

St. Francis Episcopal Church
Potomac Parish
Vestry Minutes
September 20, 2011

The Vestry convened on Tuesday, September 20, 2011 at 7:30 p.m. in the Kincaid Library, the Rector presiding. Vestry members present: Ms. Young, Mr. Ellsworth, Mr. Bachman, Mr. Whatley, Ms. Seward, Mr. Baker, Mr. Wilson, Ms. Brinkmann, Mr. Van Egmond, Mr. Gardiner. Not in attendance: Ms. Bahar, Mr. Jannotta, Ms. Jillings. Also in attendance: Mr. Bassett, Ms. Riddle, Ms. Dolan, Mr. Wyatt, and Ms. Tabner Thayer.

The Rector opened with prayer.

The Rector reminded the members that there is a vacancy because Ms. Tendall resigned for personal reasons. Ms. Tendall's term expires in January 2012 so the Vestry may elect someone to serve for the next several months or wait to nominate someone to be elected at the annual meeting.

APPROVAL OF MINUTES

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

FINANCIAL REPORT

Mr. Bachman distributed an August 2011 year-to-date income statement (attached hereto). Year-to-date revenue is nearly at budget, largely due to a less than typical drop in August pledge revenue. Expenses are below budget, primarily because of savings in the Youth budget. Mr. Bachman noted that the 2012 budget will need to account for a full-year salary for an assistant organist and Youth Minister.

PORTFOLIO REPORTS

Mr. Gardiner reported that we have purchased the new phones and they will soon be installed on a weekend. The need to rewire the building has been a larger than anticipated task.

Mr. Ellsworth stated that three applicants for the position of Youth Minister have visited the church and one is returning at the end of this week and will attend Bible Study. The committee, which includes Mr. Ellsworth, Ms. Bahar, Mr. Jannotta, Cathleen Blanton, Pat McNeilly, Craig Windham, and Victoria Ellsworth, is nearing a decision on the recommendations that the committee will make to the Rector.

Ms. Young reported that the Sunday school is off to a good start with talented and energetic teachers. There are eight students in Communion Enrichment class. October 16 will be the Outreach Program.

Mr. Wilson reminded the members that in December 2010, the Vestry authorized the expenditure of \$30,000 from the Yin bequest for various property work, all of which has been completed except for site electric work. Mr. Wilson explained that the trim on the Parish Hall and library requires repair. Mr. Wilson recommends that the trim work, as well as the steeple lighting and timer on the front door sconces, be done first, to be followed by the repair to the post lights. Mr. Bachman made a motion, seconded by Mr. Wilson, and passed by unanimous vote, to authorize the Property Committee to redirect the remaining \$4,000 of the \$30,000 originally authorized for electric work to the repair of the trim, and to authorize the expenditure of an additional \$4,000 from the Yin bequest to complete the trim repair project. The Property Committee will study further and receive bids for the work to be done on the post lights. In response to Mr. Bassett's question, Mr. Wilson noted that the church

property thankfully sustained no evident damage from the earthquake. The rain storms caused clogging of the drain near the undercroft, and thus some water damage, and demonstrated that several gutters need to be realigned.

The Rector distributed a review of Julie Keim's performance in the September 11 Choralis, as well as letters concerning gifts of an additional \$39,300 from the Yin bequest and \$15,000 from Bill Smythe's estate. The Rector reminded the Vestry that we will not have a seminarian this year because no one applied for the position. While only 25 candidates comprise this year's class at the Virginia Seminary, next year's class has nearly 100 candidates.

PENDING BUSINESS

Mr. Wilson discussed the Financial Task Force's proposed Resolution for the Implementation of a Restoration Campaign (attached hereto). The Rector noted that different professional assistance might be called on to 1) ascertain the inclination of parishioners to support the project and 2) determine the best way to raise the required funds. Mr. Baker made a motion, seconded by Mr. Wilson, and passed by unanimous vote, to adopt the resolution. Mr. Baker presented the task force's Resolution for the Implementation of Planned Giving (attached hereto). Mr. Baker made a motion, seconded by Mr. Wilson, and passed by unanimous vote, to adopt the resolution.

The Rector again noted that we have three-year terms for Diocesan convention delegates, and suggested that the Vestry resolve at the October meeting whether to continue electing delegates for that length of time. We may have three delegates, and currently two seats are vacant.

NEW BUSINESS

Ms. Brinkmann, chair of the Stewardship Committee, said that work is well underway. The Committee members are Devar Burbage (chair of the 2012 Stewardship Campaign), Clay Hough (chair-elect of the 2013 campaign), Ms. Bahar, Mr. Bachman, David Kuckelman, Missy Beall, and Duncan Mackercher. The preliminary campaign schedule includes: placing four to six pieces in *Sounds*, three lay speakers, a sermon by the Rector, a presentation by Mr. Ellsworth at Adult Forum, interviews by Craig Windham, mailing of pledge cards on October 22, and Stewardship Sunday on November 6. Ms. Brinkmann emphasized that the personal appeal from one parishioner to another is very powerful, and encouraged Vestry members to have those conversations. There will be no every member canvas. Ms. Brinkmann expressed interest in a new directory being prepared.

Watch in *Sounds* for a piece by the Rector on increasing church membership with the theme: "Invite someone you know to something you love."

Mr. Ellsworth closed the meeting with prayer.

The next meetings will be Tuesday, October 18, 2011, and Tuesday, November 15 at 7:30 pm in the Kincaid Library.

Respectfully submitted,
Jody Tabner Thayer
Clerk of the Vestry