Paul's served as the construction crew when the Shelter moved into its present space a few years ago. Through donations of time, goods and money, this is a key part of our outreach. This program provides winter shelter for homeless people, helps them put permanent housing, social programs and employment in place, and soon will provide services to the area's homeless youth.

Steeplechase Bike Tour – This annual event of many years now splits its proceeds three ways - to WAIM, Perception Programs and the No Freeze Shelter. St. Paul's people come out in force to work

at this premier biking event. We also manage one of the rest stops. We provide financial support to anyone from the parish who rides. All funds go to the tour, which then splits the money among the three charities. This year, thanks to a matching grant from a local foundation, \$140,000 was raised.

Community Meals at the First Baptist Church, Willimantic – In November, we will start our third year of buying, preparing and serving dinner to an average of 60 people in need on the 4th Sunday of every month.

A member of our parish is part of an advisory committee to this program, which began in May as a result of a perceived crisis regarding rules, use of drugs and alcohol, etc.

Support of Area Charities – We try to have a liaison to two other core programs that serve people in need in the Windham Area –

Covenant Soup Kitchen and Holy Family Home and Shelter -The liaisons deliver donations left at the church for these charities, direct people to their sites to donate time, goods and money and keep us apprised of the current needs of each program.

Quiet Corner Refugee Resettlement Program- The parish was vitally involved in the preparation of the home for a family of five who arrived in May of this year. Special funds were raised so that our parish could provide for the new bedding that had to be purchased (all but bedding can be used), and a crew of St. Paul's people made up part of the crew that set up the house. The family lives in Willimantic. They came to us from Aleppo, Syria via Turkey.

At this time, volunteers from St. Paul's serve on the case management team for the family, participate in the English for Speakers of Other Languages, took part in a summer child care program at the family home, and provide transportation and other services as needed.

Windham Area Interfaith Working Group - A parishioner represents St. Paul's at this group's monthly meetings, and others participate in its various activities. This is a group of lay people and clergy of Jewish, Muslim and Christian persuasions, committed, not only to interfaith understanding, but to interfaith events and programs that benefit our mutual community. This year those activities include planning, for a second year, the annual Interfaith Thanksgiving Service, scripture sharing evenings from each of the three faiths, a "Welcome the Stranger" sign and banner project with texts from each faith's holy books, participating under that banner in the annual 4th of July Boom Box parade, and social occasions for people from the three faith traditions to have fun together.

Daughters of Abraham – At this time three women from St. Paul's meet monthly with this group, which use relevant books to get to know each other, become friends and learn about each other's faith traditions. Daughters of Abraham is now a national organization, started in Boston just after 9/11. While it is not a social action group per se, it is a mechanism by which cultural and religious barriers are dispensed with, replaced by deep friendships and understanding that holds members in good stead as they do their individual work in the world.

Conversations with Our Muslim Neighbors – During the winter, St. Paul's hosted a Sunday afternoon presentation by a panel of seven members of area's Muslim community who answered questions about Islam and then stayed to socialize.

Programs Benefiting the People of Haiti – For several years. parishioners have donated to LAMP for Haiti. We also have supported, thru donations of money and materials, the Restavec Program providing homes and schools for children who have been rescued from servitude that amounts to slavery. Both of these programs were brought to our attention by parishioners and a neighbor of our church, who served or serve as key volunteers.

Responses to crises in the world - Parishioners are invited, through announcements and emails, to respond to global crises through the Episcopal Relief and Development. In past years, we have also supported individuals who were part of international relief and development efforts. Last year we bought the computer system needed by a woman from Honduras who came to the US to further her education in environmental law so that she could go home and be a force for change.

Report written by

Virginia Fulton,

Chair, Mission & Outreach