

St. Stephen's Episcopal Church  
**Meeting of the Vestry – January 20, 2013**

Clergy Present: Mary Slenski, Interim Rector; Debbie Veach, Deacon

Vestry Members Present: Vickie Balder, Bill Denton, John Salamone (Junior Warden), Kim Streeter, Sandy Bush, Gene England (Senior Warden), Ken Warner, Theresa Jackson

Vestry Members Absent: Linda Airhart

Also Present: Peggy Allen, Parish Treasurer, Matt Adams, James Willis, Dale Luchsinger

Gene England led the noon day prayer.

The Clerk's Report was presented. Sandy Bush made a motion to accept the Clerk's Report and Vickie Balder seconded the motion. All in favor to accept the Clerk's Report.

Treasurer's Report was presented. The November report was reviewed. November ended with a negative balance of -\$4,469 and a YTD balance of -\$4,564. A motion to accept the November report for audit was made by Gene England and seconded by Bill Denton. All in favor to accept the November Treasurer's Report for audit.

The December report was reviewed. \$4,600 of the pledge payment was from stock that was moved to the correct category however, pledge income still was above budget for the month. Expenses were in line for the month. The month of December ended with a net income of \$8,207. YTD the year ended with a net income of \$3,338. A motion to accept the December Treasurer's Report subject to audit was made by Sandy Bush and seconded by John Salamone. All in favor to accept the December Treasurer's Report for audit.

#### Committee Reports

Evangelism – Rev. Mary spoke with Anne Bucannon who reported that the website project is very close to going live.

Formation/Education – James Willis asked if we would be having a confirmation for any of our young people. Rev. Mary stated that she will be having a lenton series for confirmation. Mary would like to meet with the young people to discuss a plan.

Nominations – Biographies have been published and the slate will be presented at the annual meeting next Sunday.

Outreach – no report

Stewardship – no report

Parish Life – The Donald Lowe family was present at the 10:00 service today. It was nice to see Mr. Lowe here after burying his wife last week.

Property - \$297 has been spent to paint the parish offices. Mary thanked John Salamone and the Vestry for their work in making the office a welcoming space. The north and south doors of the church may need some work and may even need to be replaced. The Eagle street door handle is also loose and will need to have the locksmith work on it.

#### Information

Debbie Veach reported that she has an opportunity for some continuing education. Reflection on Ministry will meet quarterly for 3 years with topics geared towards Deacons. The cost is \$372 for a year which is budgeted.

Church insurance safety inspection report included a list of items that they would like to see changed:

- Crisis management relocation plan

- Development of guidelines for referring persons to a professional counselor

- Guidelines for when a new person can volunteer and credentials required.

- A Hold harmless agreement and a requirement of a copy of liability insurance for groups that use facility

There were also several smaller items to address but overall the report was good.

Steps of Interim Process – The Transition Committee’s next step is to meet with Debra Kessinger. The bishop will also be asking for a 3 year budget to show financial stability to any potential candidate.

Two people have spoke to Gene about continuing a tag sale. Gene has asked them to make a presentation to the Vestry.

#### Discussion

Copy machine contract –the Parish currently leases a Xerox copier. Lease is up this spring. There are 2 proposals. One for a refurbished machine that does color. The lease would cost \$20 less than our existing lease. Dennis is recommending the refurbished machine for consideration.

2013 Budget – There is a change to line 58 Audit Expense. The amount was increased to \$6,000 for a full audit which will need to be completed before the books are handed over to a new Rector. Actual numbers for Health Insurance and Interim Moving Expense have been inserted resulting in a change to Personnel Expense. The end result is a budgeted net income of -\$15,130. Question presented regarding the search process and what year’s budget it will fall into. The majority of the search expense will fall into the 2013 budget if we stay on target.

Discussion followed on the presentation of a negative budget to the Parish. A suggestion was made to add a revenue line to show additional revenue opportunities needed to track the Vestry and Parish’s success in bringing in necessary funds for operations.

Alter Flower Costs – Discussion concerning the recommended donation for Alter Flowers.

#### Decisions

Budget for 2013 was presented by the treasurer with the addition of fund development revenue line to bring us to a positive balance for the 2013 budget. Ken Warner made a motion approve the 2013 budget for presentation to the Parish at the annual meeting which was seconded by John Salamone. All in favor of the motion to accept the presented budget for presentation to the Parish at the Annual Meeting.

A motion to accept the contract presented by Indiana Business Equipment for the refurbished Cannon copier with the understanding that IBE will buy out the existing copier. Sandy Bush made the motion which was second by Theresa Jackson. All were in favor of accepting the IBE contract for a new copier.

A motion to accept a gift received by the Treasurer today that is to be used towards the search of the Rector. Vickie Balder made the motion which was seconded by Bill Denton. All in favor of accepting the gift to be used towards the search for a Rector.

The Vestry needs to approve changing the signature on the discretionary fund from Rev. Chip Chillington to the Rev. Mary Slenski. The motion was moved by Sandy Bush and seconded by Bill Denton. All in favor of approving the signature on the discretionary fund.

A motion was made by Sandy Bush to have a suggested donation of \$50 for Alter Flowers not including Easter and Christmas. The motion was seconded by Bill Denton. All in favor of a suggested donation of \$50 for Alter Flowers.

Imagine a Successful Interim Goals document was presented from the Vestry's special meeting on Sat. January 19.

**Primary Goals:**

Worship

Develop a digital presence

Financial

Engage new communities

**Secondary Goals:**

Formation

**What we hope to see at the end:**

Rooms occupied

Reverse trend in demographics

More diverse congregation

A motion was made by Sandy Bush to add the above document as an addendum to Interim Rector's Agreement. The motion was seconded by Ken Warner. All in favor of adding the Imagine a Successful Interim Goals document as an addendum to the Interim Rector Agreement.

The Winkle Report will also be used in conjunction with the Interim goals to engage the Parish.

A motion was made by Bill Denton to have the Clerk of the Vestry be responsible for posting approved minutes in the glass case in the Great Hall. The motion was seconded by Sandy Bush. All in favor.

Bill Denton asked if there can be clarification of the parking spots at the Masonic Temple. Peggy Allen will follow up with the Masonic Temple so that the Parish is aware of what spaces we are paying to use and so we can communicate to our Parish where and when parking is available.

Interim Rector Remarks followed.

During the Interim Rector's remarks the Vestry discussed their position on rubrics and the taking of communion. Consensus was to convey a welcome and open dialogue when communicating to members and visitors the practice of approaching the altar for blessings and communion.

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Dates:

Annual meeting January 27, 2013 at 11:30

Gene thanked Vickie Balder, John Salamone, and Theresa Jackson for serving on the vestry and best wishes to the nominees.

Theresa Jackson made a motion to adjourn the meeting which was seconded by Vickie Balder. All in favor to adjourn.

Respectfully Submitted,

Kim Streeter

Clerk of the Vestry