

August 24, 2021

Vestry Minutes



Members in attendance: Hal Evans, Kathy Field, Chris Goode, Susan Homar, Kathryn McLearn, David Neises (by Zoom), Sally Robinson, Lyndall Stanley, Suzanne Thomas, Trevor Walker, Adrienne Williams (by Zoom), Rev. Kelly Steele, Rev. David Wantland.

Absent: Ken Hubbard

Also in Attendance: Peter Kastner, Treasurer; Doug Eberle, Finance Chair (by zoom), Phil Snyder, Building and Grounds Committee (by Zoom)

- The meeting was called to order at 5:35 pm.
- David opened the meeting in prayer.
- Hal led the Vestry Covenant.
- The July minutes were unanimously approved via email

Finance Report and Action Items

Pete summarized we are fine financially at the end of July but that the cash on hand has reached a low point which is normal this time of year.

Action: Kathy made a motion that the vestry approve all 3 of the motions approved by the Finance Committee on August 19, 2021 for action by the vestry (attached). Her motion was unanimously approved by the vestry.

Discussion: Pete explained that the Budget Committee is working to bring more clarity on how much money is in the Discretionary Fund by combining items sitting in “cubby holes” so the funds are more available for spending. Absent a specific request from a donor, contributions normally go into operating income. St. Peter’s has an elaborate gift policy. Kelly said she made a contribution to JUST from the Rector’s Discretionary Fund. Kathryn asked if monies from the Rector’s Discretionary Fund would routinely go to the Outreach Committee. Kelly would like the discretionary fund to be used for 1 time charitable and pious purposes rather than ongoing funding.

Strategic Budget Decisions

Kelly outlined that the budget reflects our values and our direction. As a vestry, we must decide which demographics to target for growth: empty-nesters, families with children under 12 and/or youth 12-18 years. During the Stewardship season beginning Oct. 3, the vestry also must decide how Doug is to present the expected 2022 budget deficit and our growth plans. The Base Budget might include COLI increases for some staff, no children’s funding, no outreach committee funding, \$101,000 Diocesan Assessment, \$15,000 Maintenance Reserve Funding out of recommended \$35,000.

An Aspirational Budget might include increases for some staff, 30 hours/week Children’s position (Appendix 1 and 2) beginning Aug. 1, 2022 for 3-6 years, possible Outreach committee funding as well as the same Diocesan Assessment and Maintenance Reserve funding as in the Base Budget example.

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Action:

For the Oct. 3 Stewardship presentation to the congregation, Doug will show the Base Budget with the projected \$46,961 deficit. Instead of displaying an Aspirational Budget, he will present an aspirational message promoting the task force formed to look into development of family and youth programs. The Vestry nominated and approved Dave Neises to head the task force investigating and planning family and youth programs. Kathy will help with the demographics. Composition and leadership of the committee will be announced at a later time.

Although the appeal to the Diocese is not part of his Oct. 3 presentation, Doug, with the help of Hal and Kelly, will write the appeal to the Diocese for a 2% reduction of the Diocesan Assessment for 2022, emphasizing plans to develop youth and family programs for long term sustainability.

Susan Homer said the Music Director Search Committee should seek a candidate with youth skills.

Discussion: Kelly indicated we have robust pastoral care visits, but not much movement on our Strategic Plan in Elder hood and Family/Youth. If the Vestry decides to develop family/youth programs, the person hired to develop them would start August 1, 2022 at the earliest. The Endowment Fund could cover some of the cost for new programs

Strategic Decisions on Endowment Proposals

At its September 28, 2021 meeting, the Vestry needs to vote on a well laid out plan on how to spend the remaining \$16,000 from the Endowment Fund for 2021. The Endowment board meets next on October 19, 2021. If funds are not spent in the same year, the remaining funds go back into the general Endowment Fund the next year (e.g. not earmarked for later spending) unless the Endowment board votes to extend the payment. Three priority uses are: (1) Website & Communications revamp (a capital expenses with \$3,105 already approved by Endowment), (2) some technology needs including software to simplify live streaming for the volunteers running the live streaming services, (3) Possible upgrades to the facility including new swings, Ark repair, and enhancements to rental spaces. JUST funding could come from the Endowment as well but Peter will check all Outreach funds to see how much money remains in Outreach. The detailed plan and costs will be developed by the following to present to the Vestry Sept. 28: Website & Communication – Susanne O'Day; Live Streaming – Chris Goode; Playground and Ark – Ken Hubbard; Rental Space Enhancements – Kathy Field. Once the Vestry has voted on the allocation of the funds, members of the Vestry will present the approved plans to the Endowment board for their meeting on October 19.

Covid-19 Response

In line with the current guidance from the CDC and Diocese, St. Peter's will continue announcing that masking is required for the unvaccinated and requested for the vaccinated in all indoor spaces. To mitigate the high level of Covid-19 in the region: (1) the choir will no longer process and recess, (2) green dots placed on the altar kneeling benches will space households 3 feet apart, (3) drinking the wine and dipping the wafer will be discouraged by emphasizing that wine is not required.

