

# St. Andrew's Episcopal Church Vestry Meeting

Feb. 16, 2016, 7 p.m.  
Farmer Hall

**Vestry Members in Attendance:** Gary Naegel, John Armstrong, Kristen Garnett, Louise Beecher, Mark Auletta, the Rev. Jennings Matheson, Rebecca Rastetter, Colleen McHugh, Gary Cimmino, Nancy Karas.

**Absent:** Cathy Golden, Art Criddle

## 1. Training for Opening and Closing the Church Building

The meeting began with a training session on how to lock up the church in the evenings. It was led by Sexton David Mikus.

## 2. Minutes

The minutes of the January meeting were approved. The motion was made by Gary Cimmino and seconded by Gary Naegel.

## 3. Treasurer's Report

Although Treasurer Cathy Golden could not be at the meeting, she did submit a treasurer's report for January. She also informed the vestry about two matters that will be addressed in next year's budget.

The first is the Maintenance and Building Repair line item in the 2016 budget is not sufficient to cover the cost of making necessary repairs to the rectory. The \$7,000 budgeted for 2016 maintenance and repair only covers small items like cleaning supplies and elevator maintenance. Since the budget for the year cannot be changed, the money to fix the rectory will be taken from the Capital Building fund.

The second is has been discovered in the way the church accounted for personnel costs. For the past four years, the expenses always went slightly over budget for reasons that could not be determined. A cooperative effort by Golden and Parish Administrator Barbara Gibbons discovered that previous budgets had failed to account for \$10,000 in FICA contributions made for the staff. The money to cover the discrepancy will be taken from the Endowment's appropriation, and the oversight will be corrected in next year's budget.

Rebecca Rastetter moved to approve the Treasurer's report and Gary Naegel seconded. The motion passed unanimously.

## 4. Transition Update

Nancy Karas reported that the meeting with the bishop on Jan. 26 to go over the parish profile had gone well, but he had recommended that the report be modified slightly to draw out the interfaith relationship with Temple Beth Tikvah, which is located just down Durham Road from St. Andrew's.

She said that when the profile is approved, the diocese will advertise the church's search for a new rector for six weeks. She also said she was told that the parish should not discount word-of-mouth as a recruiting tool.

## 5. **Old Business**

### **Parish Goals**

John Armstrong, Kristen Garnett, and Colleen McHugh will write job descriptions for the Buildings and Grounds and Stewardship committees. This relates to Goal 3, "Optimize Our Organizational Structure to Better Share the Work of Running St. Andrew's Together."

The vestry began a thorough examination of the goals and action items that had been adopted in 2014. The vestry also discussed organization models for the parish's ministries.

### **Lights**

The timer to the internal lights that illuminate the stained glass window in the front of the church has been changed. Instead of turning on at 9 p.m. it now turns on at 5 p.m.

LED floodlights will be used to illuminate the front of the church to increase its visibility from Durham Road. Colleen McHugh said she could donate the lights.

The church will have to pay for the installation of a light pole for the back parking lot.

### **Maintenance Committee Revitalization**

John Armstrong reported that he had a list of potential committee members. Gary Cimmino volunteered to serve as the vestry's liaison to the group.

The maintenance committee will be responsible for dealing with water damage in the rectory caused by a defective heating unit.

The committee will also oversee the renovation of Farmer Hall and the choir room this summer. Cathy Golden has volunteered to work with Alan Miller – who had overseen the just-completed renovation of the kitchen – and identify the needs of all those who use Farmer Hall: parishioners, the Boy Scouts, the pre-school and the choir.

## 6. **New Business**

Asset Mapping

John Armstrong explained that asset mapping was a national program of the Episcopal Church. The mapping is a resource for emergency management and also provides a source of information about the church.

Armstrong said St. Andrew's was already part of the national database, but in a minimal way. He said he would use the recently completed parish profile to fill in the blanks.

### **Adjournment**

The meeting adjourned at 9:20 p.m. The motion was made by Mark Auletta and seconded by Rebecca Rastetter.

**Minutes respectfully submitted Louise Beecher, Vestry Clerk**