

Trinity Episcopal Church
Minutes of the Vestry Meeting
Saturday, February 27, 2016
VESTRY RETREAT

Present: Rob Baldwin (Rector), Susan Terry (Assistant Rector), Terry Mandle (Senior Warden), Andrew Hoyt (Junior Warden), Katie Bieker, Nora Clark, Brenda Clary, Steve King, Dusty McCoy, Chuck Olcese, David Severance, Bill Benso (Treasurer), Maria Thompson (Clerk)

Absent: Jennifer Attocknie, Glenna Kleinkauf, Mari Russell

Declaration of Quorum

A count was taken and a quorum declared.

Call to Order and Introductions

The meeting was called to order by Fr. Rob at 10:00 a.m. and Vestry members introduced themselves.

Vestry Responsibilities

The Vestry reviewed the Ministry of the Laity in the *Book of Common Prayer*. Fr. Rob asked the group to name the words or phrases that struck them the most:

- Bear witness
- Reconciliation
- Governance
- Worship
- Gifts
- Life of the Church

The group discussed their two main responsibilities:

- 1) Building up the Body of Christ
 - a. Being involved in the life of the church, which includes all of the concepts above
- 2) Maintaining material assets of the church
 - a. Property
 - i. The property is owned by the Diocese of Kansas, but maintained by the parish.
 - b. Finances, including endowed funds
 - i. Developing a realistic budget each year
 - ii. Authorizing the funding for the payroll and other expenditures
 1. Staff decisions are made by the rector
 - iii. Conducting the annual pledge drive
 - iv. Completion of the Parochial Report each year

Vestry Meetings

Prior to each meeting, the clergy and warden reports will be e-mailed to all vestry members.

- 1) Meetings will begin with an opportunity to discuss the reports and ask questions.
- 2) Finances and business matters will be discussed.
- 3) The vestry will break into four small groups to discuss ongoing projects.
- 4) The group will come back together to discuss the progress of each project.

Small Group Projects

Debt Retirement

This needs to be priority one this year.

- Develop a plan to pay off the debt from the building project (which included opening up the parish hall and basement, as well as new spaces for the library and nursery), the organ replacement, and the lightning suppression system
 - Parish hall rebuild: \$9,000 still to be paid
 - Lightning suppression: \$30,000
 - Organ: \$250,000
- We will run out of money to pay off the debt in October 2016.

Basement Remodel

- Reorganizing and brightening the basement to make it a more inviting space
- Putting windows in all of the classroom doors

Stewardship

- Promoting year-round stewardship
- Planning the annual pledge drive, including events such as the Harvest Festival
- Emphasis on time, talent and treasure

Newcomers

- Encouraging a welcoming atmosphere
- Contacting newcomers and making them feel like they belong
- Creating a booklet that can be handed out to newcomers, describing Trinity and the ministry opportunities available here.

Other Possible Projects

As projects are completed, new ones will be developed. The Vestry discussed some possibilities for the future.

- New columbarium – the one we have is 90% full
- Sound system in the nave
- Kitchen renovation – we already have some money that was gifted for this purpose
- Wainscoting and vapor barrier in the nave
- New windows, especially in the kitchen
- Extending part of the Matthews Center toward the parking lot and installing a garage door entry to facilitate the unloading of donations for the food pantry
- Lighting for the parking lot
- Joists below the choir loft
- Refugee ministry
- Signage inside the church building
- Repair and maintain the kneelers
- Clergy vestments, acolyte robes, altar attendants' robes, linens
- Increase the visibility of the Youth Group
- Campus ministry
- Outreach ministry
- Ministry fair to make all of our ministry opportunities known to the parish and newcomers

Debt Reduction

Fund raising is difficult for most people for many reasons, including fears of rejection, putting others on the spot, or asking for money from people who have already given much.

There are four reasons why people give (from the book *Getting to Giving: Fundraising the Entrepreneurial Way*, by Howard Stevenson), and we need to take these reasons into account when approaching the parish about a fund raising campaign. The Vestry discussed ways to address each reason.

- 1) Achievement – becoming part of a group
 - a. Put donor names on a plaque.
- 2) Significance – helping address a need
 - a. Paying off the debt now will reduce our debt load in the future.
 - b. Once this debt is paid off, we will be able to begin building a reserve of funds.
- 3) Legacy – leaving something behind
 - a. Putting in the lightning suppression system ensures protection of the building and its contents.
 - b. We continue the longevity of a great music program.
- 4) Happiness – the joy of giving to a good cause
 - a. The project to upgrade the building created spaces that are more usable now and into the future.

We must be prepared to answer questions from the parish.

- 1) Are we doing important work? Why is it significant?
 - a. We support the food pantry and Backsnack; we provide a welcoming place that parishioners call home
 - b. We need to ask parishioners what's important to them.
- 2) Is the money going to be used well? Will it be well managed?
 - a. 90% will go to pay off the principal of the loan.
- 3) Will any single gift make a difference?
 - a. Yes – we really need every dollar that is given.
- 4) Will the experience of giving be satisfying to the giver?
 - a. We hope so. The debt we are paying off is the result of remodeling the building to make our spaces more open and welcoming, installing a lightning suppression system that will protect the building, and building a new organ that will ensure a great music program which builds on the past and will take us many years into the future.

The campaign to retire the debt needs to get going before parishioners leave for summer vacations, and should not come up against the fall pledge drive. We need to emphasize that it's about paying off the entire debt as quickly as possible.

- Donors who might give large gifts need to be contacted in advance, in person.
- We need to create a narrative about how much is needed and what it's paying for.
 - Terry will write something for the Sunday bulletin and e-newsletter.
 - Bill will create a handout regarding our financials.
- We need to have a plaque made, naming donors to the organ fund. It will include names of those who donated by the end of May 2016.
 - Steve will take care of the plaque.
- A group will be formed to create images of the parish hall, and cut-outs of lightning bolts and musical notes, which parishioners can purchase for \$1 and place on a wall. If they wish, their names will be written on the cut-outs of their choice.

Financial Report

We have had problems keeping a staff member to handle our finances since February 2015. We now have Jenn Holloway, who has been working to catch everything up, but is still learning how we operate and how Church Windows, our outdated accounting system, works. All of our financial data is getting worked out and should be updated and accurate soon.

- Jenn pointed out that Terry Garrett, our CPA, has not been following typical CPA protocol in annotating expenditures. She has taken that over, and we will not be using Terry's services anymore.
- We will hire a new CPA to handle our taxes.
- We have a notice from the diocese saying we need to do an audit. We haven't done one since 2014.
- We received our apportionment notice on February 26th.
- Pledges are not coming in at the amount budgeted for income.
- Fr. Rob suggested separating the gift card fund from the operating funds.

Office Staff

- Any submissions/requests related to finances will go to Jenn.
- Everything else, including items for the newsletter and bulletin, should go to Sheryl Poole.

Insurance for Staff Member

Because of the number of hours Sheryl Poole works, we need to offer her insurance. We can't afford a policy for her through the Church Insurance Company, so have been looking at other possibilities.

Adjournment

The meeting adjourned at 3:00 p.m.

Respectfully submitted,
Maria Thompson, Clerk