

St. Andrew's Vestry Minutes 12/13/22

Members Present: Fr. Jeff Packard, Julie Breuninger, Carolyn Donaldson, Barb Downs, Tom Hall, Paul Hochreiter, Michele Marini, Kitty Mussett, Amy Pritchett, Sharon Rovansek, Fran Stevenson
Members Absent: JudithAnn Rule, Sandy Schwartz
Officers Present: Julie Kwasnica
Guests:
Clerk: Kevin Lowe
Call to Order: 7:02 p.m.

- I. Opening Prayer - Fr. Jeff
- II. Minutes

Motion: Michele Marini; 2nd Fran Stevenson – Accept the minutes of the November vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

- A. Rector's Report - see Attachment I
- B. Assistant Rector's Report – Ted's ordination was Dec 10 on campus
- C. Wardens
 - Senior Warden: Parish Life activities include receptions for Dick Gibboney's funeral, Lessons and Carols, and Ted's ordination; turnout at L&C was excellent
 - Junior Warden: See Attachment II
- D. Treasurer - distributed electronically prior to meeting.
 - Savings account increased slightly
 - November was over budget but we are still in the black YTD; this will probably be erased in Dec
 - Probably will have a smaller year end deficit than budgeted for, but still a deficit
- E. Committees and other ministries
 - Finance Committee:
 - Pledge projections are now that we will reach \$425,000 in pledges for 2023, and possibly \$430,000
 - Pledge budget line for 2023 was increased by \$10K
 - Water treatment budget line was increased from \$200 to \$1600 based on this year's expenses
 - Net change to budget is \$9800 resulting in a budget shortfall of \$49,403.06
 - Committee has reviewed the deeds of our endowment funds to better appreciate how those funds can be used
 - Rectory fund needs to be restored as the deed states that preservation of principal is mandatory
 - Fund Extraordinary cannot be used for operating expenses
 - Curate Fund can be used for an assistant priest, as we are currently doing
 - Kathy Palmer Fund specifically mentions use for Parishioners' Ministry, as well as Community Cafe (which does not currently require funding)
 - General Endowment is unrestricted
 - FC recommends that the 2020 Surplus savings line be used for the budget shortfall; general endowment can be used if additional funding is required.

- Nominating Committee: See Junior Warden report, Attachment II
 - Convention delegate alternates are still needed; Paul Hochreiter is willing to serve as an alternate, and Tom Hall will confirm with another possible person
- Ad Hoc Budget Committee: See Junior Warden report, Attachment II
- Property Committee: Plumbing repairs have been a long process; controversy over the replacement/repair of the toilet flange; more advice is being sought

IV. Discussion: Parishioners' Ministry Funding Plan – see Attachment III

- Concerns about the wisdom of asking past donors to regularize their giving to PM
- Concerns about the frequency of PM appeals (four times a year may be excessive)

V. Unfinished Business:

1. Budget 2023
 - **Motion: Carolyn Donaldson; 2nd Fran Stevenson – Approve the proposed 2023 Budget. Motion carried with no abstention or dissension.**
2. Altoona Convocation Meetings – first one is scheduled for January 7 at St. Luke's Altoona. Fran Stevenson and possibly others will attend.

VI. New Business

1. 2023 Rector's Housing Allowance – see Attachment IV
 - **Motion: Carolyn Donaldson; 2nd Tom Hall – Accept the 2023 Housing Allowance Resolution. Motion carried with no abstention or dissension.**
2. Election by email is not necessary; slate of nominees will be voted by acclamation at the annual meeting.
3. Chair of Parish Life Committee
 - **Motion: Julie Breuninger; 2nd Paul Hochreiter – Appoint Michele Marini chair of Parish Life Committee. Motion carried with no abstention or dissension.**

Meeting adjourned, 8:43 pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report

Rector's Report to the Vestry

St. Andrew's Episcopal Church
Tuesday, December 13, 2022

1. Pastoral: 2 Home/Hospital Communion; 2 Funerals (Gibboney, O'Conner); 1 Ordination; 1 Wedding pending; 1 Baptism pending
2. Average Sunday Attendance: 117
3. Village at Penn State Service, 11/16
4. Finished the study of "Wearing God"
5. Taize planning dinner; 11/18
6. Funeral, Gibboney, 11/19
7. I was sick for Sunday, 11/27-Ted covered for me
8. St. Andrew's Day, 11/30
9. Clergy Council, 12/1
10. Funeral, O'Conner, 12/2-our 13th this year
11. Torchbearer training, 12/4
12. Worked on a "God and Me" award for Theo Newton for Cub Scouts, 12/6
13. Ted's ordination to the priesthood, 12/10
14. Led Daughters of the King Advent program, 12/11
15. Lessons & Carols, 12/11-almost 90 people
16. We sent the sheet with our Fair Share commitment to the diocese
17. Planning for Christmas now
18. We will have 1 service Christmas Day, at 10:00 a.m. which I will do, and 1 service New Year's Day, at 10:00 a.m. which Ted will do.
19. I will take the week following Christmas off for vacation.
20. Kevin Lowe will have to step down from being our Clerk of the Vestry in the new year. We need to recruit a new one.
21. Ongoing: Diocesan Disciplinary Review Board; bimonthly Clergy Council Meetings with the bishop; bimonthly local ecumenical/interfaith leaders' meetings; monthly meeting of downtown pastors; monthly spiritual direction; serving on bishop's Task Force for Operations (related to COVID response, probably defunct now); serving on Arts Festival board of directors (co-chairing search committee for new executive director); writing an occasional column for CDT
22. Upcoming: Taizé, 12/14 & 21; Caroling, 12/18; Blue Christmas, 4pm 12/21 @ Grace, Lutheran; Christmas Eve 5 & 10; Christmas Day 10am

