

**St. Luke's Episcopal Church  
Scituate, MA 02066**

**VESTRY MEETING DECEMBER 13, 2017**  
**Reverend Billie M. Gordon**

**Senior Warden: Chris McKerrow**  
**Clerk: Roberta Swift**

**Junior Warden: Paul Antenore**

Present: Ed Karsch, Roberta Swift, Nick Waterman, Chris McKerrow, Nancy Jacobs, Meijia Yang, David Donahue

Absent: Randy Robertson, Paul Antenore, Carsten Otte, Kittie Marrone, Barbara Barchand

**DEVOTION:** Opening devotion – The meeting opened with a prayer found on page 818, verse 12 that is very appropriate for the Vestry.

**MINUTES:** The minutes for November were approved and seconded.

**TREASURER'S REPORT:**

**NOVEMBER 2017 HIGHLIGHTS**

- (1) Loose Plate & Pledge income **under budget** \$8,093.34 YTD.
- (2) Total Operating income **UNDER budget** \$13,143.08 YTD.
- (3) Total Operating Expenses **UNDER budget** \$15,728.20 YTD.
- (4) Operating account **deficit is** \$6,210.80 YTD. This is **\$2,585.12 better than budgeted.**
- (5) AA Rent paid through 2017.
- (6) Personnel expenses **under budget** \$11,482.56 YTD.
- (7) Care of Property **under budget** \$1,369.48 YTD.
- (8) Program expense **under budget** \$1,947.50 YTD.
- (9) Office expenses **under budget** \$325.03 YTD.
- (10) **Cash on hand 11/30/17: \$64,604.33.**
- (11) **Checks outstanding 11/30/17: \$5,121.95; net cash o/h \$59,482.38.**
- (12) **Cash “owned” by Restricted funds and (non-operating) funds \$55,551.65.**
- (13) **Operating Fund owes Restricted Funds \$-0-.**

The treasurer's report for November was approved and seconded.

St. Luke's ended the year in a good position due to the fact that the only benefit required by Rev. Billie Mae Gordon is a housing stipend.

The stewardship drive total is not firm yet, but recently many more pledges have been received to bring the percentage closer to the budget.

A Motion to approve the draft of the 2018 Operating Budget as submitted was made, approved and seconded.

The finance committee suggested that \$14,600 be transferred from the Endowment fund based on eight quarters of the fund's good performance. Approval of the proposed budget acknowledges approval by the Vestry to transfer \$14,600 from the Endowment Fund to the Operating Fund in 2018..

The church audits from the years 2014, 2015, and 2016 were discussed and a motion was made to accept and approve. This motion was approved and seconded.

Not knowing how long Rev. Gordon will be at St. Luke's a motion was made that her 2018 compensation of 869.79 a week be designated as a housing allowance. The motion was approved and seconded.

To better understand what the priest does on a monthly basis it was suggested that a monthly general report to the vestry would be helpful.

### **REPORTS:**

**Outreach**- A motion was made to increase the 2017 operating budget outreach line by \$500. The motion was approved and seconded to transfer \$500 from the fair proceeds to support Adrienne Wood's project for the homeless. Adrienne collects sweatshirts, socks, etc. and delivers them to the homeless on Christmas day.

**Altar and Rectory** – The repairs for the rectory will be approximately \$40,000-\$60,000. The bathrooms, several windows, floors and a stove and refrigerator need repair or replacement. The covering on the basement floor will be removed and the floor returned to its original concrete status. St. Luke's will apply for a third Stokes loan to cover the cost of the rectory repairs and repairs to the large window behind the altar. Presently there two mortgages on the rectory. One of the mortgages will be paid off in 16-18 months.

**Bonuses** – A motion to pay bonuses (Jean Collier \$100, Martha \$100, Rev. Gordon \$100, Debbie Carleton \$50, sexton \$50) from the miscellaneous account. The motion was approved and seconded.

The meeting adjourned at 8:30 p.m.

The next scheduled meeting will be **Wednesday, January 10, 2018 at 7:30 p.m.**

Respectfully submitted,

Roberta Swift