

Vestry Minutes

February 25, 2019

Present: The Rev. Dr. Nicholas Myers, Simon Caddick, Mark Sneden, Matt Jonsen, Nancy Hough, Courtney O'Malley, Jennifer Saldanha, Dennis Haugh, Neil Scarlett, Bale Barrera, Laura Osborne, Jana Loyd

Absent: Sheila Beurket, Katharine Wells

Spiritual Reflection was lead by Fr. Nick.

Establish Quorum

A quorum was present.

Minutes of the January Meeting

The minutes of the January 14, 2019 meeting were approved as submitted.

Appointment of Clerk by Vestry

Jana Loyd was approved as Clerk of the Vestry.

Appointment of Treasurer by Vestry

It was moved by Nancy Hough and seconded by Matt Jonsen to remove Karin Sugarman as primary financial administrator/signatory on all St. Timothy's bank accounts and replace Karin with Dennis Haugh; and to grant Dennis Haugh authority to conduct financial and banking matters on behalf of St. Timothy's Episcopal Church. The motion passed unanimously.

New Vestry check-in: Existing members were asked to give one piece of information that they wish they had known at the start of their vestry service or one thing that they have learned that they would like to pass on. New members were asked to bring one question or one thing they would like to see happen while they are on the vestry.

Existing vestry members had the following observations:

Some of what we do is fun. We have to keep an open mind. Things take longer than you expect. The business side of the church is interesting. God is also in the business of the church. The time needed for vestry is a bit more than expected, but it's not arduous. There is much to figure out by doing it. Vestry encourages us to do new things and want to know what is going on. There is beauty in how our different gifts and backgrounds come together in our work on the vestry. Sometimes we learn more about the church than we ever wanted to know.

New members expressed a desire to see B.J.'s gift used to honor her memory and interest in how a non-profit works.

Fr. Nick sees the vestry as being made up of faithful, thoughtful people, who also have fun. They are good people that care about each other and St. Tim's.

Simon reminded us that once you are on the vestry, you are a full member. Never be afraid to speak up regarding leading in faith and spirituality as we take care of the mixture of topics that vary from the elevated to the mundane.

Hiring of Associate Rector

Simon referenced Attachment A, which was previously emailed to the vestry, regarding background on hiring the associate rector. The job description that was posted in December for a half-time position has not resulted in suitable candidates for the job. Potential candidates are not applying because it is not full-time. Discussions between the rector, wardens and finance committee have focused on three options. Their consensus was to pursue making the position full-time and finding the funds to guarantee the position for 3 years. Although, continued growth may cover the additional cost of roughly \$50,000, their recommendation was to use the legacy gift from B.J. McClafin to underwrite funding the position.

Attachment B, Half-time vs. Full-time Priest Cost Analysis, was developed by Dick Loyd, Finance Committee chair, and provided to the vestry prior to the meeting.

The discussion regarding the proposal to make the associate rector position full time followed. Considering our current size and growth, we need a full-time associate. As we have grown, our revenues have also increased, but it is not known if the increase is proportional. A portion of B.J. McClafin's gift could be used as a backstop. New revenues need to be used to fully fund this position.

Bale proposed and Matt seconded the following motion: The vestry agrees to the opening of a new full-time position for an Associate Minister immediately, and the vestry further agrees to allocate \$200,000 of B.J. McClafin's legacy gift to underwrite funding of the full-time Associate Minister for a duration of 3 years. The motion passed unanimously.

Fr. Nick described greater expectations and a wider role for a full-time priest, including preaching, pastoral care, small groups and strategic direction for programs. He will put a team together and make the process more deliberate. The earliest he feels the full-time priest could start would be this summer.

The Finance Committee needs to revise the 2019 budget to reflect the new full-time priest for six months in 2019.

Reports

1. Treasurer's Report

Dennis provided information about his background in corporate financial management. He hopes to prepare abbreviated monthly reports for the vestry and more detailed reviews quarterly. With our bookkeeper, Dana Van Breeeman, Dennis will look at our accounting policies and continuing the work started by Dixon Cravens. Simon and Dennis pointed out that the Finance Committee looks at all the monthly reports in great detail, and the bookkeeper handles the actual mechanics of our funds. The vestry provides overview and strategic or process review. Dennis pointed out the January financials show a surplus of \$5000 above the budget. Matt asked if we are investing surplus funds and noted the money market account in the January report. Dennis plans to look into moving funds into better investments.

