

Vestry Minutes December 11, 2008

Members present: Don McNeill, Bonnie Landis (new member), Charlotte Watson, Jean Mary Taylor, Bill Beene, Pete Plourd, Tom Varney, Chris Fleet, Fitz Wickham, Martha Ann Romoser, Bill Romoser (new member).

Absent: Pattie Jones, Jorie Martin, Andrea Pinard, and Sharon Maddox

Guest: Flemming Heegaard.

The Rector, Debbie Rutter, called the meeting to order at 7:30 pm. Opening prayers were offered, then general updates given by vestry members. Mike Ordower will have colon surgery on December 12th. Rev. Fitz Trumbore is in Shenandoah Hospital with pneumonia. Pattie Jones will be taking a medical six-month leave of absence from the vestry.

Minutes of the November 13, 2008 meeting were approved with corrections.

Treasurer's Report: Bill Beene gave this report in the absence of Sharon Maddox.

Through November, the parish operations and rental property show that we are about \$10,000.00 ahead, but Bill reminded us that the Diocesan pledge and Outreach have not been paid, which combined is about \$27,000. This, then, would put us at a minus \$15,000.00. Some miscellaneous income was received from Valley Energy and The Southerlands.

Bill had eliminated conference fees, but Debbie pointed out that this should really be under Council, which Bill will correct in 2009.

Fellowship is over budget due Halloween function and Advent Wreath Workshop. Debbie pointed out that the Advent Wreath Workshop should come out of Alter Guild and be paid back to Alter Guild.

Rental property: All is paid from Aspen and The Red Cross. We have only received \$100.00 from our apartment renter, which puts this young lady at least 3 months in arrears.

Bill briefly discussed the monies that have come in for Joe McDaniel, and he does not understand what is being done with it, how much is it and where is it. Bill sent Sharon a note requesting this information, but has not had an answer from Sharon to date. Perhaps we should contact the family and find out if they have any specific use in mind. We have to resolve this matter.

Sharon and Suzanne were to get together to review the memorials special account and give us a report. Not sure if this meeting has taken place or not. Debbie said she would call the McDaniel Family and see if they have anything in mind as we have some generic categories that could be mentioned to them. ie: programs, buildings, etc.

Pete Plourd reported that this week's collection was significantly higher than we have seen in the past couple of months. Rough estimate: \$7,000-\$8,000, usually it is between \$2,000-\$3,000.

Motion to accept Treasurer's Report as presented: Chris Seconded. Approved.

Rector's Report: Debbie reported that she will be away beginning December 28th to January 4th. Fritz Trumbore, hopefully, will supply in her absence.

The five o'clock service is still in formation and instead of a sermon the "little folks" and some of the "teens" will be involved in this service. If it does not unfold, then Debbie will give a sermon.

Debbie gave out a packet with Job Descriptions, which give a broad overview of each position; these are not in concrete and can be adjusted/changed. She pointed out that some positions are not in the packet; examples are: Long Range Planning and Christian Education. Please note there are more descriptions than there are vestry persons.

We will have, at our January meeting, the election of our officers, which are: Sr. and Jr. Wardens, Register and Treasurer. The Register and Treasurer do not have to be vestry members. Vestry assignments will be made after that meeting.

It is hopeful that we will have a Vestry retreat in February focusing on Vision 20/20 on which Chris has worked so long and hard.

Debbie introduced Flemming Heegaard who will discuss a new program, which it is hoped, this program will be the recipient of the United Thank Offering Grant from the Diocese of Virginia. Only two may be chosen from the Diocese and those two will be sent on to the National Church for possible selection.

This is not a Calvary Church project and the parish is not responsible if this project does not receive the grant.

This proposal is to fund a new and innovative pilot program of micro-credit for the vulnerable population of Warren County, Virginia. The primary target of the program will be women heads of households with children under 18 years of age.

