

**Galilee Church Vestry Minutes
18 December 2018**

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| Present: | Father Andy Buchanan | Beth Bakhshi | Jodie Berndt |
| | Hunter Folck | Jimmy Jordan | Peter Kraus |
| | Page Miyares | Molly Rueger | Archie Simmons |
| | Annabelle Stiffler | Lee Woodard | Susan Wynne |

Absent: Father Patrick Bush Henry Conde Harry Thetford

Call to Order: The meeting was called to order at 7:04 pm.

Prayer: Opening prayer was offered by Father Buchanan.

Approval of Minutes: The minutes of the 13 November 2018 vestry meeting were approved as corrected.

Rector's Report:

- **Church Bylaws:** The existence of Galilee bylaws will continue to be researched; however, the current findings indicate that Galilee does not have bylaws. Father Andy will discuss this issue with the Diocese and provide additional information after further research. Several vestry members feel that bylaws are needed.

- **9 am Worship Service Leader:** Father Andy formed a committee to search for a worship leader for the 9 am contemporary worship service. The committee asked two key questions to help define their work. First, could they address questions regarding the flow and structure of the service and offer suggestions for the future? Father Andy is inclined to extend them that latitude. Second, could the position of Worship Leader be made a full-time position? Father Andy felt that this change would be unlikely as the current number of full-time staff is about where it should be for a church the size of Galilee and the responsibilities of the worship leader do not require full-time work.

- **Staffing:** Father Andy clarified that all church staff hiring/firing is handled by the rector; vestry members should not be involved. Procedures regarding staffing are addressed in the Galilee Policies and Procedures Manual.

- **Diocesan Bishop Search:** A Diocesan Profile, for use by potential candidates, is currently being produced and should go on-line by the end of January. Candidate submission will be open for the subsequent two months, followed by a reduction in the candidate list during the April/May timeframe. A diocesan meeting for a special election should occur in mid-fall.

- **Galilee Ministries:** The Prison Angel Ministry, overseen by Ruth Wilkins, was a wonderful experience; parishioner participation was broad. Despite inclement weather, the Galilee Christmas carolers, led by Michelli Booker, provided love, carols and cookies to many in

our Galilee community. The Women's Bible Study had a wonderful fall under the leadership of Laura Kraus.

- **Sanctuary Renovation:** Additional changes within the sanctuary are being researched, primarily regarding use of space and possible organ/piano/instrument/choir relocation.

Senior Warden's Report:

- The Diocesan Council will meet in Williamsburg on 8 and 9 February 2019. Galilee's delegates will be: Dianne Frantz, Bud Syme, Lee Woodard, and David Wynne.
- The WOG Harvest Bazaar was a great success; reported profits to date are \$19,585.31.
- The Cookie Walk generated \$1,300.
- Results of the Church Security Assessment will be discussed on 17 January 2019 with the Rector, staff, and Junior and Senior Wardens.
- Meghan Stufflebeem, the current director of Galilee Montessori School (GMS), accompanied by Jessica Langley, who will assume the directorship in January, spoke to the vestry regarding extending the GMS to include 4th and 5th grades and asked that vestry consider her request for this extension. She stated that: numerous parents have expressed interest in keeping their children in GMS through 5th grade; enrollment in current grades has grown significantly and would thus potentially provide more students remaining enrolled through 5th grade than was previously experienced when upper elementary classes were offered; the cost would be minimal while profit would increase; and extending the program through 5th grade would likely increase student retention at the school, especially by families with several children enrolled. She also stated that the 4th and 5th grade programs might be developed as a hybrid curriculum to help transition students from Montessori to traditional schooling.

After thanking and excusing the directors, the vestry discussed the request. Areas of interest and concern included the partnership between the church and school, the need for additional space to accommodate the school, overall best-use of space and property throughout the church buildings and grounds, and the need for an active school board. The decision on the request was tabled until January.

Junior Warden's Report:

- Routine maintenance completed during November included: kitchen HVAC compressor replacement, fall landscaping and tree trimming, rectory electrical work, and GMS water heater replacement.
- Further Columbarium T1-11 work is required on wall D where rot has developed. Wall D may now be prepared for use; walls A, B, and C are occupied but not full.

Treasurer's Report:

- For the month of November, both monthly and cumulative attendance was down by 6.2% and 1.8% respectively.

- Both monthly and year-to-date (YTD) pledge revenues were below budget by approximately \$50,000 and \$31,500 respectively.
- Monthly expenses were slightly below budget; YTD expenses were above budget by approximately \$31,500.
- Both monthly and YTD GMS tuition was below budget.
- **2019 Budget:** The church budget is driven primarily by parishioner pledges, staff salaries, and the GMS. Since the previous review of the proposed budget, one minor change was made. Several questions arose regarding the method used for determining amounts budgeted for individual line items. Strong appreciation was expressed by the entire vestry for the extensive and talented work provided by Archie Simmons as church treasurer. A motion to approve the 2019 budget was made and seconded; the motion was approved.
- **Sanctuary Renovation:** \$1.8 has been pledged to fund the renovation, with most payments being made over a 4-year period. Projected cash flow has been determined for each of the 4 years (July-June timeframes). Since work will be completed and payment required in 2019, a loan will be necessary; the Finance Committee is working on determining the specifics of the loan. There will be a projected excess of approximately \$300,000; the Finance Committee will discuss how best to utilize this excess.
- **Audit:** The 2017 audit was completed on 31 October 2018. The auditors provided a governance letter specifying their observations, comments, and recommendations on seven areas within the audit. An outside CPA, who will make quarterly visits to Galilee, has been hired to help address the areas of concern.

Old Business: None

New Business:

- Father Andy presented a resolution which specified 2018 housing allowances for IRS purposes for Father Bush and himself. A motion to approve the resolution was made and seconded; the motion was approved.

Liaison Report: None

Adjournment: Following group prayer, the meeting was adjourned at 9:33 pm.

Faith Sharing: Faith sharing by Susan Wynne was postponed until the January vestry meeting.

Next Meeting: 22 January 2019