

**St. Brendan the Navigator  
Minutes of the Vestry/Renewal Team Meeting  
November 16, 2018**

Present: Lis Ingoldsby, Josephine Jacob, Meg Graham, and Barbara Kourajian. Pete Dane, Tom van Buren, and Ruth Robinson (Chair of Finance Committee) called in.

Senior Warden Lis Ingoldsby called the meeting to order at 9:39 a.m. Meg Graham offered an opening prayer.

**Review and Acceptance of the October 10th Meeting Minutes**

Pete moved to accept the Minutes of the October meeting; Meg seconded the motion. The minutes were approved.

**November Financial Report & 2019 Budget Update**

Pete reported the October financials show nothing remarkable. He said we are doing fine – income is coming in and expenses are below what we budgeted.

The Finance Committee will meet on December 5<sup>th</sup>. Now that they have an update on the Stewardship Appeal, they are in a position to finalize the 2019 proposed budget for the Vestry to consider at its December meeting.

Credit card protocol: The Finance Committee will take this up at their next meeting and make a recommendation to the Vestry.

**Finance Committee Proposal regarding funds in the Maine Community Foundation**

Ruth Robinson presented the following proposal:

*The Finance Committee recommends we split the Maine Community Foundation money into Restricted and Unrestricted funds and allocate \$50,000 of the \$112,000 to the Capital Reserve Account. The \$50,000 would stay on the balance sheet as Maine Community Foundation funds but would be listed as a Restricted Fund (an additional line item).*

*The Finance Committee also recommends any surplus realized in 2018 be allocated in two ways: 1) fund a clergy search escrow account; 2) added to the Capital Reserve Account.*

Meg reminded us that it has been our practice to put the surplus into Capital Reserve; this is now making it policy. There was some discussion on whether the entire surplus should be designated to Capital Reserve. Both Meg and Lis spoke to the fact that the congregation has really stepped up for the Stewardship campaign and we want to recognize this. Establishing a clergy search account indicates we are putting together a plan that will move us forward.

Pete moved we accept the Finance Committee recommendation and allocate \$50,000 from the Maine Community Foundation funds to the Building Capital Fund. Meg seconded the motion. The motion passed.

Barbara moved to accept the Finance Committee recommendation that any surplus realized in 2018 be allocated between a clergy search escrow account and the Capital Reserve Account. The amounts allocated will be at the Vestry's discretion. Meg seconded the motion. The motion passed with Pete dissenting.

Ruth commented this was a positive step forward. Lis said the Vestry appreciates all the work the Finance Committee has done on this proposal.

### **Stewardship Update & Next Steps towards Renewal Plan Goal #5**

As of November 13, we have \$95,206 pledged by 41 pledging units. We have two new pledges and we haven't heard from three parishioners who pledged last year. We are \$800 under our hoped-for goal (which reflects an increase in compensation for clergy approved at Diocesan Convention), but we have reached the goal of an additional \$16,000 stated in the Resolution passed in late August.

We decided it would be appropriate to announce soon that the goal of raising funding for a part-time priest has been reached and the Vestry is moving forward to start the search process. Parishioners will be encouraged to weigh in if they have questions or concerns. We talked briefly about a timetable. Lis will start to formalize the process with the Diocese.

### **Review of Ministry Chairs**

The Outreach Ministry has been expanded to Outreach & Programming (Building Use). Vestry will assume the responsibility for this Ministry in the absence of Ministry Chairs. A number of interesting events/opportunities were discussed:

- Salt Air Seniors Holiday Lunch on December 6<sup>th</sup>
- A jazz evening with Scott Cleveland and friends. Tom van Buren will follow-up with Scott.
- A Solstice Contra Dance on December 21<sup>st</sup> that Jo is organizing.

Ruth suggested perhaps the Outreach budget could cover part of the costs for these programs. Meg emphasized it is important "to have feet" in the building. She gave an update on the St. Brendan's Library initiative and how the library may be a way of reaching out. Jo mentioned a veterans group that may need a place to meet.

We talked about the need for publicity and staffing for these events. Meg commented we need building support in general which could include office support. Coordination is a main concern and Meg suggested that perhaps we ought to be paying someone to do this.

We asked Ruth to cobble together a realistic budget for Hospitality to offset expenses for Sunday coffee hour and other events we are hosting. Hospitality needs to be increased to cover both food and coffee.

Lis presented Skip's proposal asking for \$1000 for Thanksgiving meals. Pete moved we provide 25 meals through Burnt Cove Market and 20 meals (sans turkey) through Hannaford for H.O.M.E. provided the selection of recipients is coordinated through Lesley Rice for the distribution of the island meals. Meg seconded the motion. The motion passed. Lis will print cards for the recipients.

### **Other Business**

- Nursing Home Service Update

The service on November 4<sup>th</sup> went well. The Worship & Music Ministry decided to hold our December 30<sup>th</sup> service at the Nursing Home as we are scheduled for that date.

- Christmas Decorations

Ruth and Lis will coordinate. Parishioners wanting to make a contribution for the Christmas decorations in memory of someone, should let Carolyn Mor or Pete know.

Jo mentioned that H.O.M.E. is making wreaths and suggested we put a link in the newsletter advertising this. Jo will contact them about coming to St. Brendan's and talking to us.

- Refreshment Schedule

As a trial, we decided to implement Mickey Jacoba's suggestion of scheduling the 12-14 winter family units once in the three-month period of January, February, and March to provide refreshments for coffee hour. Pete will add this to his scheduling responsibilities.

- Office Support

Meg and Judy Miller (members of the Personnel Committee) will meet to draft a job description for the office position for our consideration. In the 2019 budget, the salary for this position will be half of what we budgeted in 2018.

The next Vestry/Renewal Team meeting will be Tuesday, December 11th at 2 p.m.  
Future meetings will be: Tuesday, January 15<sup>th</sup> at 2 p.m.  
Tuesday, February 12<sup>th</sup> at 2 p.m.

We closed the meeting by reading the Prayer of St. Brendan together. The meeting adjourned at 11:03 p.m.

Barbara Kourajian,  
Clerk