

**Minutes of the Vestry**  
**St. Paul's Episcopal Church, Windham Center, CT**  
**2 December 2018**

Present – Fr John Burton, Virginia Fulton, Marion Brazziel, George Younger, Rebecca Stearns, Jim Russel, Beth Nelson, Donovan Reinwald, Lynne Ide

Called to Order with prayer by Fr. John at 11:46 am

**Vicar**

Fr. John noted that Celtic worship to be discontinued. Saturday, 2 February 2019 at 3:00 pm there will be an open house at Vicarage – a Celebration of Candlemass. An Advent series will be held on Tuesday evenings in December. January will start adult ed after church.

**Wardens**

Stewardship letter was sent out to parishioners by D. Reinwald. Website is now up and running at <http://stpaulswindham.org/>.

*V. Fulton moved, J. Russel seconded the housing allowance for Vicarage be set at \$2000 per month. Motion passes unanimously.*

**Parish Life**

B. Nelson reports coffee hour will holiday desserts requested by all on 16 December 2018. There will also be desserts after the Christmas Eve service.

**Property**

J. Russel gave news that an electric snow blower was donated to help clean the paths. Also, a plaque honouring service members is being planned to be hung outside Parish Hall.

**Mission and Outreach**

V. Fulton noted volunteers currently and incoming for Mission and Outreach. Marion Beausoliel and V. Fulton are the reps to the InterFaith Working Group. Susan Cacchiotti is the new coordinator for the Community Dinner.

**Treasurer**

M. Brazziel reviewed the Profit and Loss report through October 2018. M. Brazziel and St. Paul's accounting contractor, Shane, Navratil & Company are continuing to ensure proper and simple budget tracking. There are still some lines within the report that need to be adjusted. As of end of November 2018, Pledges received have reached 95.8% of projected donations. Per earlier Vestry discussion, Power Church software has been canceled due to cost and lack of ease of use.

Estimates were received from Shane, Navratil & Company for using the contribution module of Quickbooks, as opposed to Power Church, and the payroll module as opposed to Paychex. The firm

would charge \$250 per month for all three services or \$150 without payroll and just bookkeeping and pledge contributions.

*V. Fulton moved that the Vestry consolidate the three financial services under Shane, Navratil & Company including, but not limited to continuing bookkeeping, adding payroll services and tracking of pledge contributions. B. Nelson seconded.*

L. Ide, Fr. John, and M. Brazziel will work with the contractor to develop an appropriate contract for 2019 services, based upon Vestry feedback. Discussion continued on the ending of the online version of Power Church and switching to the standalone version. The need to streamline the financial information and ensure that finances can be reliably and accurately tracked even when church staff or volunteers are unable was conferred.

*Motion passes unanimously.*

**2019 Budget** – Worksheets were handed out for planning. An ad-hoc committee will be formed to work on budget: Fr. John, J. Russel, G. Younger, M. Brazziel.

**Listening Session feedback** – the Vestry was given highlights from the listening sessions and has begun to review the feedback.

Leaving early V. Fulton, M. Brazziel, G. Younger

Vestry slate is being put together for coming year.

By-laws will go to ad hoc committee.

Next meeting will held 13 January 2019.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Rebecca Stearns', with a long, sweeping horizontal stroke extending to the right.

Rebecca Stearns

Adjourned at 1:42 pm