

Trinity Episcopal Church  
Minutes of the Vestry Meeting  
Monday, November 26, 2018

**Call to Order/Quorum Established**

The meeting was called to order at 6:34 p.m.  
A count was taken and a quorum declared.

Present: Father Rob, Jennifer Attochnie Brenda Clary, Richard Lungstrom, Katharine McGillvray, Liz Miller, Chuck Olcese, David Severence,

Absent: Mother Susan, Kim Mandle, Katie Bieker, Heather Eichman, Andrew Hoyt, Allison Marker, Maria Thompson (Clerk)

**Devotions:** Father Rob

Minutes of the October meeting were approved unanimously with no amendments.

**Rector's Report:**

Father Rob presented the following written report:

“Our theme for Advent this year is “Loving your Neighbor(hood),” a term I picked up from our bishop-elect, Cathleen Bascom. My hope is to help the parish discover or re-discover our critical ministry partnerships in the community, and expand our own participation in them.

Part of this theme involves the Friendship Circle organizing shopping outings to support people in need (this is in lieu of the “angel tree,” whose organizer is taking a year off). In the Adult Forum I am hoping to have series of guest speakers talking to us about our local prison system. This is in addition to our regular Advent programs such as our intergenerational fun day, the Posada, and of course our various Advent liturgies.

Speaking of which, this year we will have, for the first time in years, a new Christmas pageant program. We will continue to have carols, children in costumes, etc. but with a new script for the classic story of Jesus’ birth. Christmas Eve services will be at 5:00 and 10:30 PM, and Christmas Day at 10:00 AM.

As a way to streamline the discretionary fund process and the subsequent bookkeeping, I have begun to make single, “block grant” monthly contributions to Catholic Charities. They are our primary solicitor of requests and this will hopefully simplify things greatly.

In the past month, we have had one baptism: Hughes Stephen Segebrecht, on November 18. There have been no funerals or weddings.”

## **Assistant Rector's Report**

Mother Susan provided the following written report:

"I am on vacation through Wednesday. I'll be in the office on Thursday. I know you have some difficult ministry decisions to make. I am praying for each of you as you make these decisions.

November highlights

--I've been busy organizing all our Advent activities.

--I'm providing support for Susan Hires as she makes plans for the Christmas pageant.

--I was thankful to be a part of the Election Day Eucharist

--I've helped with the 6-8<sup>th</sup> grade Sunday School coat drive. We collected a mountain of donations and they have all been transported to Scotch cleaners. I'm so proud of this class and their teachers!

--Several pastoral meetings/conversations.

--And, of course, the Ploughman's Lunch Trinity Treasures craft/bake sale. Every year I am so impressed with the work that goes into this event. I enjoy meeting new people, talking with parishioners, and buying gifts. I'm grateful for the work our volunteers do and their support of organizations throughout Douglas County.

Advent Happenings!

--The Posada will be from 12/2-12/23. Please call the office if you would like to participate.

--Carol singing being organized by Susan Hires

--6-8<sup>th</sup> grade Sunday School is planning on making visits to area nursing homes

--12/5: our Intergenerational Advent party with dinner, tree decorating, crafts and cookie decorating

--12/9: more tree decorating after each service

--pageant rehearsals following the 10:30 service on 12/2, 12/9, 12/16, 12/23

--12/24: The Christmas Pageant!

Please let me know if you have any question/comments.

Holy Advent prayers for each of you.

Susan+"

## **Treasurer's Report**

Liz Miller, Vestry member and treasurer, reviewed the monthly financial reports and proposed budget and emphasized that we need to communicate to the congregation what the shortfall is and how much we need to raise to avoid significant cuts in staffing for music, ministry, outreach etc. Discussion was had on how to frame the message. The Vestry needs to be present at 8 and 10:30 services and continue

one-on-one conversations. In the hope of receiving additional and increased pledges, a vote on the budget was deferred to the December meeting.

The following is the written report disseminated prior to the meeting:

“Greetings, fellow Vestry Member. I hope that you had a wonderful Thanksgiving!

Attached is the October financial report from Miller Management, along with the regular two monthly summary reports.

Pledge income was \$9,261.33 below budget for the month of October, while the Plate Offering was very close to budget, and Non-pledge Income was slightly above budget for the month. On a YTD basis, total operating fund income is \$37,800.09 below budget.

Most expense categories are below budget on a YTD basis. Property & Building is an exception. Administration is over budget due to the financial audit fees for two audits, and the fact that Miller Management fees were not budgeted, but the Miller Management fees are offset by lower than budgeted total staff salaries expense.

October was the seventh month with no apportionment payment to the Diocese. As of October 31, 2018, Trinity owes the Diocese \$44,632.00. I am hopeful that incoming cash flow in November will support Trinity making a regular apportionment payment of \$6,376.00 at the end of November.

As the Statement of Financial Position (page 2) indicates, the operating fund continues to operate at a deficit (meaning that the operating fund has continued to borrow money from ministry funds).

Prepaid Pledge Income for 2019 of \$9,060.45 had been received as of October 31, 2019. 2019 Prepaid Pledge Income is currently at \$15,060.45.”

### **Junior Warden’s Report**

David presented the following written report:

“These are in addition to the annual maintenance budget with no particular order of importance.

1. Parish Hall A/C Probably will need new bids \$5,000 – 6,000
2. Replace or over-haul office furnace/AC (end of life) \$5,000 – 10,000
3. Fix bell tower rope, initial tower access, (just to see \$700 – 1,500  
Repair issues depending on condition \$2,000 – 10,000
4. Strip & Wax floors at 1011 VT \$1,500 – 2,000  
3300 plus s/f at .45 per s/f
5. Replace carpet upstairs and downstairs, 1011 VT \$14,000 and up  
Depending on carpet/flooring choices
6. Replace kitchen windows (TEST will help finance) \$2,500 – 4,500  
Lead paint issues with removal
7. Tree trimming and removal \$700 – 2,000

Future projects?

Six heating/AC units for sanctuary are at end of life service, expect higher maintenance/repair bills and or replacements \$100,000 plus

Steam clean exterior stone work

Repair stained glass windows and replace exterior Lexan. Current Lexan is over 30 years old, yellowing, reducing natural daylight and distorting beauty of windows.

Repair existing problems with exterior stone & wood at 1011

Replace parish hall, hallway & entry way floors with porcelain tile

Repaint exterior woodwork, walls and red doors of both buildings

Repair exterior light poles at 1027

Re-shingle 1027

Re-surface & paint parking lot. It is a tripping, safety hazard

Expansion of 1027 to the west to include space for larger Chapel, columbarium, food pantry and back-snack storage

Double door cooler/refrigerator for back-snack (current kitchen cooler is not large enough for kitchen & back-snack)"

### **Other Business**

To date, the following have agreed to accept nominations as candidates for Vestry: Joyce Harrison, Sandy Jacquot, Camille Olcese, Richard Lungstrom (2 additional years).

Because Christmas Eve falls on the fourth Monday of December, it was unanimously agreed that the December meeting would be December 17.

### **Adjournment**

The meeting adjourned at 8:08.

Respectfully Submitted

Brenda Clary, Vestry member