

**St. John's Episcopal Church**

**Vestry Meeting Minutes**

**March 12, 2008 (St. Gregory the Great, Bishop)**

**Present:**, Tom Ward (Senior Warden), Nicole Valtz, Alicia Faxon, Rob Watters (Junior Ward), Andrew Schieffelin (Treasurer), Lindsay Cannon (Clerk), Jim Ellis, Paul Cronin-Swalboski, Vira LeFilippo, Dawn Tesorero

**Also Present:** Steve Domienik, The Reverend Anne Fowler

**Absent:**, Claire Laton-Taylor , Manny Fernandez, Lori Deane

The meeting was called to order and opened with a prayer by The Reverend Anne Fowler at 7:32pm.

**Review & Approval of Minutes**

Minutes were approved per changes regarding "Present" and "Also Present".

**Rector's Remarks**

Anne thanked everyone that contributed to Gretchen's going away present. She also briefly discussed her attendance at Paul Daigneault Sr.'s funeral in Sandwich, MA.

**New Business**

**I. SCHEDULE AHEAD**

**A. Parish Workday:** There is a Parish Workday scheduled for March 15<sup>th</sup>, 2008 at 9:30am. We will be working on the Mural Room, it needs to be picked up and cleaned.

**B. Palm Sunday**

1. There will be services everyday during Holy Week. Anne encourages everyone to attend as many services as possible. These services are scheduled as follows: Monday, Tuesday and Wednesday at 6:30pm and Thursday, Friday and Saturday night Vigil at 7:30pm.

**C. The next regularly scheduled Vestry Meeting is April 9<sup>th</sup>.**

**D. Bishop Shaw's visit is still scheduled for May 10<sup>th</sup>, 2008.**

1. How do we invite the neighborhood? An invitation or flyer (Lori), can be put on the website; announcement in the JP Paper.
2. We should be sure to feature the visit as an Open House.

**E. Deanery Meeting:** Anne added that we will be hosting the Deanery Meeting and Dinner on May 6<sup>th</sup>. Anne will let everyone know what time it is scheduled for.

## II. STANDING RESOLUTIONS

**A. Vote, Standing Resolution #1 (reaffirmed annually):** *The Treasurer is allowed to authorize payments up to \$500.00 without prior approval of the Vestry. Expenditures over \$500.00, with the exception of standing orders such as utilities, salaries, insurance, pension payments, etc that are encompassed by the annual budget, require prior approval by the Finance Committee (or other Standing Committee appointed by the Vestry of St. John's Church).*

1. Vestry approved Standing Resolution #1.

**B. Vote, Standing Resolution #2 (reaffirmed annually):** *The Treasurer and Senior Warden (one signature required) are authorized to sign checks and other orders for withdrawal from parish checking and savings accounts currently held at the Roxbury Highland Bank of Jamaica Plain. In addition, St. John's bookkeeper is authorized to sign checks for payments duly authorized by the Treasurer or Senior Warden of St. John's Church.*

1. Vestry approved Standing Resolution #2.

**C. Vote, Standing Resolution #3 (reaffirmed annually):** *The Finance Committee is authorized to manage and make investment decisions regarding unrestricted Parish Endowment Funds, which are currently invested in accounts in the name of St. John's Church at Vanguard. The Vestry must review and authorize distributions from endowment funds for approved expenditures from said funds. The Treasurer and Senior Warden of St. John's Church (acting singly) are authorized to execute duly authorized transactions from the unrestricted parish endowment funds.*

1. Vestry approved Standing Resolution #3.

## III. PSP UPDATE

### **A. Budget and Scope for Spring Construction Activity**

1. To complete the construction will cost between \$73,000 and \$88,000. There is an outstanding, incremental fee for sight supervision that has come into question.
2. There was an increase in the original amount due to the request regarding the Mural Room.

### **B. Registry at "Toys R Us"**

1. There is a list of toys available that are needed to replace those that were thrown away due to being broken.

### **C. Other Issues/Opportunities for Furnishings**

1. Furnishings that are needed include Bulletin Boards and a Dry Erase Board.

## IV. FINANCIAL UPDATE & FUNDRAISING

### **A. Brick Campaign**

1. Nicole has gathered all the information from the orders placed and has a list together. There was a suggestion of posting the list and having people check off their information to make sure everything was correct.
2. Rob suggested breaking the Brick order into two large orders.

### **B. Insurance Plan**

1. We will most likely be going with the Diocesan Group Policy.

### **C. Task Force to Rent Downstairs Space**

1. The Committee working on this will be a temporary committee, but it is a very important committee.
2. We need to establish the basics such as: What type of tenant we want; how we price the space and what we are going to ask people to pay.
3. Tom suggested details of the Task Force be discussed more thoroughly when the bricks have been laid, as this serves as the emergency exit for the space. This will be discussed more at the next meeting.

## **V. COST MANAGEMENT AND SPENDING APPROVALS**

### **A. Supply Priest Coverage**

1. The issue of what will happen when Anne is not at Church or is on vacation. With Gretchen being gone, there needs to be a policy established regarding Supply Priest Coverage (should be planned to have Eucharist every Sunday).
  - a. How do we go about this in the future without an Associate Rector?
  - b. Suggestion was put forth about having a “trial run” with a Morning Prayer Service.
  - c. Alicia suggested putting this in the bulletin and getting feedback.
2. This is a budget issue. We can save money not having to find a Supply Priest.
3. Planning for May and August when Anne will be absent from Church:
  - a. May: Plan to have Morning Prayer. Tom suggested alternating the Morning Prayer and Eucharistic Services. How comfortable is the parish with Morning Prayer?
  - b. August: Alternate Morning Prayer with Communion for 5 weeks. It was stressed that this should be communicated to the Parish in advance.
  - c. Dawn suggested offering definitions/adult education for the website and in the announcements so people know what to expect. This would include reviewing core values and mission statement; reflecting and re-evaluating.
4. Tom will work on getting a Supply Priest for an additional Sunday.
5. Steve will do a one-page write up defining Morning Prayer.

### **B. Communications Committee Plans for “Glad Tidings” (Handout)**

1. See handout for details. Vira reviewed handout and discussed the goals regarding “Glad Tidings”
2. To cut out the cost of mailing and printing, “Glad Tidings” will be a web-based newsletter. “Glad Tidings” will be offered in PDF format for anyone wishing to print a hard copy.
3. All vestry members are encouraged to submit ideas.

## **VI. POPULATING COMMITTEES AND FINDING CHAIRS/LIAISONS**

- A. Parish Life**-Lori has volunteered to chair this committee.
- B. Outreach and Advocacy**-Dawn is willing to work on this committee.
- C. Finance**-well established, has a good amount of people.
- D. Communications**-needs more people
- E. Christian Education and Church School**-Adult Education, concerns about liaisons with the Church School.
- F. Buildings and Grounds**-needs to enlist more people.

**VII. OTHER ISSUES**

**A. Decisions about the Silent Auction and Yard Sale**

1. We need to think about who should lead the Silent Auction.
2. The Silent Auction is scheduled for the week after Memorial Day in June.
3. The calendar should stay as is, except the Silent Auction will be in June.

**Meeting was adjourned after a prayer led by the Reverend Anne Fowler at 9:11pm.**

Respectfully Submitted,  
Lindsay M. Cannon, Clerk