

ST. AUGUSTINE'S in-the-Woods Episcopal Church
Minutes of Vestry Meeting
December 20, 2023

1. Call to Order: The meeting was called to order by the Rev. Jennifer B. Cleveland at 3:00 P.M.

In attendance were Rev. Jenny Cleveland (Rector), Frank Shirbroun (Rector's Warden), Mark Anderson, Elaine Ludtke, Gail Corell, Bernie Barker, Brad Portin, Nancy Ruff (Treasurer), and Joan Johnson (Clerk)

Attending on Zoom: Kathryn Beaumont (People's Warden) and Maureen Masterson

Excused Absence: Stephen Schwarzmann

2. Reflections and Prayer: Kathryn opened the meeting with a meditation by Mary Pipher, "Finding Light in Winter".

3. Learning Community Discussion: Brad led a discussion of abundance and reimagining assets, based on the article "The Gifts of God for the People of God".

4. Minutes:

Clerk Joan Johnson

MOTION: that the minutes of the November 15, 2023, Vestry Meeting be approved as presented

1st – Bernie

2nd – Mark

Passed unanimously

5. Rector's Report:

The Rev. Jennifer B. Cleveland

A. Rev. Jenny's written report was posted on Google Drive. She reported that attendance is up at St. Augustine's!

B. Dates were given for the following up-coming events: January 7 – A screening of "The Philadelphia 11"; Jan. 20 – Workshop on Disability and Death; Jan. 21 – Newcomer Event; Jan. 28 – Annual Meeting; Feb. 3 – Vestry Retreat at Enso House; Feb. 25 – Ministry Fair; April 20 – Trash & Treasure Sale; April 27 – Cathedral Day; May 18 – Election of our next Bishop.

6. Treasurer's Report:

Treasurer Nancy Ruff

A. Treasurer Nancy Ruff submitted in advance her Financial Summary, Treasurer's Report, and Balance Sheet for the end of November. As of November 30 we were at 92% of the year, with total income and pledges at 90% of the budgeted amount and total expenses at 86%.

B. Nancy asked for Vestry direction as to where to put the \$10,000 unrestricted bequest from Doris Hunter's estate.

MOTION: that the Vestry place the Hunter bequest into a new fund named the Hunter Fund until a future decision is made as to the disposition of those funds

1st – Frank

2nd – Gail

Passed unanimously

C. The proposed budget for 2024 was presented and discussed.

MOTION: that the Vestry approve the 2024 budget as presented

1st – Frank

2nd – Elaine

Passed unanimously

D. There are still budgeted funds earmarked for office furniture in the 2023 operating account.

MOTION: that the Vestry authorize moving the remaining funds budgeted for office furniture into a special Furniture Fund

1st – Elaine

2nd – Frank

Passed unanimously

7. People’s Warden’s Report:

Kathryn Beaumont

Kathryn submitted her written report on Drive. There were no questions.

8. Nominating Committee Report:

Kathryn Beaumont

A. Kathryn presented an amended version of the Nominating Committee Policies & Procedures for Vestry discussion and approval.

MOTION: that the Vestry approve the proposed changes to the Nominating Committee P & P’s

1st – Kathryn

2nd – Not necessary

Passed with one abstention

B. The Nominating Committee recommends the following slate of candidates to stand for Vestry and for Convention Delegates/Alternates:

For Vestry (3-year terms) – Bryan Avila, Ron Costeck, Maureen Masterson

For Convention Delegate (1-year term) – Jan Hightower

For Convention Delegate (2-year term) – Len Hightower

For Convention Alternate (1-year term) – Curtis Price

For Convention Alternate (2-year term) – Kate Scott

(Note: Jan and Curtis were each elected to three-year terms in 2023, but this vote is changing the length and conditions of their terms in order to get St. Augustine’s in alignment with Diocesan Guidelines.)

MOTION: that the Vestry approve the above slate of candidates to stand for Vestry and for Delegates/Alternates to Convention

1st – Kathryn

2nd – Not necessary

Passed unanimously

(Note: Additional nominations may be made from the floor at the Annual Meeting.)

C. Rev. Jenny thanked the Nominating Committee for their discernment.

9. Rector’s Warden’s Report:

Frank Shirbroun

A. Frank submitted his written report on Drive. There were no questions.

B. The Vestry and other members of the congregation contributed \$2000 to the Diocese of Jerusalem in honor of Rev. Jenny’s first year of ministry at St. Augustine’s.

C. The Rev. Amy Donohue designed and created a stole given to Rev. Jenny on Advent 1 in celebration of her first year of ministry at St. Augustine’s.

10. Rector’s Housing Allowance:

Frank Shirbroun

MOTION: that the Vestry designate \$36,000 of the Rev. Jennifer B. Cleveland’s 2024 salary as her 2024 Housing Allowance

1st – Frank

2nd – Maureen

Passed unanimously

11. Endowment Committee Report:

Frank Shirbroun for Stephen Schwarzmann

According to the Policies and Procedures Manual the use of Quasi-Endowment funds for operating expenses requires a two-thirds majority vote of the Vestry in two separate Vestry meetings. The following motion was voted upon and approved unanimously at the November 15, 2023, Vestry meeting and is now presented again for its second vote.

MOTION: that the General Quasi Endowment be used to supplement 2024 pledge and plate income in order to call a full-time Rector for St. Augustine's. The GQE is not to be used for operating expenses other than those required for the Rector's total compensation. GQE funds used for this purpose are to be viewed as a loan at 0%, repayment to begin no later than 2027.

1st – Frank2nd – Bernie**Passed unanimously****12. Executive Session:**

At 3:55 the Vestry moved into Executive Session to discuss Letters of Agreement for the Rector, the Missioner for Music, and the Parish Administrator. The Executive Session was adjourned at 4:25 and the Regular Session resumed.

13. Letters of Agreement:

MOTION: that the Vestry approve the Letters of Agreement for the Rector, the Missioner for Music, and the Parish Administrator

1st – Frank

2nd – Elaine

Passed unanimously

The clerk was instructed to write letters of thanks to Henry Lebedinsky, Missioner for Music, and Molly Felder, Parish Administrator.

14. Review of Mutual Ministry Goals for 2023:

A. Communication: Kathryn shared that in 2023 the Communications Committee has updated the website, supported *The Light* and its distribution, used both on-line and print advertising, and prepared a communications budget request for 2024. In 2024 the committee plans to further develop the communication plan and update livestreaming.

B. Safety and Emergency Preparedness: This is a work in progress and an update was not ready for today's meeting.

C. Organizational Chart: Bernie led a brief discussion of a draft color chart that the committee presented. Work on this will continue in 2024.

15. Calendar review:*Frank Shirbroun*

A. We have done or are doing everything on the December Work Calendar.

B. Elaine suggested that a copy of the Calendar of Annual Work be included in the Vestry meeting folder each month.

16. Committee Reports:

A. Prior to the meeting the following additional reports were posted in the Vestry Drive folder: Greening Committee, Stewardship, Hospitality, Buildings & Grounds. Rev. Jenny called for any questions or comments about these reports.

B. There was further discussion about the loss of Commercial Kitchen Certification and questions about how to proceed. No action was taken at this time.

17. Closing Prayer and Adjournment:

Following an Irish Solstice Blessing offered by Rev. Jenny the meeting was adjourned at 5:00.

Submitted by Joan Johnson, Vestry Clerk

Next Vestry Meeting: Wednesday, January 17, 2024, at 3:00

