

St. Andrew's Vestry Minutes

Date: 1/8/2019

Members Present: Christina Ford, Kevin Lowe, Peter Chamberlain, Marisa Ferger, Rose Bohn, Kate Freeman, Steven Smith, Tom Dauler, Beth Jones, Ted Christopher, Kathryn Yahner, Greg Loviscky
Fr. Jeff Packard, Deacon Joe Delauter

Members Absent:

Guests:

Clerk: Rick Hoover

Call to Order: 7:00 p.m.

- Opening Prayer– Fr. Jeff

Motion: Kevin Lowe; Marisa Ferger 2nd – Accept the minutes of the December 11, 2018 vestry meeting as corrected.

Motion carried with no abstention or dissension.

- Rector Report – Fr. Jeff
 - See Attachment I
 - Average Sunday attendance – 2018 ending at 195
- Senior Warden – Ted Christopher
 - Stewardship
 - As of today – 143 pledges for \$385,936 – 86% of \$450,000 pledge goal
 - Avg. pledge unit: \$2,698.85
 - History
 - 2018 – 173 pledges, avg. pledge unit: \$2,430.96
 - 2017 – 187 pledges, avg. pledge unit: \$2,296.77
 - 2016 – 189 pledges, avg. pledge unit: \$2,253.75
 - 2015 – 203 pledges, avg. pledge unit: \$2,153.70
 - 2014 – 208 pledges, avg. pledge unit: \$2,079.90
 - Recommends moving some annual expenses be moved off the annual pledged budget
 - Build endowments to be able to fund regular expenses, e.g. rector's salary, property, etc.
- Junior Warden – Beth Jones (no report)
- Treasurer – no report
- Committee & other ministries – reports distributed electronically
- Nominating Committee final report
 - Andrea deCarle, Jason McCloskey, Connie Puckett, Scott Strouse – regular 3-year term
 - Bruce Cramer – fill 1-year term vacated with resignation of Rose Bohn
 - Vestry election to be declared by acclimation
 - Develop ballot for election – vestry by acclamation; delegates shuffled order
- Safety Committee – Fr. Jeff
 - Submitted budget request – see Attachment II (for info)
 - Refer to Finance Committee to determine source of funds
- General discussion regarding Money, Cash Flow, Capital Needs & Demographics – Fr. Jeff

- Seeing aging parish & decline in pledges, funds, etc.
- Using building heavily for ministry – supported by fewer people and fewer dollars
- Parish Life Center soon to be 50 years old and church will soon be 100 years old
- Need to explore more planned giving – develop plan to pass along physical facilities to next generation of St. Andrew’s in good shape and not as a burden
- Explore ways to develop current assets into an income stream to compensate for decline in pledge and contribution income
- Would like to see vestry commit itself to dreaming and planning for the future
- Consider a 1-day vestry retreat to look forward into the future of the parish
- AIR (Action Item Register)
 - Item 4 – position descriptions for all staff – Fr. Jeff continues to work with Greg Lovisky
 - Item 7 – Safety & Security – the committee has presented a draft budget request (attached)
- 2019 Budget – distributed electronically
 - With Mary Andrew’s best estimate of 2019 pledge commitments, 2019 budget will be short by \$32,223.43
 - Finance Committee requests that vestry approve the use of up to \$32,223.43 from the General Endowment should it be needed to balance the 2019 budget.

Motion: Beth Jones; Kate Freeman 2nd – Vestry approves use of funds from the General Endowment up to \$32,223.43, if needed to cover expenses in 2019. Motion carried with no abstention or dissension.

- Parish Life – Kevin Lowe
 - Darlene Nordoff has volunteered to assume role as chair
- Outreach/Social Ministry – Steven Smith
 - Kathy Hickner has withdrawn from Parishioner’s Ministry and Pam Ferguson has been nominated to fill the vacancy
 - Donald Hopkins reported that requests in December were down, and they ended the month and the year with a small surplus.
- Elevator repair - \$11,500
 - Power failure on January 1, cause a major electrical failure in the elevator equipment
 - Replace motor & add controller to protect equipment
 - Need to contact insurance company and possibly West Penn Power regarding coverage
 - Finance Committee recommends paying from General Endowment
 - 50% due up front
 - Finance Committee recommends funding repairs from the General Endowment

Motion: Steven Smith; Peter Chamberlain 2nd – Fund the elevator repair costs of \$11,500 from General Endowment. Motion carried with no abstention or dissension.

