

St. David's Episcopal Church
Vestry Minutes
November 16, 2004

Members in attendance: Father David Pike, Jerri Hoffman, John Post, Tom George, Jerry Williams, Craig Leinbach, Bill Paff, Steve Leiby

Members not in attendance: Charlie Parker, Dawn Sonnenberg, Dave Byers, John Runcie, Deb Cornell

Others in attendance: Carolyn Jacobs

Opening Prayer: Father David opened the meeting with prayer.

Secretary's Report

Jerry Williams moved and Steve Leiby 2nd the motion that the secretary's report of October 19 be approved as presented. Motion carried.

Treasurer's Report

Craig Leinbach presented the treasurer's report and discussion followed. Motion was made by Jerry Williams and 2nd by Tom George that the treasurer's reported be accepted. Motion carried.

Rector's Report

Father David said that things are going well with the LEM (Lay Eucharist Minister) visitations. Motion was made by Jerry Williams and 2nd by Bill Paff that the rector's report be approved. Motion carried.

Sr. Warden's Report

Tom George said that Father David had received a letter of resignation from Charlotte Byers. Discussion followed on how her resignation would impact her committee.

Jr. Warden's Report

Jerry Williams mentioned a flyer that had been given out by the Friendship Baptist Church in looking for new attendees. John Post said that this avenue had been thought of by Renewal and Evangelism, but it hadn't received a big response. Discussion followed about how some of St. David's pamphlets had been looked at during the election by voters coming in to vote. Father David suggested that by the next election we should have flyers on what St. David's is all about scattered where visitors could look at them.

Areas of Ministry

Financial

Buildings and Grounds

The exterior signs are up, painting is being done, and inside work is complete. The chapel may be painted in the future, but not at this time. Father David said that the kitchen hood has been approved for use. Tom George has done a lot of work changing light bulbs. We are making progress on the doors in the nursery.

Memorials

There were no new memorials at this time.

Stewardship (Grace of Giving)

Pledges are coming in. Jerry Williams said that a follow-up letter will go out to individuals who have not pledged.

Communications

Jerri Hoffman said that a new ad had been put in the paper giving the church's website. There will be more ads in the paper about events at St. David's closer to December.

Outreach

Renewal and Evangelism

The Renewal and Evangelism Committee is planning a conference for November 5, 2005 with the Fultons. The cost of the conference will be approximately \$1,500 for conference expenses and traveling costs.

Outreach

Steve Leiby said he did not feel a New Persons' dinner in December would be a good idea. It will be planned for a later time.

Fellowship

No report as Charlie Parker was absent from the meeting.

Christian Education (report presented)

Deb Cornell was absent from the meeting but a Sunday School Christian Education report was presented. The Christmas Eve Pageant is set for the 7:00 p.m. church service. There will be no Sunday school on December 26 and January 2. Sunday School resumes on January 7, 2005. The various activities for all grades in the new year were mentioned. Discussion then followed regarding the purchase of a van by St. David's for various activities of the youth, as well as for other church functions. Jerry Williams thought that a committee should be created to discuss this purchase (Deb Cornell and John Runcie). Several vestry members were not for getting into this kind of purchase. It was decided that this subject would need some further discussion and study. The committee can present their findings in February.

OLD BUSINESS

Pew Cushions

Jerri said that money is coming in and preparations for the lunch on December 11 are moving well. We are ahead by \$1,000.

Diocesan Convention Dates

The dates for the upcoming convention will be either February 19 or March 5 or 19, 2005.

Three regional meetings (dates to be announced later) will be held in February and March. Vestry members are expected to attend at least one of them. The meetings will be followed by a Special Diocesan Convention on Saturday, April 23rd. Two budgets will be presented for discussion. The clergy and delegates will vote without discussion on both budgets. The selected budget will be announced.

The bishop will be at St. David's on Sunday, December 19th.

Rectory Flooring

The rectory flooring has been installed, and Father David said that it looks very nice.

Labyrinth Project Update

Father David said that a labyrinth project meeting was held. The committee's idea for the project is more elaborate than originally planned. The labyrinth will be completed no sooner than the spring of 2005.

Endowment Fund

Motion was made by John Post and 2nd by Jerry Williams to bring back onto the table the Endowment Resolution that was presented and tabled back in the September 21st vestry meeting (page 2 of minutes). Motion carried. (See attached resolution.)

It was mentioned that there would be no legal consequences for the establishment of an endowment fund. This would be under Jerry Williams' portfolio to develop the project. It may come back in the spring for vestry approval. The money from the endowment would be used for operation of the facilities. One of the vestry members raised the question as to why we would need an endowment fund, and it was answered by saying that an endowment provides for people to leave money in their will to the church for various purposes. It also provides continuing money for the church. If the funds are directly under the vestry supervision, it would be easier for the vestry to determine how they were to be used. Tom George made a motion that Jerry Williams devise a plan to look into setting up an endowment. If the endowment is an outside endowment, the principal cannot be used. If the vestry controls the endowment, the principal can be used.

It was discussed that a small committee needs to be formed to write up the endowment. This resolution allows us to take the next step. The vestry will determine how it is to be operated. The endowment would operate under St. David's bylaws. Craig Leinbach said that guidelines should be set up before the endowment is established. It was discussed

that an operating plan for receiving and investing money be set up before an endowment is established. The purpose for the endowment is 1) outreach and 2) building and operation of the facility. Jerry Williams will be setting up a committee.

Motion was made by John Post and 2nd by Tom George to establish the Endowment Fund, as proposed in the Resolution, but not to make it operational until the operating guidelines had been developed and approved by the vestry. Jerry Williams will try to form a small committee to develop the guidelines for presentation to the vestry within the next two months. Motion carried.

Bazaar Committee Startup

Tom George said that Carey Draeger is requesting \$300 for expenses prior to the bazaar. Jerry Hoffman suggested that we have a budget for food. Jerry Williams wondered if the bazaar committee (Andrea Flitton and Jan Folk) would approve this.

Motion was made by Bill Paff and 2nd by Tom George that the vestry advance the amount of \$300 to the bazaar committee for startup. The money is to be paid back to the vestry. Motion carried.

The proceeds from the bazaar will go toward adding new supplies to the church kitchen.

A meeting for hiring new clergy will be set up in the next couple of months.

NEW BUSINESS

The vestry received the resignation of Charlotte Byers. Bill Paff suggested that we wait until the election of new vestry members to refill Charlotte's position.

Bill Paff moved and Steve Leilby 2nd the motion that the opening left by Charlotte Byers' resignation be refilled at the next vestry election. Motion carried.

Payroll Services

As of December 31, 2004 the Diocese of Western Michigan will no longer provide payroll services for clergy and their staff. Craig Leinbach proposed that we contract with Paychex, a payroll service provider. One of the vestry members feels that we should be writing our own checks by using automated checks. He said that there is software to do it called Quickbook. Tom George mentioned that we do not have the internet in the office. Father David has been using his internet from home for office use. Bill Paff said that he felt we should use Paychex for the time being and look into the other way of writing checks on the computer in the future.

Motion was made to have Paychex write out checks for the staff. Motion carried (I did not get who made or 2nd the motion).

Steve Leiby suggested that we investigate having Sue Gabel learn how to use Quickbooks in the future to generate staff paychecks.

Counters

It was brought up at the vestry meeting that the counting for the Sunday morning collection plate had been way off for several Sundays. Craig Leinbach said that he would prepare a letter to the counters to try and resolve this problem.

Meeting adjourned at 9:45.

Respectfully submitted by
Carolyn Jacobs, Vestry Clerk

Approved Vestry Minutes