2. Senior Warden's Report – Simon deferred to Fr. Nick.

3. Junior Warden's Report

Mark Sneden provided a handout, shown in Appendix C, listing bids to do maintenance projects for the church. Mark described how each of the bid proposals to take care of deferred maintenance and much needed improvements. The alarm system repairs have already been completed due to necessity.

Mark explained that the old washer and dryer had been in the boiler room. To use that location for the new washer and dryer presents liability and security issues if the appliances are used by parishioners or Family Promise guests. The best alternative is to move the janitor's mop sink into the boiler room and repurpose the existing janitor's closet for the washer and dryer. The other work is as shown on Appendix C in the list of bids and capital improvement costs for line #15258 of the 2019 budget. Bale moved and Courtney seconded the motion to do all the proposed repairs and capital improvements as proposed by Mark. The motion passed unanimously.

4. Rector's Report

Fr. Nick reported that Junior Warden, Mark Sneden, filled in for him and the Sr. Warden while they were in Haiti in numerous ways including pastoral visits. More about the Haiti trip will be presented next Sunday.

Renewal Works on Saturday, February 23 was a success in spite of 8" of snow. About two thirds of those signed up were able to come. The conference resulted in the creation of five action groups: Small groups, Intergenerational, Extending Care, Retreats and Bible study.

A mid-week service has started, with 25 people at the first one. Each Wednesday at 9:30 am, Fr. Nick leads a half-hour service, followed by a 45-minute Bible study. The scriptures are those for the upcoming Sunday. How people engage with the verses and their questions may be brought into the upcoming sermon.

There will be a vestry Retreat in June or July. A Doodle Poll will be used to determine the best time. Fr. Nick provided a book for us to read and be ready to engage at the retreat, *The New Parish* by Paul Sparks, Tim Soerens and Dwight Friesen.

Meeting Date Change

Because of Easter being on April 21, the date for the April vestry meeting has been changed from April 22 to April 29, 2019 at 6:30 p.m. The Finance Committee will meet on the Wednesday after Easter.

Any Other Business

Vestry will provide the Soup, Salad and Bread super for the Lenten Wednesday evening study on March 27. Nancy volunteered to be coordinator.

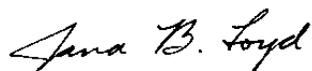
Next Meeting

The next meeting of the vestry will be March 25, 2019 at 6:30 p.m.

Adjourn

It was moved by Bale and seconded by Nancy to adjourn at 9:50 p.m. The motion passed unanimously. Fr. Nick closed the meeting with prayer.

Respectfully Submitted,



Clerk of the Vestry

ATTACHMENT A

Hiring Of Associate Rector Background

At the end of last year the Vestry approved the hiring of an associate priest to work half time in support of Fr. Nick. The main focus of the role was on Christian formation. It was also intended that the new minister would provide some support/relief to Fr. Nick in pastoral on worship duties (as had Mother Terri in 2017-2018) and to free him up for more engagement with the community. This proposal was presented as part of the objectives of the pledge campaign and was accounted for in the budget.

A job description was posted in December and candidates invited to apply. It would seem that it is difficult to attract suitable candidates while the position is part-time. In view of this there have been discussions between the Rector, wardens and the Finance committee about options going forward. These options are:

1. Continue to search for a part time associate: There is no reason to suppose that we will be any more successful doing this than hitherto.
2. Not to proceed: This was regarded as a non-starter given the demands on Fr. Nick and there only being one of him.
3. Make the position full time and find funding for it.

The consensus was that we need to pursue option 3 and that in order to make the position tenable we should guarantee it for three years.

The difference between the current funding and that needed for full time is approximately \$50K. While it is possible that shortfall could be made up by increased revenue the vestry should look to other means of underwriting the funding of the position.

There are basically two sources this can come from.

The first is our "reserves" which is really only another way of saying the unrestricted cash balance that we have in the bank or money market accounts.

The second source is the legacy from BJ McClafin.

