

St. Francis Episcopal Church
Potomac Parish
Vestry Minutes
February 15, 2011

The Vestry convened on Tuesday, February 15, 2011 at 7:30 p.m. in the Kincaid Library, the Rector presiding. Vestry members present: Ms. Bahar, Mr. Wilson, Mr. Ellsworth, Ms. Young, Mr. Bachman, Mr. Gardiner, Mr. Baker, Ms. Jillings, Mr. Van Egmond, Mr. Whatley, Ms. Seward. Not in attendance: Mr. Jannotta, Ms. Tendall, Ms. Brinkmann. Also in attendance: Mr. Bassett, Ms. Riddle, Mr. Hirsch, and Ms. Tabner Thayer.

The Rector opened with prayer.

The Rector welcomed the new Vestry members. Ms. Bahar explained that the wardens will have conversations with all Vestry members in the next week and respectfully request that each take on one of the following portfolios: Christian Education, Administrative, Worship, Outreach, Stewardship, Communications, Youth, Finance, Property, Fellowship, Newcomers/Pastoral Care. Each member will be asked to reflect on the vision and expectations of the portfolio in collaboration with the wardens. Brief written portfolio descriptions could emerge. The Vestry member assigned to a particular portfolio will have accountability and oversight but need not be responsible for chairing a committee or taking on all of the duties.

ELECTION OF VESTRY OFFICERS

Pursuant to unanimous vote, the following were elected: Jody Tabner Thayer, Clerk; Joel Bassett, Legal Counsel, Gary Bachman, Treasurer, Bill Tull and Norm Baker, Assistant Treasurers. The Rector thanked all for their continued service.

APPROVAL OF MINUTES

The Rector noted that the minutes of the January meeting were deemed approved as distributed electronically.

FINANCIAL REPORT

Mr. Bachman distributed a January 2011 year-end income statement (attached hereto). Pledge revenue is less than the month of January 2010, primarily due to fewer large payments this year.

2011 Budget

Mr. Bachman distributed and reviewed a proposed 2011 balanced budget (attached hereto). The budget has reduced expectations for pledge revenue but contains an increase in our payments from St. Andrew's Episcopal School (SAES) as stipulated in the lease. Mr. Bachman explained that there is a revenue figure for utilities because SAES pays a proportionate share. The \$7,000 transfer from reserves is to achieve a balanced budget and the \$4,000 from gifts and memorials is for the music program. With respect to expenses, the proposed budget allows for a very modest salary increase for the Rector, Mr. Ellsworth, and Mr. Davison. There will be a one-year decline in salaries under Worships and Programs because of the anticipated 4-month gap in salary for a youth minister and 6-month gap in salary for an assistant organist. Mr. Bachman noted that we cannot expect such savings to occur in future budgets. There is also a proposed reduction of \$5,000 in choir leader payments and \$4,000 in building and maintenance expenses. Other expenses largely reflect existing contracts or otherwise fixed costs. Mr. Bachman reminded the Vestry that members have previously authorized up to \$30,000 in property expenses and \$5,000

in technology expenses to come out of the liquid assets, and that the Vestry might anticipate approval for future phone equipment purchases. Pursuant to a motion made by Mr. Bachman, seconded by Mr. Baker and passed by unanimous vote, the Vestry approved the proposed 2011 budget as presented.

COMMITTEE REPORTS AND UPDATES

Mr. Gardiner and Mr. Hirsch reported that the IT issues are largely resolved, and the email system is functioning. Both are getting quotes for new computers and these will be purchased in the next few weeks. Our IT service provider determined that reporting the hacking to the authorities would be in vain because we are unable to trace the hacker. We expect to enter into an agreement to use this provider for our future IT needs.

Ms. Jillings stated that the Outreach Committee will meet in the next few weeks to identify the organizations to which we will give funds.

Ms. Young noted that there are approximately 10 Pastoral Visitors, led by Sue Tull, who visit parishioners in homes or hospitals. Sue will put a message and reminder in an upcoming issue of *Sounds* and the visitors are also reaching out to those identified in the Every Member canvas.

Mr. Hirsch stated that 24 youth will go on the ski trip this weekend. Mr. Hirsch also noted that the Youth Council is being re-established. This body is not tasked with running the youth program or filling any vacancy, but rather is a support and planning group for our youth minister.

Mr. Wilson stated that the approved property maintenance items will be undertaken once warmer weather is here. He will also discuss with SAES the need to tidy up the cribbery after its use.

OLD BUSINESS

2011 Annual Meeting

Ms. Bahar stated that she had received summaries of the parishioners' round table discussions from many Vestry members and most centered on ideas for increased fellowship.

Diocesan Convention

The Rector stated that no matters of great importance occurred, and directed members and parishioners to his summary article in *Sounds*.

NEW BUSINESS

Property

Mr. Wilson and Mr. Bachman reported on discussions with SAES about their expansion needs as the school seeks to have two classes at each primary grade level. SAES has inquired about securing an option to lease the youth room for classroom space. Under SAES's proposal, there will be a joint committee of Vestry members and SAES board members to continue the discussion and evaluate any proposals.

Parochial Report

The Rector distributed copies of the proposed 2010 report of St. Francis to the Diocese (attached hereto). The report shows that average attendance for Sunday services was 260, attendance at Easter services was 774, and Church School enrollment was 110 (144 in 2009). The Rector also

distributed for the Vestry's consideration a comparison of report figures for the years 2000, 2005, 2009 and 2010; two Tables of Statistics of the Episcopal Church (comparing 2004 and 2009); and bar graphs depicting participation and giving trends among area dioceses and parishes. The Rector, Mr. Bachman and Ms. Thayer signed the report.

Farewell to Youth Minister

All of the Vestry members thanked Mr. Hirsch for his dedication and service as youth minister and Anna Hirsch for her generosity and contributions. Mr. Ellsworth noted that the youth had a farewell evening recently and that the entire parish is invited to a desert potluck on February 22, 2011 in Anna and David's honor. Mr. Hirsch thanked the Vestry for their "unreasonable" support of his work and the youth, and encouraged all to be brave and faithful. Mr. Hirsch said that he and Anna will dearly miss the entire community of St. Francis.

Mr. Ellsworth closed the meeting with prayer.

The next meeting is Tuesday, March 15, 2011 at 7:30 pm in the Kincaid Library.

Respectfully submitted,
Jody Tabner Thayer
Clerk of the Vestry