

St. Francis Episcopal Church
Potomac Parish
Vestry Minutes
January 18, 2011

The Vestry convened on Tuesday, January 18, 2011 at 7:30 p.m. in the Kincaid Library, the Rector presiding. Vestry members present: Mr. Wilson, Mr. Ellsworth, Ms. Austin, Ms. Tendall, Ms. Young, Mr. Bachman, Mr. Gardiner, Ms. Tozer, Mr. Harper, Mr. Baker, Ms. Wallace, Ms. Brinkmann. Not in attendance: Ms. Jillings, Mr. Jannotta, Mr. Daly Also in attendance: Mr. Bassett, Ms. Riddle, Mr. Hirsch, Ms. Dolan, Ms. Bahar and Ms. Tabner Thayer.

The Rector opened with prayer. The Rector welcomed Laurel Bahar who has been nominated for the position of Senior Warden.

APPROVAL OF MINUTES

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

FINANCIAL REPORT

Mr. Bachman distributed a 2010 year-end income statement (attached hereto). Pledge revenue totaled \$43,000 below 2009 and \$83,000 below budget while expenses were \$16,000 below budget. The church experienced a deficit of \$65,000 which Mr. Bachman described as unsustainable. The year-end balance sheet (attached hereto) shows a nearly \$150,000 increase in assets from 2009, largely due to the receipt of gifts. Mr. Bachman also distributed the year-end Gifts and Memorials statement (attached hereto). The Total Assets line item in the balance sheet reflects the total gifts the church received less amounts spent on capital projects and absorption of the deficit.

COMMITTEE REPORTS AND UPDATES

Ms. Tendall announced that the Flower Guild, led by Nancy Byrd, will again be offering a training session on a Saturday, most likely in March.

Mr. Gardiner and Mr. Hirsch updated the Vestry on the church's IT issues. An outside consultant determined that recent problems are attributable to the system having been hacked into. This company will do the required work and submit a proposal for our future IT needs. Mr. Hirsch stated that our current technical assistance company should have discovered the hacking and several Vestry members stated that we should address this with the company and should consider whether the hacker can be identified.

Ms. Austin noted that the newcomers' reception will most likely occur in February. There are four families with young children and two couples who will be invited. Ms. Brinkmann offered the Communications Committee's assistance.

OLD BUSINESS

Stewardship Committee Memo

Ms. Brinkmann noted that she distributed the Committee's report to Vestry members' mailboxes. Both the Rector and Ms. Tozer thanked and complimented Ms. Brinkmann and Mr. Kuckelman on the report's thoroughness. Ms. Brinkmann noted that the every member canvas revealed a

diverse group of parishioners. Some parishioners are yearning to be more involved in the church and we should determine how to connect them with the work of the church. Ms. Brinkmann suggested there be year-to-year continuity of the committee chairs, and the Rector agreed, noting that in prior years, we had a committee chair and vice chair who succeeded to the chairs role in the following year.

2011 Annual Meeting

Ms. Tozer passed around the draft Vestry annual report which will go to print tomorrow. The Vestry discussed the format of the meeting, agreeing that round table discussions of prior years have produced meaningful information for the Vestry's consideration leading, for example, to the formation of the growth and parish finances task forces. We will again use round tables this year, and a Vestry member will be present at each table to lead a discussion of how each parishioner will contribute to the work of the parish going forward. Ms. Tozer will distribute brief guidelines to all members by email.

NEW BUSINESS

2011 Budget

Mr. Bachman distributed and reviewed a second draft 2011 budget (attached hereto). The draft provides for a deficit of around \$20,000. The change arises from revising pledge revenue down to \$890,000, reflecting 2010's decline, and the deletion of the three percent salary increase for the Rector, Mr. Ellsworth, and Mr. Davison. The church will realize some savings with an anticipated five month gap in salary for a youth minister. Both Ms. Tozer and the Rector stated that the gap is not attributable to finances, but is rather a planned interlude that allows for a careful search process and time for absorbing Mr. Hirsch's departure. Craig Windham and many parents are excited about and planning for the continuance of youth group activities. The Vestry had a brief discussion about the priorities of our programs, with the Rector noting the health of the balance sheet and the Vestry's duty to use our gifts in the service of the Lord. Mr. Bachman will email Vestry members a copy of the draft budget and asks that input be sent to him and Mr. Wilson. The Vestry will consider a final version of the 2011 budget at its next meeting.

Swan Songs

The Rector stated the Vestry's appreciation for Mr. Daly's work on the Vestry, as well as the continued service by Ms. Thayer and Mr. Bassett. Vestry members whose terms are expiring also addressed the group. Mr. Harper stated that he enjoyed getting to know the other members and learning how the church operates. Ms. Wallace stated that her service has been a wonderful experience in which her faith has grown and she has fond memories of many special moments. Ms. Austin expressed her great love for this church and the sincerity of the Vestry, and her belief that she has more that she would like to do. Ms. Tozer stated that it has been an honor and a privilege to serve as the Rector's junior and senior warden.

Mr. Ellsworth closed the meeting with prayer.

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

Respectfully submitted,
Jody Tabner Thayer
Clerk of the Vestry