

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

Call to order – 11:48 am Lynne Ide

Present – Lynne Ide, Beth Nelson, Jim Russel, Donovan Reinwald, Virginia Fulton (left meeting at 2:00 pm, Fr. John Burton (left meeting at 2:00 pm), George Younger, Gordon Muir, Rebecca Stearns (left meeting at 1:30 pm)

Reports

1. **Treasurer** – Budget is staying with predictions. Expected revenue of \$101,000, income to date is \$89,000. In October, building fund received extra funds which helped cover expenses. All of the work to add water to the garden was paid for by donations to the garden fund. Audit will be complete this month, by outside auditor – Mark McHue. G. Muir working on the next budget, does not expect any major changes.

G. Younger moved and J. Russel seconded to pay Eric Sabo \$2795 out of the building fund for work done on the church.

Discussion – D. Reinwald stated that he was impressed with how quickly the work was done. G. Muir added that Allen donated gravel and the Mott's helped as well.

Motion passes unanimously.

Closing on Rectory has been completed on the books and the final repairs for the plumbing will show on the next report.

2. **Property** – Scaffolding has been moved to complete work on the south side of the church which needed repairs, and was further damaged in the storm. There has been a donation to cover the work needed from an anonymous parishioner to complete the sealing of the church attic.

The vestry would like to thank the Mott Family, including the children Kurt and Derek; George and Eric Sabo; and Allen Miller for their dedication to St. Paul's and hard work on the property repairs.

A future project may include painting inside of windows and purchasing storm windows to protect the panes and insulate the church.

3. **Parish Life** – Note cards produced by Emil Higginbotham have continued to sell. Christmas desserts will coincide with the greening of the church. Search continues for replacement for Parish Life seat.

4. **Mission** – The bulletin board co-created by V. Fulton, Fr. John and Dana Kessler has been a great reflection of the each of the outreaches that St. Paul's is active with.

5. **Vicar** – There will be an Advent program run by KC Burton this year on Mondays. Review of the Vicar's health insurance is in order for possibilities to save on expenses and find better coverage. Fr. John will be helping the Parish in Yantic on Christmas Eve with their 5:30 pm service. G. Muir noted that Fr. John is well respected in the community and we are proud to share him with other Parishes. Baptism planned for Easter vigil.

6. **Stewardship** – At the end of the month of gratitude the pledge cards will be sent out. L. Ide and D. Reinwald will share the sermon at the end of the month. They will continue to find ways to share the Parish members' gratitudes. D. Reinwald will work on a letter to thank individuals who have pledged, as well as solicit pledges and Time & Talent sheets, to be sent out at the end of November.

Vicarage Decision – After much discussion, the vestry voted on the disposition of the net proceeds from the sale of the Rectory.

The motion was made by G. Muir and seconded by D. Reinwald: That the Parish of St. Paul's, Windham Center shall donate twenty percent of the net proceeds from the sale of the Rectory to the Town of Windham, earmarked for use by the Town's social services department to provide aid to those in need. The motion passed by a vote of 6-1, with one member absent.

Voting in favor of the motion: Lynne Ide, Gordon Muir, Beth Nelson, Jim Russel, George Younger and Donovan Reinwald. Virginia Fulton voted against the motion. Rebecca Stearns was present for the discussion leading up to the vote, but she had to leave the meeting before the motion was made and voted upon. Father John was present for the discussion, but does not have a vote in Vestry decisions.

Next Vestry Meeting: Sunday, December 10 - 11:30 am – 1:30 pm in the Parish Hall

Adjournment at 2:14 pm

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

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	Current Period	Year to Date	Current Budget	Current Budget Difference
INCOME				
CONTRIBUTIONS				
Plate	\$224.00	\$2,166.00	\$208.33	\$15.67
PLEDGE & REGULAR DONATION				
Pledge Income	7,541.00	80,583.12	7,668.58	(127.58)
Regular Contributors	210.00	1,995.00	208.33	1.67
Prior Yr Pledge Income	0.00	230.00	20.83	(20.83)
Subtotal Pledge & Regular Donation	7,751.00	82,808.12	7,897.74	(146.74)
SPECIAL OFFERINGS				
Easter Offering	0.00	295.00	41.67	(41.67)
Christmas Offering	0.00	0.00	41.67	(41.67)
Other Special Offerings	0.00	1,500.00	0.00	0.00
Initial Offering	0.00	25.00	0.00	0.00
Donations & Bequests	0.00	41.72	8.33	(8.33)
Subtotal Special Offerings	0.00	1,861.72	91.67	(91.67)
Subtotal Contributions	7,975.00	86,835.84	8,197.74	(222.74)
OTHER INCOME				
Hall Rent	80.00	870.00	80.00	0.00
INVESTMENT INCOME				
SAVINGS INTEREST				
Savings Institute	0.92	8.74	1.67	(0.75)
D&B FUNDS INCOME				
D&B Income Received	344.58	1,573.94	125.00	219.58
Subtotal Investment Income	345.50	1,582.68	126.67	218.83
TOTAL INCOME	8,400.50	89,288.52	8,404.41	(3.91)

