

**St. Brendan the Navigator**  
**Minutes of the Vestry/Renewal Team Meeting**  
**January 11, 2018**

Present: Lis Ingoldsby, Josephine Jacob, Pete Dane, Richard Paget, Barbara Kourajian and Vesta Kowalski. Miriam Antich and Peter Tarlton called in. Ruth Robinson was also present.

Senior Warden Lis Ingoldsby called the meeting to order at 11:15 a.m. Miriam offered an opening prayer.

**Minutes**

Pete Dane moved to accept the Minutes of the November 30th Vestry Meeting. Peter Tarlton seconded the motion. The motion passed.

**Finance and Stewardship Ministry Reports**

1) 2017 End of Year Budget Report & Diocesan Assessment Status

Pete Dane said this report is preliminary. For the first time, our entire Diocesan Assessment is included. Pete stated we did better than what the budget projected – if you disregard the assessment balance, we broke even. We paid \$6,000 of the outstanding \$13,000 Diocesan assessment balance. We still have \$6,000 to pay. Pete commented that we had a very good year and that he was very grateful for where we ended up. After Carolyn Mor finishes making some adjustments, the report will be recirculated. Ruth commented that we are burning through our cash surpluses on the balance sheet and she feels this is a scary proposition.

2) Stewardship Update

At this point in the Stewardship appeal, we are waiting to hear from maybe half a dozen parishioners. Pete has contacted three of these people and is confident they will pledge. 43 parishioners pledged last year and 35 have pledged this year. Pete noted that pledges have remained constant with a possible small uptake, but we haven't seen significant gains because of attrition. He stated that no one walked away in anger but rather that circumstances have changed for some parishioners.

Ruth said it was most important to note in reviewing the pledge information that the financial support of this church is gradually turning from summer support to local support. She stated the support is becoming more sustainable and realistic, but it yields a lesser amount of money.

3) 2018 Budget

The Finance Committee did not pay the assessment in full for two reasons: they did not want a cash flow problem and they wanted a balanced budget. They do not foresee a cash flow problem as 40% of our pledges for 2018 are pre-paid. It is clear that the Finance Committee's projection of \$75,000 in pledge income will be met but not

exceeded, so the Vestry budget of \$82,500 is unlikely to happen. We do not have a true balanced budget at this point. The Finance Committee will resubmit their previous budget, so we can discuss and make decisions on how to balance the budget.

Lis suggested waiting to adjust the budget until the February or March meeting and reminded us that we agreed to wait until the first quarter before making adjustments to the budget. The Vestry is still comfortable with this idea. A side-by-side comparison of the two budgets will be sent for our consideration.

Pete stated his concern that the Finance Committee, in conjunction with Buildings and Grounds, needs to address some type of plan to maintain the building in 2018.

### **Adoption of Outreach Ministry Description as a Continuing Resolution**

Pete moved and Rich seconded the motion to accept the Outreach Ministry Description as a Continuing Resolution. Motion passed. This will be Continuing Resolution #5.

### **Review/Discussion of 5 Ministry Updates**

We heard updates from the following Ministries: Education and Spiritual Development, Pastoral Care and Welcoming Ministry, Worship and Music, and Finance and Stewardship.

We had some discussion about the Pastoral Care and Welcoming Ministry. It was mentioned that all requests for the Prayer List should go through Pastoral Care. On the welcoming front, we briefly discussed signage (including signs for handicapped access). Pastoral Care needs to take this up with Buildings and Grounds.

Lis thanked all the Ministries for their good work. She said it was heartening that all have taken off and that parishioners are engaged and enjoying the work. We decided these updates will be done quarterly and placed in the binder with the Continuing Resolutions.

We also expressed our appreciation for the report and job description Liz Alley sent. Lis mentioned she had good ideas and we should embrace them. It was suggested we receive a report from the office on a quarterly basis. Lis mentioned the office needs a new computer.

### **Other Business**

- Building Use Update
  - 1) 2017 Usage Report was prepared. Liz will send out letters to everyone who used our space to thank them and to reiterate our rates for 2018.
  - 2) We are going to get the kitchen certified. We now have the paperwork to get this done.

- 3) Discussion of promoting building use: Lis has a list of caterers and said she could easily send them a letter introducing our facility to them.
- 4) Tom van Buren music program proposal: a series of monthly music sessions from February through June or July on the second Thursday of the month. This would be open mike; all types of primarily acoustic music are welcome. Tom and Hank Whitsett will take care of the details. This will tie in with the Outreach Ministry.

Pete Dane moved to support this preliminary plan and to thank Tom for this proposal. Rich seconded the motion. Motion approved.

We closed the meeting by reading the Prayer of St. Brendan together. The meeting was adjourned at 12:35 p.m.

Barbara Kourajian  
Clerk