

+St. Michael's – Arlington, VA

Vestry Minutes: September 18, 2018

Vestry Mission Statement: *To lead St. Michael's in carrying out its mission, the Vestry will discern & communicate God's call, and care for St. Michael's resources.*

In attendance: Rev. Beth Magill, Mary Cushing, Dan Plafcan, Barb Adams, Julia Carter, TJ Burnside Clapp, Penny Jones, Tim Matlack, Molly White & Michele Casciano

Dwelling in the Word

Prayers for our parish family – prayers for parishioners, family, friends & neighbors

Discussion of Roxburgh Book: Assignment for Sept meeting: Chapter 7
Mapping our work with Roxburgh

✓**Consent Agenda:** Approved

- Receive Financial Reports
- Approve August meeting minutes
- Senior Warden's report
- Junior Warden's report
- Rector's report

New Business:

Competing Bids threshold

- **BACKGROUND:** Vestry, your Junior Warden needs to receive your policy guidance on when competitive bids are required before contracting for services. Competitive bids can reveal significant opportunities for savings in some cases (e.g., our experience with tree trimming for the church), yet they are also time consuming, often requiring a month or more to conduct the competitive bid. In addition, vendors are not likely interested in competing for work less than at least a few hundred dollars.
- **FOR VESTRY DECISION:** For your decision, I recommend the following policy: "In general, obtaining competing bids from vendors for a service is recommended. Obtaining competing bids is required for any new contract over \$1000 per year. In addition, all service / maintenance contracts over \$1000 per year shall be re-competed every three years. Every expenditure request for services over \$500 per year shall include a brief statement explaining why or why not competitive bids were obtained."
 - Request for a list/spreadsheet of current maintenance contracts & start/end dates

✓Approve the amendment as written

Mission Spending Plan Prioritization, as needed

- Mary presented the 1st draft of the mission spending plan; Steps Along the Path served as the guide
- Suggestion to put extra money into the Hospitality budget
- Currently 2.5 – 3% of the M&O budget has been spent on line item 5630; suggestion to increase that figure up to 4.5%
- Open plate monies are currently counted as “other contributions;” Tim suggested earmarking a percentage of the open plate \$\$ toward the flower budget
- Stewardship campaign kicks off Sunday, Sept. 23. Following the kick off, there will be a more accurate picture of income.
- Guidelines from Diocese regarding standing expenses are expected w/in the next month
- Christian Formation budget remains static; this does not represent a decrease in support, but a reflection of parish generosity. Future conversations will be scheduled w/ ministry leaders to convey the availability of additional financial resources.

Vestry Recruitment – Current Vestry members are charged to think in terms of developing leaders, as well as talents & gifts of people that will be rotating off of the Vestry. Future candidates will be identified at the October meeting.

Website Update – Beth presented a preview of the new website

- Go live date estimated for early October 2018
- At the present there are no plans for a ‘parish only’ portal to include access to the directory

Christmas Eve Service/Pageant

- Plans to keep the 2018 schedule the same.
- Does high attendance warrant the addition of another service?
- Pageant is currently scheduled for 5:30pm
 - Suggestion to move service up to 4:30pm to better accommodate families with small children
- Traditionally the 10:30pm service ends after midnight, should this timing also be reviewed?

Sunday, Sept. 30th = St. Michael’s Sunday – Food for the festive reception is traditionally provided by the Vestry

Saturday, Oct. 13th = BLOCK PARTY

- Including a Red Cross blood drive in the parish hall
- Monitors for the Moon Bounce will be hired from Arlington County
- Vestry members should sign-up for 1 hour volunteer time slots.

Blessing and Dismissal

Respectfully submitted,
Michele Casciano - Registrar