The details for accounts are in January financial statement but the feeling of the Finance Committee is that the funds would most cleanly come from BJ's legacy with a commitment of up to \$200K. The basis for this is:

- The money market reserves are not big enough to sustain this.
- Drawing from the reserves could have implications elsewhere (and vice versa) but BJ's fund has no other calls on it and so more flexible.
- Unused money will be returned to the fund or the period of underwriting extended.

As the vestry we have two obligations.

Firstly we have to approve the hiring of Assistant Ministers or Curates (Article III, Section 2 of the Bylaws) and secondly, we have to determine how to pay for them. This is the discussion that we shall be having.

ATTACHMENT B

Half-time vs. Full-time Priest Cost Analysis

The Vestry approved a budget at the January 14, 2019 meeting. This budget was presented at the annual meeting on February 3, 2019.

File name = 2019 Budget Worksheet V7 1.09.2018 - Half-time associate only dated 1/9/2019 10:46PM

Total contributions = \$537,961.06 = \$55,000 (unpledged offering) + \$482,961.06 (97% of pledges)

Total revenue = \$569,121.06

Total expenses = \$582,407.71

Deficit = \$ 13,286.65

The current budget has funding for a half-time priest as shown below. All amounts are for 10 months.

According to the 2019 Colorado Diocese guideline, a full-time priest with 3+ year of experience in a Program size congregation should be paid a minimum of \$70,450. During the budgeting process, this number was rounded up to \$72,000 which provides a half-time salary of \$36,000. Ten months of salary at this rate is \$30,000.

Description	Amount (10 months)	Comment
Salary	\$30,000	Ten months of a \$36,000 annual salary
Housing	\$0	None
Health insurance	\$17,440	Single = \$623/mo.; couple = \$1,211/mo.; family of 4 = \$1,744/mo.
Pension	\$5,400	18% of salary
Total	\$52,840	

The cost for a full-time priest for 10 months is shown below.

Description	Amount (10 months)	Comment
Salary	\$60,000	Ten months of a \$72,000 annual salary
Housing	\$0	None
Health insurance	\$17,440	Single = \$623/mo.; couple = \$1,211/mo.; family of 4 = \$1,744/mo.
Pension	\$10,800	18% of salary
Total	\$88,240	

Hiring a full-time priest for 10 months costs an additional \$35,400. The deficit increases to \$48,686.65.

The annual cost for a full-time priest is shown below.

Description	Amount (12 months)	Comment
Salary	\$72,000	Full year of a \$72,000 annual salary
Housing	\$0	None
Health insurance	\$20,928	Single = \$623/mo.; couple = \$1,211/mo.; family of 4 = \$1,744/mo.
Pension	\$12,960	18% of salary
Total	\$105,888	

ATTACHMENT C

Church Finance and Current Bids on Projects: Expenditure to Budget Lines for 2019

Capitol Funds Projects/ Capital Improvement Line #15258 : \$10,000.00 (2019)

Maintenance BIDS/Work for the Church

A. Fire Panel Replacement and two new fire sensors in Sanctuary **from #15258 = \$5468.67 already complete**

B. Proposal #1 Wireless Point Connections throughout the Church

1. Tech Farmer to #15312 Network and Hardware Maintenance **\$2125.00**

2. Nice Communication Solutions LLC - \$3128.00

C. Proposal #2 Misc. Electrical Work

1. Elkhorn \$3825.00

2. **OMAC #15258 capital improvement line \$2372.00**

D. Proposal #3 Sanctuary Lighting

1. **OMAC #15258 capital improvement line \$4623.00**

2. Fluorescent Maintenance. \$5680.00

E. Proposal #4 Plumbing for downstairs custodial closet to allow for a washer and dryer

1. **OMAC #15258 capital improvement line \$2000.00**

2. Southside Plumbing \$3200.00

Total Costs to Capital Expenditures #15258

1. Fire Alarm Panel \$3468.67 + \$2000.00 for new Sanctuary Sensors = billed)	\$5468.67 (already
2. Wireless Connection Points	\$2125.00
3. Electrical Miscellaneous	\$2372.00
4. Sanctuary Lighting	\$4623.00
5. Plumbing to custodial closet	\$2000.00
6. Total =	\$16,588.67