ST. AUGUSTINE'S in-the-Woods Episcopal Church Vestry Retreat and Meeting Minutes February 4, 2023 9:00 – 3:00

Attending the morning portion of the retreat in Campbell Hall were the Rev. Jenny Cleveland (rector), Frank Shirbroun (Rector's Warden), Bill Skubi (outgoing People's Warden), Mic Kisinger, Gail Corell, Bernie Barker, Kathryn Beaumont, Elaine Ludtke, Maureen Masterson, Mark Anderson, Brad Portin, and Joan Johnson (Clerk).

The theme of the Retreat was "Pilgrims in this Place". Time was spent exploring, experiencing, and meditating in the various areas of the church building and on the church grounds. Thoughts and suggestions were shared as to how this "Holy Ground" might be used to expand and deepen God's Beloved Community.

1. Call to Order: Following lunch the Vestry Meeting was called to order by Rev. Jenny at 1:00. Nancy Ruff (Treasurer) joined in-person and Stephen Schwarzmann joined in on Zoom. Mic Kisinger and Bill Skubi, both out-going Vestry members, departed.

2. Minutes:

MOTION: that the minutes of the January 18, 2023, Vestry meeting be approved as presented

1st – Gail

2nd – Stephen

Passed unanimously

3. Rector's Housing Allowance:

Whereas The Rev. Jennifer B. Cleveland is compensated by St. Augustine's in-the-Woods Episcopal Parish exclusively for her service as a minister of the gospel; and Whereas St. Augustine's in-the-Woods Episcopal Parish does not provide The Rev. Jennifer B. Cleveland with a rectory; and

Whereas, Section 107 of the Internal Revenue Code permits ministers to exclude from gross income (in computing federal income taxes) a church-designated housing allowance paid to them as part of their compensation to the extent used for actual expenses in owning or renting a home;

Therefore, it is hereby

RESOLVED: that out of the total compensation of \$101,962 to be paid to The Rev. Jennifer B. Cleveland for the calendar year 2023, \$30,000 is hereby designated to be a housing allowance for that year

An e-vote was taken on this motion on January 24, 2023, and vestry approval was unanimous.

4. Elections:

MOTION: that Kathryn Beaumont be chosen as People's Warden for 2023

1st – Elaine

2nd – Brad

Passed unanimously

MOTION: that Joan Johnson be re-elected as Clerk of the Vestry for 2023

1st – Kathryn 2nd – Bernie **Passed unanimously**

MOTION: that Nancy Ruff be re-elected as Church Treasurer for 2023

1st – Bernie 2nd – Mark **Passed unanimously**

Frank Shirbroun will continue to serve as Rector's Warden in 2023. It was agreed that regular Vestry Meetings will continue for now to be held at 3:00 on the 3rd Wednesday of each month.

5. Treasurer's Report:

- **A.** Treasurer Nancy Ruff explained how to read her financial reports and the difference between the operating funds, the endowment funds, and restricted funds.
- **B.** Stewardship Chair Meade Brown recently advised the Vestry that an additional pledge bought the total 2023 pledges to \$252,472 and the total number of pledging units to 82. The mean average 2023 pledge is \$3078.93.
 - **C.** Nancy presented an updated 2023 budget including the newest pledge addition.

6. Missioner for Music:

Frank shared Henry Lebedinski's resume and a proposed Letter of Agreement regarding a position as Missioner for Music. If approved, Henry will work a maximum of sixteen hours per week starting on March 1, 2023, with March 5, 2023, being his first Sunday. His concerts will be separate from his position with St. Augustine's.

MOTION: that Henry Lebedenski be offered the position of Missioner for Music at St. Augustine's and that the proposed Letter of Agreement be approved

1st – Frank 2nd – Elaine **Passed unanimously**

7. Safe Church Training:

Safe Church Training is required of anyone on the Vestry, anyone with a key to the church, and anyone engaged in Children/Youth formation and should be completed by March 15, 2023. To access the on-line training go to safechurch@ecww.org. Completing the nine courses takes 2 ½ to 3 hours and is good for three years.

8. Other Business:

- **A.** Returning and new Vestry members signed their consent to receive e-mail notices of Vestry business.
- **B.** The notes from the 2022 Vestry retreat were reviewed and thanks were given for all that was accomplished.
- **C.** Meade Brown and Laura Valente have offered free use of their guest house for any visiting musicians.
- **D.** Thanks to Bill Skubi, St. Augustine's has received a \$3500 grant from the Diocese of Olympia this year, with a possible additional \$2500 forthcoming in 2024, to be used to provide 6 to 8 mid-week dinners and activities for a focus group of young families.
 - **E.** Vestry notebooks were distributed to the four new Vestry members.

- **F.** Pictures of the Vestry members will be hung in the Parish Hall.
- **G.** The establishment of communications norms for the Vestry was tabled until the next Vestry meeting.

9. Closing Blessing and Adjournment:

Rev. Jenny invited the Vestry members to create their own closing blessing by completing the sentence "May this be the year that..." The meeting was then adjourned at 3:00.

Submitted by Joan Johnson, Vestry Clerk

Next Vestry Meeting: Wednesday, February 15, 2023 at 3:00