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	Current Period	Year to Date	Current Budget	Current Budget Difference
EXPENSES				
CLERGY EXPENSE				
CLERGY SALARY				
Salary - Regular	\$1,594.86	\$17,543.46	\$1,727.83	(\$132.97)
Salary - Sec. 107	1,846.16	20,307.76	2,769.23	(923.07)
Clergy Pension Expense	1,342.00	8,270.00	671.00	671.00
Clergy Health Ins.	1,158.68	9,573.48	1,145.92	12.76
Subtotal Clergy Salary	5,941.70	55,694.70	6,313.98	(372.28)
SUPPLY CLERGY				
Compensation	0.00	175.00	58.33	(58.33)
Travel	0.00	34.12	16.67	(16.67)
Subtotal Supply Clergy	0.00	209.12	75.00	(75.00)
CLERGY EXPENSES				
Clergy Travel	0.00	853.33	125.00	(125.00)
Continuing Education	0.00	179.49	62.50	(62.50)
Other	0.00	130.00	0.00	0.00
Subtotal Clergy Expenses	0.00	1,162.82	187.50	(187.50)
Subtotal Clergy Expense	5,941.70	57,066.64	6,576.48	(634.78)
SALARY EXPENSE				
Organist	560.00	6,160.00	630.00	(70.00)
Secretary	148.96	1,862.00	187.50	(38.54)
Payroll Taxes	54.24	613.72	64.58	(10.34)
Subtotal Salary Expense	763.20	8,635.72	882.08	(118.88)
FACILITY EXPENSE				
CHURCH				
UTILITIES				
Heating Oil	180.00	1,796.00	208.33	(28.33)
Electricity	222.69	1,118.41	108.33	114.36
Subtotal Utilities	402.69	2,914.41	316.66	86.03
MAINTENANCE				
Building Maint.	39.17	50.81	25.00	14.17
Heating/Water Sys. Maint.	50.00	260.00	33.33	16.67
Janitorial Supplies	0.00	0.00	8.33	(8.33)
Organ/Piano Maint.	0.00	275.00	45.83	(45.83)
Snow Removal	0.00	585.00	100.00	(100.00)
SEXTON				
Sexton Wages	300.00	3,000.00	325.00	(25.00)
Janitorial Service	0.00	300.00	0.00	0.00
Property Ins. - Church	208.00	2,080.00	266.67	(58.67)
Workman's Comp Ins.	58.00	612.00	47.00	11.00
Subtotal Maintenance	655.17	7,162.81	851.16	(195.99)
Subtotal Church	1,057.86	10,077.22	1,167.82	(109.96)
RECTORY EXPENSE				
RECTORY UTILITIES				
Rectory Heating Oil	0.00	0.00	83.33	(83.33)
Rectory Electricity	30.79	329.13	12.50	18.29

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RECTORY MAINTENANCE				
Heating & Water Sys	95.00	370.00	0.00	95.00
Interior Maint.	0.00	501.51	0.00	0.00
Subtotal Rectory Maintenance	95.00	871.51	0.00	95.00
Property Ins. - Rectory	100.00	1,000.00	50.00	50.00
Subtotal Rectory Expense	225.79	2,200.64	145.83	79.96
Subtotal Facility Expense	1,283.65	12,277.86	1,313.65	(30.00)
OPERATING EXPENSE				
ALTAR GUILD				
Candles	0.00	85.70	25.00	(25.00)
Communion Bread	0.00	0.00	4.17	(4.17)
Communion Wine	0.00	79.96	8.33	(8.33)
Other	0.00	52.20	0.00	0.00
Subtotal Altar Guild	0.00	217.86	37.50	(37.50)
CHRISTIAN EDUCATION				
Liturgical Supplies	0.00	102.85	0.00	0.00
Lesson Notes	0.00	52.27	0.00	0.00
Adult Course Materials	0.00	52.75	0.00	0.00
Sunday School	0.00	0.00	16.67	(16.67)
Subtotal Christian Education	0.00	207.87	16.67	(16.67)
OFFICE EXPENSE				
Office Supplies	119.20	635.14	33.33	85.87
Postage	0.00	15.68	16.67	(16.67)
Software	0.00	455.00	0.00	0.00
Copier Supplies	0.00	0.00	58.33	(58.33)
Music Expense	0.00	234.90	16.67	(16.67)
Parish Life	30.26	240.65	66.67	(36.41)
Telephone	73.99	595.95	75.00	(1.01)
Payroll Service	37.92	505.86	58.33	(20.41)
Parish Hall Supplies	0.00	110.00	0.00	0.00
Printing & Development	0.00	0.00	25.00	(25.00)
Other	0.00	170.29	0.00	0.00
Subtotal Office Expense	261.37	2,963.47	350.00	(88.63)
Subtotal Operating Expense	261.37	3,389.20	404.17	(142.80)
OUTREACH				
Diocesan Pledge	874.00	8,708.00	873.56	0.44
TOTAL EXPENSES	9,123.92	90,077.42	10,049.94	(926.02)
TRANSFER ACCOUNTS				

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TRANSFER FROM OTHER FUNDS				
Xfer from General Fund	<u>\$0.00</u>	<u>(\$2,882.86)</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL TRANSFERS	<u>0.00</u>	<u>(2,882.86)</u>	<u>0.00</u>	<u>0.00</u>
EXCESS INCOME\EXPENSES	<u>(\$723.42)</u>	<u>(\$3,671.76)</u>	<u>(\$1,645.53)</u>	<u>\$922.11</u>