Attachment II

Junior Warden Report

Submitted by Thomas Hall
Dec. 13, 2022

1. We have Convention delegates selected:
 - Anthony & Coralee Grillo
 - Michele & Rich Marini
 - Connie Puckett
 - Allison Shea

2. We have 4 Vestry nominations for 4 vacancies:
 - Kathy Dittmann
 - Daniel Foster
 - Rich Marini
 - Sanford Schwartz

3. Our Ad Hoc committee is formed and will convene our first meeting before Christmas. Our purpose is to prepare a report detailing tactical (short-term) and strategic (long-term) actions that will reduce Parish expenses or increase Parish income, to be delivered to the Vestry no later than March 31, 2023. We believe this committee is a fair cross section of our community. We intend to operate openly and transparently and if you have any ideas or concerns, please contact any of the committee members, below:
 - Robin Bastress
 - Thomas Hall
 - Anthony Kwasnica
 - Sarah K. Lowe
 - Jason McCloskey
 - Amy Pritchett
 - Sanford Schwartz
 - Fran Stevenson

4. While sitting in church the other day, I noticed several young adults, some singles and some couples. And then, lo and behold, Amy and her cohort reunited a platoon of kids to some of these young adults. I thought, this is our future: What can and should we do to encourage and welcome these young adults to want, to seek, to serve ... to develop as church leaders as they simultaneously grow and navigate the demands of career, family, friends, and community? Who is our vestry five years from now? Ten? What is *our* succession plan?

Attachment III

Parishioners' Ministry Funding Plan

Funding Plan for Parishioners' Ministry in the Age of Austerity

Background: Parishioners' Ministry was being funded through the parish's operating budget until 2020 when we went to our current austerity budget. Since then, we have had periodic appeals to the congregation, which have always been met with generosity. Also, we have transferred money from the Kathy Palmer endowment to supplement PM income—the endowment is to be used for outreach at the rector's discretion. In addition, there are some parishioners who just donate specifically to PM periodically. The result of this is an unstable income for PM and therefore unpredictable ability for the stewards to respond to the needs brought to them. We have constantly been reacting to the balance in their account, i.e. making an appeal or transferring Palmer money when PM is low on funds.

Proposal: We would like to propose the following five-point plan to increase visibility of the PM fund and try to smooth out their income so the stewards will know how much they will have to work with month by month.

1. Run a regular feature in the St. Andrew's Net informing people about Parishioners' Ministry and what they do. This will raise awareness.
2. Transfer a regular amount every month from the Palmer money into PM. This amount will be determined when we get the annual distribution from Centre Foundation, usually in April.
3. We would like to make regular appeals to the congregation, perhaps four times per year, at regular and therefore predictable times. *
4. In the new year, the rector will approach those who have donated to PM in recent years, including those who have responded to our appeals and those who have donated spontaneously. He will invite them to consider making some regular donation, in addition to their regular pledge to the parish, to support the work of PM.
5. On the other side of the equation, the PM stewards have already imposed a monthly spending limit for themselves in addition to a stated norm for the amount they will reward per case. Obviously, every case is different, and some may warrant going beyond the norm, but they will consult internally about each case. Once their monthly spending limit is reached, they will simply inform any inquirers that they are out of money for the month.

Note: The Parishioners' Ministry Stewards operate independent of vestry oversight, other than regular financial reports to vestry. Therefore, this plan does not require vestry approval, but it is submitted for comment, suggestions for improvement, and the opportunity to express concerns. Points 3 and 4 about regular appeals and inviting parishioners to give regularly may be of particular interest to vestry. We have not consulted vestry in the past when running an appeal for PM, but vestry needs to consider the parish's overall fundraising strategy and the impact regular appeals might have.

Attachment IV

2023 Rector's Housing Allowance

Resolution of the Vestry of St. Andrew's Episcopal Church, State College, PA
December 13, 2022

Whereas the Rev. Jeffrey A. Packard is employed as a minister of the Gospel by St. Andrew's, State College which does not provide a residence for him, the vestry resolves that of the total compensation to be paid to Father Packard during 2022, **\$25,000** be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986. This amount for parsonage allowance will continue year on year unless modified and approved by the vestry.