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Building and Grounds Report

Phil Snyder summarized recent activities of the B&G committee from his August 24 report. Reroofing the Sanctuary was completed along with the installation of 24 sheets of plywood to solve the roof leak issue, saving the ceiling. The architectural renderings for the floating ceiling designs are now completed.

A Request for Proposal for the cost on rebuilding an underground HVAC system has been sent by Pete Kastner to Thomas and Hutton Engineers in Atlanta and Greenline Architecture in Savannah. The water leak has been solved by locking hose bibs and putting new seals on toilets. Phil will see if he can solve moving/repairing the chapel's stain glass window. Since the termination of 360 Clean's contract, Nate is now cleaning the church.

Associate's Report

David has focused transitioning into responsibilities as laid out in his LOA. (1) In Pastoral Care, he is currently monitoring 25 people with regular calls and visits from Eucharistic Visitors. On Sunday, Oct. 17 at the 10:15 service, Eucharistic Visitors will be formally commissioned. The goal is to integrate multiple prongs of pastoral care under one committee. (2) For Youth, St. Peter's will no longer partner with St. Thomas but instead focus on our own adult and youth confirmation April 17, 2022 and the summer 2022 Pilgrimage prep for our 7-8 high schoolers. (3) This fall, St. Peter's will offer Adult Forums twice per month (in-person and online) on Sunday mornings at 11:30 am beginning Sept. 12. The 8 am parishioners are not interested in adult forums so only the men's group at present will meet from 9-10 am on Sundays. David and Kelly are discussing new ideas for community-building amidst the challenges of the pandemic such as outdoor Eucharist at Skidaway State Park, birding hikes, and fall lunches in the memorial garden.

Priest-In-Charge Report

Kelly explained the partnership with St. Thomas on youth programs and the Pilgrimage has been terminated. At present, David will coordinate the programs for St. Peter's youth and Pilgrimage preparation.

The Music Director Search Committee has received 12 applications so far and will stop accepting new applications after Sept. 12, 2021. The committee is continuing with a focus on Anglican traditions with an eye to shaping youth programs.

Closing

Kelly closed the meeting with prayer.

This meeting was adjourned at 7:53 pm.

The next Vestry meeting is September 28 at 5:30 pm.

Respectfully submitted

Lyndall Stanley, secretary

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REPORT TO ST. PETER'S VESTRY

THE FINANCE COMMITTEE

Vestry Action Items – August 19, 2021 Meeting

Attendees: Regina Crofts, Doug Eberle, Hal Evans, Debbie Giordan, Pete Kastner, Steve Langston, John Sobke, Rev. Kelly Steele, Dave Sweeterman, Jim Toedtman, Rev. David Wantland.

The following motions for Vestry action were approved at the Finance Committee meeting on August 19, 2021.

✠ Outreach Committee Temporary Restricted Account

Email conversations between Langston Bass, Chair of the Outreach Committee, and Rev. Kelly revealed several donations that were specifically designated for the Outreach Committee. Since there was not a specific account for posting donations for Outreach, the monies were posted to several existing Temporary Restricted Accounts (TRAs), including the Rector's Discretionary Fund, Memorial Gifts and Designated Funds. Outreach disbursements were also made from these TRAs. Determining the remaining balance available for disbursement is a challenge given that the Outreach monies are interspersed with other activity in these accounts. Establishing a separate Outreach Committee TRA will clarify and simplify tracking Outreach specific donations, primarily memorial gifts, and the disbursement of those monies. The transaction history for the identified historic donations & disbursements will be transferred to the new TRA once approved. Langston Bass has reviewed and approved the attached TRA Request form.

Note: This account will not be used for Outreach activity funded from the St. Peter's operating budget.

Motion: The Finance Committee recommends Vestry approval of the following motion:

Establish a long-term Temporary Restricted Account (TRA) for the Outreach Committee according to the conditions in the attached Request for a Temporary Restricted Account form. The account will be used for posting specific donations for Outreach and the disbursement of those monies.

✠ Helping Hands (Men of St. Peter's) Temporary Restricted Account

The Finance Committee recommended disposition of in-active St. Peter's Temporary Restricted Accounts in June 2021. The Vestry approved the recommendations at their June 22, 2021 meeting. One of those accounts was for Helping Hands (Men of St. Peter's), with a recommendation to

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transfer the \$495 balance to the Designated Gifts Fund for disbursement by the Outreach Committee and making the TRA 'in-active'. The Men of St. Peter's group is now active and has requested the TRA be retained for their use.

Motion: The Finance Committee recommends Vestry approval of the following motion: The June 2021 Vestry decision on the 'Helping Hands (Men of St. Peter's)' Temporary Restricted Account [036-8036-0000] be rescinded and the TRA remain active for the use of the Men of St. Peter's group. The name will be updated to 'Men of St. Peter's', dropping 'Helping Hands'.