This pilot program will provide credit counseling, assistance in the preparation of micro business plans and market research. This project (Valley Entrepreneurship Micro-Credit) is an outgrowth of the already established Community Transitional Housing Project (CTHP) a registered non-profit program for vulnerables in Warren County. A Summary of this proposal is attached. The submission of this grant request is due by December 15th. It is ready to go and the only thing that is needed is an approval/input from the vestry to proceed. A written statement to attach to this proposal or a letter from Debbie would be appropriate.

Debbie wanted a statement of support from the vestry for the minutes and then she will write an attachment letter to accompany the submission.

Bill Beene Made the motion that the vestry support the program, "Valley Entrepreneurship Micro-Credit Program" an outgrowth of the Community Transitional Housing Project presented by Flemming Heegaard, the application applying for the UTO Grant. Flemming Heegaard is a member of Calvary Episcopal Church. Second. Motion carried.

Senior Warden: Don McNeill asked Bill Beene for the Housing Allowance Resolution for the Rector. That Resolution reads as follows: **Resolution of Calvary Episcopal Church, Front Royal, Virginia December 11, 2008.**

Whereas the Reverend Deborah Rutter is employed as a minister of the Gospel by Calvary Episcopal Church in Front Royal, Virginia, which does not provide a residence for her, the vestry resolves that of the total annualized compensation of \$86,673 to be paid to the Reverend Rutter during 2009 that \$24,500.00 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986, as amended.

This stated parsonage allowance would remain in effect unless modified and approved by the church.

Don moved approval of the Resolution, Second: Tom. Motion carried. A written copy is attached with date correction and initialed by Bill Beene.

Jr. Warden: Fritz pointed out that the renter of the apartment at North Royal is a bit of unfinished business that will be passed on to the next vestry. This is a serious situation over there and should we remove her from the apartment, he wonders what will become of her. Come spring, Fitz suggests that a decision has to be made as to how to handle this situation. Her rent is supposed to be \$600.00 per month.

Charlotte suggested that we should tell her that she needs to get into a program such as the Transitional Housing or the Micro-Credit program, which would give her credit skills and open other avenues for her that would be of benefit. This will be addressed with the new vestry.

Lay Assistant: Jean Mary reported that she had given out calendars to the vestry members at the last meeting showing what activities have been scheduled, updates will be given as they occur.

A trip to the Pamunkey Reservation is scheduled for Monday, December 15th, departing at 7:30 a.m.. Six to seven people from Calvary are scheduled to go and 15-20 from other churches within the Diocese.

A youth presentation, hopefully, will be done at the 5:00 p.m. Christmas Eve Service. This is a works in progress.

Shae Parker made four information signs for us and will be place in the appropriate places in the church and parish hall.

Communication: Peg gave an update on the status of our revised website. She met with Paul Saviadge and he, in turn, has met with Libby. He now has access to get into the website. Paul will make some suggestions on what he thinks should be changed to make the site more user friendly and easy to make changes and updates on a routine basis. He will get back with us when he has completed his assessment.

Stewardship: Andrea Pinard. Debbie gave the following information, in the absence of Andrea. To date we have 95 pledges, which represents \$235,309.00. Bill said that we are going to make calls to try and get the outstanding pledge responses returned. Peg pointed out that 5 of the 95 pledge cards were not pledges, just returned cards as requested.

Patsy Bjorling will be meeting with us on January 14th. All that wish to attend are welcome. This week, December 14th, will be the Liturgical Ministries, which will be set up in the Parish Hall at the coffee hour.

Finance: Bill Beene reported that all the Pledged income for 2008 has not come in and we are about \$39,500 short as of the end of November. So far this year we have about \$26,000.00 in Un-Pledge income. There are 58 of these folks.

Bill referred us to the Financial Outlook for 2008 and “walked us through” a portion of this report. Bill was trying to project December income and expenses. He took the pledged income and the un-pledged income and figured that we would come up about \$16,000.00 short, if we paid everything we are suppose to pay this year. This could all change if we get big money from those that pledged and have yet to respond or donations could come in. Perhaps we will have fewer expenses than he has projected. We will just have to wait and see.