- General communication – Fr. Jeff
 - Should vestry minutes be posted publicly on bulletin boards and/or website?
 - Considerable discussion ensued regarding publication of minutes and financial reports
 - **Sense of vestry - Post minutes and monthly income statement on bulletin boards and website**

Motion: Ted Christopher; Kevin Lowe 2nd – Resolved, the designation of \$24,500 of rector’s annual compensation as housing allowance shall apply to calendar year 2019 and all future years unless otherwise provided by the vestry. Motion carried with no abstention or dissension.

- **Next vestry meeting – Tuesday, February 12, 2019, 7:00 p.m., room 324**
- Closing prayer - Fr. Jeff

Adjourn 9:14 p.m.

Respectfully submitted,

Rick Hoover, Clerk

Attachment I

Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, January 8, 2019

1. Pastoral: 3 home/hospital Communion; 1 Wedding (12/29); 1 Wedding prep. Ongoing; 2 Funerals planned, 1/10 Kay Zimmerer (off site), 2/9 Jackie Reich
2. Average Sunday Attendance: 2018 ending 195—we surged at the end of the year; 2019 182—after one Sunday
3. Advent/Christmas/Epiphany
Taize services on Wednesdays
Lessons & Carols, 12/16—with invited guest speakers from the community, had nearly 200 attend, choir was awesome!
Blue Christmas service at Presbyterian Church, 12/21
A Christmas Carol, 12/22—great job, Ted!
Caroling, 12/23
Christmas Eve & Day—3 services
4. My first wedding at St. Andrew's, 12/29—introduced the practice of using a wedding coordinator, Dana Tilghman, to help manage the rehearsal and wedding. Also introduced a new verger-in-training, Rich Marini. All went really well. Had full choir. Will have follow up meeting with all involved to debrief and help refine wedding policy.
5. Clergy Council (with bishop), 1/3
6. Clericus (with Episcopal clergy from Altoona Convocation), 1/3
7. Campus Ministry: nothing new to report
8. Bishop McNutt Endowment: waiting to schedule third meeting
9. Community Café Board of Directors: They had their annual meeting on 1/6. I will send minutes (unapproved), but here are the highlights. Dennis Shea will be chair this year. Daniel Foster will be the secretary. Ron Rovanssek will continue as the executive director. They set up the following rotation for the initial board members term expirations. Daniel/Melanie Foster term expires 2020. Julie Kwasnika and Amy Alison terms expire 2021. Dennis Shea and Ted Jaenecke terms expire 2022. All subsequent appointments to the board will have three-year terms.
10. Kistler Trust: Nothing new to report
11. Parish Discernment Committee for Ted Christopher: I have six members who have agreed to serve on this committee. I will get them organized as soon as possible.
12. Treasurer update: Nothing really new. Sue continues to serve as an interim treasurer. I didn't have time in December to meet with Linda Mace to review the position description. We will do that as soon as possible. We have implemented the new payroll service through Keystone. Linda made this happen. Staff will get their first pay from them on January 18.
13. Will give an update on confidential matters
14. What's a zimbelstern? It is a circular set of chimes that rotates to make a continuous tinkling sound. Gwen Catchen has always wanted to add one to our organ. As she has now been our organist for 35 years, Walter and I discussed starting an effort to raise some money to get one in Gwen's honor. They run around \$2,000, plus installation. Walter is willing to put in money from the music fund that was started in his honor. I figured members of the choir and other music appreciators would contribute. Also, know that there are others in the community, not members, who Walter can solicit. This seems like a pretty easy thing to do and it would mean the world to Gwen. I basically agreed to allow the effort go forward, though nothing has been done formally yet. I would like the vestry's permission to promote this fund raising effort.
15. I am trying to get supply coverage so I can take the week off after annual parish meeting, 1/28-2/3

16. Ongoing: VELI monthly; Diocesan Standing Committee; Monthly Clericus; Bimonthly Clergy Council; Bimonthly ecumenical local Clergy Group; Plan to seek a spiritual director too.
17. Upcoming: Zimmerer funeral, 1/10; Newcomers Committee, 1/12; Baptism, 1/13; Standing Committee, 1/15; 23rd anniversary of ordination to the priesthood, 2/10

Attachment II

Safety Committee Budget Request for 2019

AED (Automatic External Defibrillator)	\$2000 ¹
AED/CPR training for ushers, staff, & other safety team members	500 ²
Bleed Kit and upgrade/resupply of existing medical kits	100
Elevator telephone & monitoring	300 ³
Basic radio/walkie-talkie communication system	350 ⁴
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	\$3250

¹ All medical and emergency response personnel the committee has consulted recommend the purchase of a second AED (the first is near the Sacristy) for the Parish Life Center.

² This training, scheduled for February, is only for willing & able personnel, some of whom have agreed to pay for themselves.

³ Estimate based on initial research.

⁴ Estimate based on initial research.