✝ 2022 Diocese Assessment (DA) appeal

St. Peter's has received the Diocese letter stating our 2022 Assessment of \$101,028 – 12% of our 2018 – 2020 average operating income. St. Peter's successfully appealed our Diocese Assessment in September 2019, resulting in an 8% DA in 2020, 10% in 2021 and returning to the standard 12% DA in 2022. The 12% includes a special 2% assessment to support the retirement of loans issued to support Honey Creek. The Finance Committee debated the wisdom of appealing the 2022 assessment in light our 2019 appeal commitment and a potential 2023 DA appeal when the PPP monies will be part of the calculation. The tone of Bishop Logue's letter and Rev. Kelly's conversations with Diocese staff indicate that a 2% reduction (10% from 12%) could be successful. However, the Diocese Council makes the final decision, not the Bishop or Diocese staff. A 2% reduction would be a \$16,838 savings. The reasoning for the appeal could be tied to our strategic focus on the aspirational budget items. The appeal must be filed with the Diocese office by September 15.

Motion: The Finance Committee recommends the Vestry seriously consider appealing the 2022 Diocese Assessment, reducing from 12% to 10% of 2018 -2020 operating income average (a 2% reduction). Appointment of a short-term task force, similar to the 2019 effort, to prepare the appeal should also be considered.

Note: On August 24, 2021, the vestry unanimously approved the 3 motions above from the Finance Committee action items.

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Appendix 1

Children's/Family Minister Considerations

- Focuses on ages 0-12 years, Sunday children's chapel during worship, VBS, seasonal programming for children and families
- 20 hrs/week
 - Would mean basically only small improvements and children's church only, it would require a local person who is not otherwise committed, may be difficult to find with skill and time
 - Need supply funding, benefits, lay committee support, volunteer support
- 30-40 hrs/week
 - Would mean we could have a more comprehensive program for the "whole family" but would likely require a national search and more financial support for longer, to get it off the ground. The more competitive the pay and more hours, the better likelihood of attracting a top candidate.
 - Need benefits, travel, PTO, lay committee support, volunteer support
- "Children's Ministry" is distinct but can overlap with "Youth Ministry" which serves ages 12-18, covered currently by Matt and David+, albeit at a reduced level than in the past.
- "Family Ministry" is an umbrella term for a more full-time position, which is a more skilled position that encompasses children, youth and intergenerational ministry, like what Betsey Bass did at 30 hrs/week around 2010-2013.
- See sample full-time job description: <https://www.stlukesbr.org/news/job-posting-family-ministry-coordinator>
- Compensation Guidelines: <https://www.forma.church/compensation-guidance/> and similar job postings <https://www.forma.church/available-jobs/>

Here are some rough cost estimates based on \$25/hour. These assume a start in August 2022 (through to December 2022).

	18 hrs/wk	20 hrs/wk	30
hrs/wk			
Salary / FICA	\$ 2,099.17	\$ 2,332.42	\$ 3,498.62
Pension	0	195.00	292.50
Med/Dental/HSA	0	999.00	999.00
Life/Disability	0	37.00	37.00
Total / Month	\$ 2,099.17	\$ 3,563.42	\$ 4,827.12
Total/Mo W/O Med/Dental	\$ 2,099.17	\$ 2,527.42	\$ 3,791.12
Total 5 months w/med/dntl	\$10,500	\$ 17,820	\$ 24,135

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Appendix 2

“Ministry with children and youth is one of the critical ways the Church lives out Jesus' commandment to love one another, and this ministry is the business of the whole body of Christ. For many congregations, one of the most effective ways to **maintain consistency and high quality** in this area is by hiring someone who has passion for and skills in this particular area of ministry. This person is a guide for children and youth, and, perhaps even more importantly, a facilitator who enables other adults in the congregation, both lay members and clergy, to get involved in this ministry. They cannot do the work on their own; the congregation must be involved both personally and financially. However, **a skilled youth minister can help the work the congregation does with children and youth take place on a deeper and more sustained level.**” - The Rev. Canon Joshua Varner

Appendix 3

Outreach Committee Report, August 10, 2021 by Susan Homer (submitted prior to Vestry meeting for review):

The Outreach Committee met to review plans for the remainder of 2021.

Family Promise is continuing to support families in the community with the COVID limitations. St. Peter's will continue to “host” families by providing meals the last week of October.

To support St. Michael's Food Pantry, the Outreach Committee is scheduling a food drive for Sunday, November 14. The pickup will be between 3-4:30 pm.

The Angel Tree will continue to support Hesse, Bethesda Academy, Safe Shelter, and Family Promise. The committee is intending to do a hybrid version of gift sign-up, combining the physical angel tree with an online sign up.

Trevor Walker joined the Outreach Committee and provided an update on the ongoing efforts of JUST in securing housing funding.