

St. John's Parish
Vestry Meeting Minutes
January 25, 2015

Present: Bruce Massey, Mark Cook, Jason Weibel, Charles Chaney, Jr. Warden; Stephny Lietuvnikas, Grace Bennett, Associate of Youth & Young Adults; Betty Thompson, Katherine Foreman, Jose Velazquez, Sherrie Burkholder, Howard Whittington, David McKinley, David Davis, Treasurer; & Dr. Ann Boyd, Rector

Absent: Pieter Bickford, Deanna Soulis

- I. The meeting was called to order by the Rector at 7:00 P.M.
- II. A motion was made by Jason Weibel to accept the minutes of the 12.17.2014 Vestry meeting as printed.
 - a. Seconded by David McKinley
 - b. Motion passed
- III. The oath of office was administered to the 2015-2018 Vestry class
- IV. Reports
 - a. There were no reports from the officers due to proximity of the Annual meeting
 - b. Rector's Report—Ann Boyd
 - i. Reviewed her activities report with Vestry
 - ii. Diocesan Standing Committee released letter sent to Bishop Heather Cook requesting her resignation.
 - iii. Easter
 1. Vigil
 - a. Rotates among the parishes in the region
 - b. St. John's hosted last year's Vigil
 2. Considering a sunrise service
 - a. 8:00 & 10:15 AM services would still be celebrated
 - b. Asked Vestry to provide feedback
 - c. Associate for Youth & Young Adults—Grace Bennett
 - i. Diocesan Youth Leadership Conference
 1. February 8, 2015 from 1:00-5:00 PM
 2. St. Mary's Chapel
 - ii. Sunday School Teacher Appreciation Breakfast on February 15, 2015
 - iii. Tacos & Theology
 1. Informal gathering for Christian Formation
 2. Tuesdays at Cinco De Mayo restaurant
 - d. St. John's Shelter—submitted as printed
- V. Old Business
 - a. A motion was made by Ann Boyd for the Vestry to affirm the appointment of David Davis as Treasurer and Ruth Ann Ogle as Registrar for 2015.
 - i. Seconded by David McKinley
 - ii. Motion passed
 - b. A motion was made by Stephny Lietuvnikas to elect Charles Chaney by unanimous acclamation as Junior Warden for 2015.
 - i. Seconded by David McKinley
 - ii. Motion passed

- c. A motion was made by Charles Chaney to recognize Betty Markle and the members of the Parish Life Commission as the Ministry of the Month.
 - i. Seconded by Stephny Lietuvnikas
 - ii. Motion passed
- d. A motion was made by Stephny Lietuvnikas to disburse the proceeds of the Haitian Art Show in the amount \$3,600 in the following manner: \$1,800 to the Associate Rector's Endowment Fund, \$900 to St. Etienne's or other Haitian outreach and \$900 to Youth Ministries.
 - i. Seconded by Charles Chaney
 - ii. Motion passed
- e. A motion was made by Mark Cook and seconded by David McKinley to reaffirm \$14,000 of the Rector's annual salary as housing allowance.
 - i. Required by IRS
 - ii. Motion passed
- f. A motion was made by Charles Chaney and seconded by Betty Thompson to adopt Financial Policy Manual.
 - i. Policy may be revised as needed
 - ii. Will be reviewed February 7, 2015 with Commission chairmen and Vestry.
- g. A motion was made by Katherine Foreman and seconded by David McKinley to authorize the Junior Warden to update property and equipment list of items over \$1,000 each year to be completed no later than December 30th.
 - i. Audit Committee recommendation
 - ii. Will not be added to balance sheet
 - iii. Could be included once a property list is established
 - iv. Assist in making insurance claim
 - v. Motion passed
- h. A motion was made by David McKinley and seconded by Mark Cook to authorize the Personnel Committee to review annually review employee W-2, W-4, 19 and 941 forms each February to ensure accuracy and completeness.
 - i. Audit Committee recommendation
 - ii. Motion passed
- i. A motion was made by Mark Cook and seconded by David McKinley designating the Rector and the Treasurer to acknowledge any contingencies or commitments facing the church.
 - i. Audit Committee recommendation
 - ii. Motion passed

VI. New Business

- a. A motion was made by Mark Cook and seconded by David McKinley to make an exception to the by-laws to permit Deanna Soulis to serve an additional year as Senior Warden;
 - i. Prior to 2011 Junior and Senior Wardens required to be members of the Vestry.
 - ii. Terms limited to 3 years
 - iii. Rector concerned that a disruption to the leadership team would be detrimental to the Parish's momentum
 - iv. Rector's tenure is less than 2 years
 - v. Motion passed

- b. A motion was made by Mark Cook to hold in abeyance the clause of the by-laws limiting the appointment of Senior Warden to 3 years.
 - i. Seconded by David McKinley
 - ii. Motion passed
- c. A motion was made by Mark Cook to affirm the Rector's appointment of Deanna Soulis as Senior Warden for 2015.
 - i. Seconded by David McKinley
 - ii. Motion passed
- d. A motion was made by Charles Chaney and seconded by Mark Cook to approve the Parish Parochial Report.
 - i. Vestry required to approve
 - ii. St. John's Diocesan pledge is based upon the parochial report
 - iii. National church uses information to provide parish profile for potential Rector candidates
 - iv. Includes
 - 1. Number of communicants in good standing
 - a. Under 16 years of age
 - b. Over 16 years of age
 - 2. Number of services
 - 3. Number of baptisms, confirmations and those received into the Episcopal church
 - 4. Financial condition of parish
 - v. Motion passed
- e. A motion was made by Stephny Lietuvnikas and seconded by Katherine Foreman to approve a corporate credit policy.
 - i. Current credit card has lapsed
 - 1. Purchases must be made out-of-pocket and reimbursed
 - 2. In some cases, expenses could be considerable
 - ii. Obtained Diocesan policy
 - iii. Defines who would be eligible to receive credit card
 - iv. Requires written acknowledgment of responsibilities
 - v. Receipts required for all transactions
 - vi. Motion passed
- f. A motion was made by David McKinley and seconded by Mark Cook to authorize Treasurer to open a corporate credit card account.
 - i. Determination as to corporate representative made once the account is opened
 - ii. Motion Passed
- g. A motion was made by David McKinley and seconded by Jason Weibel to authorize the Treasurer to transfer up to \$26,000 from the Unrestricted Endowment to the PNC checking account.
 - i. Treasurer will provide Wardens notice two days prior to withdraw and inform the Vestry at the next regularly scheduled meeting.
 - ii. Motion passed
- h. New Vestry Member Mentors
 - i. Mark Cook will mentor Jason Weibel
 - ii. Howard Whittington will mentor Bruce Massey
 - iii. Betty Thompson will mentor Sherrie Burkholder

- iv. Charles Chaney will mentor Jose Velazquez
- i. Commission Liaisons
 - i. Vestry members requested to make selection and notify Junior Warden
 - ii. Current Liaisons
 - 1. Christian Stewardship
 - a. Mark Cook
 - b. Katherine Foreman
 - c. Pieter Bickford
 - 2. Fabric & Grounds
 - a. David McKinley
 - b. Charles Chaney
 - 3. Service & Outreach—Stephny Lietuvnikas
 - 4. Parish Life—Sherrie Burkholder
 - 5. Welcoming—Howard Whittington
 - 6. Christian Formation
 - a. Betty Thompson
 - b. Ann Boyd
- VII. Commission Reports—submitted as printed

Respectfully Submitted;

Ruth Ann Ogle, Registrar