We have couple of things we have to do as we move into 2009: We cannot go into January with \$1.00 in our checking account. January is always a poor month for income, for example; January 2008 we received \$18,000.00 in income and \$30,000.00 in expenses. We have to enter into January with money in the bank. We will not know how much we can pay on the Diocesan Pledge and Outreach. What Bill needs from the vestry is consensus of how we going to prioritize the payments with the funds that we do have.

Tom reminded us that at our last meeting we agreed to use a 4% figure based on income for payment of the Outreach. Tom used the pledge income and the plate offerings only and came up with \$10,590.00 through the 30th of November. The 4% would also apply to monies in December. Bill feels that we need, in the checking account, around \$15,000-\$20,000.00. He does not want to use the line of credit to pay expenses; it is there for emergency use.

It was decided to pay the Outreach up to \$10,590.00 and the balance available would go to the Diocesan Pledge. Is there agreement on this suggestion? All were in agreement with this suggestion.

Bonnie said that she liked getting updated information on the status of her pledge, as she has forgotten to send payments in the past. Others were in agreement. Some discussion followed on this issue. Discussion followed on calling those who have not given and see if we can get them to contribute. Sending out mid-year statements is helpful.

Outreach: Tom Varney passed out information on Outreach Disbursements for 2008. He pointed out that \$500.00 has already been sent to Blue Ridge Opportunities. Tom reminded us that this is the last year for Iglesia Santa Maria. He reviewed the monies slated for each of the organizations listed. Tom said that he would not have a final figure on the Christmas shopping until the following week. The problem: is some people are shopping and donating, some are shopping, but wish to be reimbursed, some partial and some want total.

Tom proposes that the Outreach year go from November to November and funds left over be carried over to the next year. Tom also proposes that half of the Christmas offering go to the Episcopal Relief and Development Fund and half to the Senior Center. All were in favor of these proposals.

Memorials: Charlotte has no report. Pete said that VCU returned a check because they did not like the way he wrote the check. He did send the check back written as requested.

Fellowship: Martha Ann no report. However, Richard needs finger food, drinks etc. for the reception following the 6th Dimension Hand Bell Concert.

Long Range Planning: Chris reported that he is working on the final section of the Vision 20/20 report and it will be a summary and recommendations and a charge to the next vestry. He hopes to have this available by the next vestry meeting. This then would serve as a starting point for discussion at our mini retreat in February. We have recommendations and there are 7 major bullet points that go along with that. Chris thanked all for their input to the individual ministries and vision statements and if anyone wanted to make changes or additions they should be done as soon as possible. He plans to issue an addendum to the draft report that is already out.

Chris also mentioned that we are going to have to come to grips with these budget deficits and figure out how to deal with them. As Bill said we are just barely getting by.

Region 14/Diocese of Virginia: Andrea will be going to Council. Debbie reported that the pre-council meeting is the 10th of January at Good Shepherd, Burke. The Council Meeting is January 23-24 in Reston, Va.

Old Business: Shrine Mont Retreat, Martha Ann wants to put together a retreat there.

New Business: Jean Mary told us that Barbara Savidge has really done a super job with the Halloween and the Christmas parties. Give Barbara a pat on the back, when you see her, for a job well done. Tom Varney mentioned that we have shopped for 27 children and may be 31 before it is all said and done.

Refreshments for the next meeting: Bill
Sunday Review of Vestry: Chris: 8:00 and Don: 10:30
Topics: Pledges, Support UTO, Outreach
Newsletter Article: Debbie

Planning meeting will be Wednesday January 14th and the Vestry Meeting will be January 15th at 7:30 P.M.

Closing Blessing given.

There being no further business the meeting adjourned at 9:30P.M.

Respectfully submitted,

Margaret Goodyear
Register: Calvary Episcopal Church

