

# Ascension Episcopal Church

## Vestry Minutes

November 28, 2018

**Present:** The Rev. Robert Flick, Michelle Feagin, Lee Nirider, Glenn Criswell, Margo Kaplan, Tom Sutton, Clement Falayi, Cheryl Coppock, Faye Armstrong

**Regrets:** Liz Goodman, Alan Burton, Doug Meyers

The meeting opened at 7:05 with a prayer.

**Motion #1:** Tom Sutton moved to approve minutes of the previous meeting. Margo Kaplan seconded. The motion carried

**Property Report:** The Organist/Choir Director requested organ maintenance. This issue will be investigated before proceeding.

**Motion #2:** Tom Sutton moved to accept the reports posted on the Google Drive. Clement Falayi seconded. The motion carried.

**Finance Report:** Glen Criswell distributed the preliminary budget for 2018 for discussion later in the meeting. He noted that the stewardship campaign was separate from the budget, the budget being the best estimate of what we think will happen in 2018.

### **Rector report:**

Fr. Flick distributed a report that listed his current responsibilities. He then questioned the amount of the payments to the church for the buildings on the campus that are leased by the school. He said that there should be something in the budget that will explain to the parishioners so that they understand the costs related to the school, and have this addressed as "real" money. Glenn Criswell said that the income statement would have to be completely reworked to reflect this. Tom Sutton believed that some of the difference from previous years was due to the change in the billing of the sexton's time; the church used to pay the sexton and then invoice an appropriate amount to the school. However, since the sexton left, the school has been paying for janitorial services and invoices an appropriate amount to the church. There is a written agreement between the church and the school. However, once the sexton left, the school rewrote the agreement so that it benefitted the school. Fr. Flick stated that the school needs to be called to renegotiate the amounts that which should be paid, and this should be done every year. If church does support the school to the tune of \$100,000, then this needs to be set forth to the parishioners. Even if the church considers the school as an outreach project, the church still might want to get the school to pay an increased amount, and inform the school that the rent for the

classrooms will increase. Currently, the school is not pressured to pay more. However, if the church believes that the outreach is a good thing to do and the parish agrees, then the current arrangement would be all right. Moving forward, Glenn said such a meeting will be an unpleasant experience. Tom Sutton said that Treasurer and the Finance committee need to handle this matter this year so that the agreement is ready when we have a new rector.

There was a question concerning other expenses related to Deacon Mary Reddick. An approved expenditure was not utilized because she became ill, however since we asked her for such services prior to her illness, the church paid the expense.

#### **Financial Report – 2018 Budget discussion:**

Glenn Criswell had allocated nine months (75%) of rector expenses for 2018. Fr. Flick said this budget could be changed to reflect six months as he anticipates the rector search will not be completed by March 2018. Allocating the expenses of a new rector for six months rather than for nine months would place the church in a better cash position. Fr. Flick said that it is unlikely that a new rector will be able to start until mid-2018. Other expense that are allocated include amounts paid for the rector's car; this should be changed to mileage.

Fr. Flick's salary is included in the payroll category for salaries. Salaries for 2018 include a 3% increase, as it has been some time since the staff has had raises.

It was noted that as part of his compensation package, Fr. Bryant received tuition for his three children to attend the school. It was noted that his salary was low, but he did receive compensation for his car and a housing allowance.

Clement Falayi asked if there will be an overlap of time with Fr. Flick and new rector. Fr. Flick said this is not typical. Glenn Criswell said it should not be an issue right now. Tom Sutton noted that next year could the church could experience some financial volatility.

Glenn Criswell has allocated \$10,000 for the new rector search. He said that we need to make "tweaks" in the 2018 budget spreadsheet. Fr. Flick said that the vestry can approve it at the next meeting in December.

#### **Outreach:**

Michelle Feagin asked if the church gave funds for outreach projects. Tom Sutton said that the outreach groups did raise funds, and the church adds to their funds. It was discussed to make a donation from the church to the Mission of Yahweh, as they can use the funds more efficiently than items purchased by individuals. Other areas of outreach that were suggested included asking those in our parish who do not have families, to go to a place like Mission on Yahweh on Christmas morning and play with children. It was also noted that since Fr. Flick cannot accept payments for weddings, funerals, etc., that the money can go into the rector's discretionary fund and from that fund, charitable donations can be made.

Fr. Flick noted that the church does have more money this year since it is not paying for rector expenses. With this temporary cash surplus, the vestry could possibly open the table to suggestions for improvements.

### **Banking:**

Margo Kaplan stated that Fr. Flick is a signatory on the discretionary fund. She had questions about the maintenance of some of the bank accounts. One good thing accomplished this year is that they were able to affect direct deposit for the employees. On the large account, it is necessary review signatories with each new vestry, and then perform any necessary maintenance.

### **Fr. Flick made the following announcement about upcoming Christmas services:**

- Advent reflection on Saturday, December 2, from 10:00 to 2:00.
- Reflective Christmas service on Sunday, December 24, at 10:00. It will be held in the library instead of the church.
- The 5:30 Christmas Eve family service.
- Christmas Eve service with music and brass.
- Eucharist on Christmas day.

Glenn Criswell made another notation concerning the budget for 2018. He wants to clean up the restricted funds to make more cash available for current needs. He noted that the current cash flow is good because the church is not paying a rector's compensation. Not having the rector related expenses gives the church over \$6,000 cash per month. To project for the 2018 budget, he said we take estimates for November and December, then use 2017 numbers, and compare that against the 2017 budget, and look for things that are out of line. Dana Sutton had done a schedule that utilized eight years of budgets. One of the biggest issues for a good budget is to have pledges that cover expenses. However, he noted that the church has a great expectation of beating the \$346,000 budget in the previous year.

Fr. Flick noted that new people came to our services on November 19. He invited them to the meal and visited with them, but no other people came to visit with them. Miranda was off that day. So far, these new people have not returned.

Faye Armstrong had a question about the selection of candidates for the four positions for diocesan council. Fr. Flick believes that we can find a better way to select candidates, and wants to think about it. He felt that perhaps we can invite people to volunteer. The parishioner must be in good standing. This is Canonically defined, but he noted that the "good standing" qualifications are minimal.

Tom Sutton noted the survey asks parishioners what they want in a rector. The survey will go to all members via email, although some hard copies will be available for those that want them. There will not be a mass mailing. The results of this survey will go into our profile.

**Motion #3:** Tom Sutton moved to adjourn at 8:18. The vestry adjourned and Fr. Flick called a brief meeting with outgoing vestry members, Clement Falayi and Cheryl Coppock to discuss the recruitment of four replacement vestry members.

Respectfully submitted,

Cheryl Coppock, Secretary