

# St. Paul's Vestry Meeting Minutes

**Date: April 16, 2023**

**Present:** The Rev. Jadon Hartsuff, Joe Lathrop, Barney Rudolph, Christie Swanson, Tom Bowman, Deanna Leicht, Elaine Themm, Natalie Magnusson, Melania Magnusson

**Absent:** Jan Osborn, Chris Lock, Garry Trammel

**Recorder:** Dana Burkey, Secretary

Agenda	Discussion	Action/Responsibilities
<b>Opening Prayers and Call to Order</b>	Meeting called to order by Father Jadon with prayer at 12:30pm	
<b>Re-Approve Minutes</b>	<ul style="list-style-type: none"> <li>• January Vestry Meeting: Approved</li> <li>• February Vestry Meeting: Approved</li> </ul> <p style="color: red;">Note: There was no Vestry Meeting in March</p>	Minutes approval: Motion made by Deanna. <i>Approved</i>
<b>Warden's Reports:</b>	<p><b>Co-Sr. Wardens Reports:</b></p> <ul style="list-style-type: none"> <li>• Barney – Researching the idea of carpeting Holy Spirit Hall to help with the acoustics. (Commercial quality carpeting squares). Will also need 1x deep cleaning to maintain.</li> <li>• Lawn-Mowing: Barney pricing electric lawnmowers for Eston to possibly do.</li> </ul> <p><b>Junior Warden Report:</b></p> <ul style="list-style-type: none"> <li>• Elaine – Safe Church Training Update. 15 people signed up for training this Saturday at 9am.</li> <li>• Training can be done online as well. If completed online, send completion certificate to Elaine Themm.</li> </ul>	<p style="color: red;"><b>ACTION</b> <i>Barney to price electric lawnmower</i></p> <p style="color: red;"><b>ACTION</b> <i>Elaine to send out Safe Church online link</i></p>
<b>Rector's Discussion:</b>	<p><b>Convention Delegates:</b></p> <ul style="list-style-type: none"> <li>• October 20-21<sup>st</sup>, 2023</li> <li>• Two delegates + Pastor (Alternate, if required to attend)</li> <li>• What will be reimbursed? Hotel Room ~\$150.00. Main Luncheon. Transportation.</li> </ul> <p><b>Parochial Report:</b></p> <ul style="list-style-type: none"> <li>• Completed and reviewed by Fr. Jadon.</li> </ul>	Report Approval: Motion made by Deanna. <i>Approved</i>

Agenda	Discussion	Action/Responsibilities
	<p><b>Staff Time Off Policies:</b></p> <ul style="list-style-type: none"> <li>• Diocese updating policies. A local matrix is in the works.</li> </ul> <p><b>Staff Reviews:</b></p> <ul style="list-style-type: none"> <li>• Each staff member and contractor should be afforded an annual review.</li> <li>• With the end of the program year and prior to the installation of a new rector, staff reviews should be completed by end of June.</li> <li>• Debbie Batchelder and Elaine Themm will assist with reviews.</li> </ul> <p><b>Music Program Review:</b></p> <ul style="list-style-type: none"> <li>• Two employees have “Letters of Agreement”: There are questions about the LOA versus Diocesan time off policies.</li> <li>• According to the Diocese, as compared to other churches our size, the amount of money for St. Paul’s music budget is much larger.</li> <li>• Revisit the music program expectations.</li> </ul> <p><b>New Rector Compensation Package:</b></p> <ul style="list-style-type: none"> <li>• Our Search Committee needs to provide Rector Compensation details in the profile.</li> <li>• The Vestry discussed all of the components of the compensation package and decided to advertise the following: <ul style="list-style-type: none"> <li>• \$75,000.00 salary</li> <li>• Medical Insurance: Employee +1</li> <li>• Continuing Ed: \$2000 annually</li> <li>• Cell Phone: \$1200 annually</li> <li>• Rector Hospitality: \$1000-\$2000?</li> </ul> </li> <li>• Other Reimbursed Expenses: Mileage, Diocesan events, retreat <ul style="list-style-type: none"> <li>• Moving Expenses</li> </ul> </li> </ul> <p><b>8am Service Viability/Threshold:</b></p> <ul style="list-style-type: none"> <li>• Averaging 10-12 people</li> <li>• Should there be an attendance threshold?</li> <li>• Discussion should take place with 8am members, Vestry, Pastor</li> </ul>	<p><i>Action:</i> <i>Complete updated staff benefit matrix: On hold awaiting Diocesan policies.</i></p> <p><i>Action:</i> <i>Complete staff annual reviews by end of June 2023.</i></p> <p><i>Action:</i> <i>Revisit music program expectations.</i></p> <p><i>Action:</i> <i>Forward the Rector Compensation Package to the Search Committee.</i></p> <p><i>Action:</i> <i>Revisit viability of continuing 8am service.</i></p>

Agenda	Discussion	Action/Responsibilities
	<p><b>Summer Marketing Internship:</b></p> <ul style="list-style-type: none"> <li>• Will cost the church \$1500 to bring in a summer intern in for 10 hours week.</li> <li>• Individual will work on marketing, website</li> </ul> <p><b>Diversity Flag:</b></p> <ul style="list-style-type: none"> <li>• Is St. Paul's a church that could benefit from using a Diversity flag? Or would it cause issues?</li> <li>• Is it ok to add the flag to the Episcopal shield? Yes.</li> <li>• Do all of our members understand the flag?</li> <li>• Could we advertise the flag in another way?</li> <li>• Possibly begin using it on the website.</li> <li>• Test response of our church members by placing it on the board in the glass narthex.</li> </ul> <p><b>Web Address:</b></p> <ul style="list-style-type: none"> <li>• Our web address can be very confusing and hard to remember for our end-users.</li> <li>• Should we begin using stpaulsjxn.org?</li> </ul> <p><b>Capital Projects:</b> We have several big projects that need attention.</p> <ul style="list-style-type: none"> <li>• A necessary organ repair: ~\$40,000.00</li> <li>• Roof repair/replacement on two-story education wing</li> <li>• Carpeting Holy Spirit Hall?</li> </ul>	<p><i>Motion to approve offered by Elaine. <b>Approved.</b></i></p> <p><i>Action: Begin "test marketing" the new Diversity Flag by inserting it on our webpage and up on our bulletin board.</i></p> <p><i>Motion offered by Melaina to accept: <b>Motion approved.</b></i></p> <p><i>Action: Begin using new web address: stpaulsjxn.org</i></p> <p><i>Action: Finalize quotes and cost estimates so we can prioritize and approve capital projects.</i></p>
<p><b>Treasurer</b></p>	<ul style="list-style-type: none"> <li>• Financial Reports were presented:</li> <li>• YTD expenses and revenue are down. Deficit gap has narrowed.</li> <li>• We need to create a stewardship leader/committee</li> <li>• Budget Amendments: Reduce McDougall budget line amount \$750, Rev. McDougall's widow died so we no longer have this expense. Increase organist line item to \$28,300.00 to correct mistake in budget.</li> <li>• Endowment Committee is coming together, we need to approve the charter that was reviewed in prior meetings.</li> </ul>	<p><i>Action: Establish a Stewardship Leader</i></p> <p><i>Motion offered by Joe to accept both changes. <b>Approved.</b></i></p> <p><i>Motion offered by Joe to approve Endowment Committee Charter. <b>Approved.</b></i></p>

Agenda	Discussion	Action/Responsibilities
	<ul style="list-style-type: none"> <li>• Bank accounts have been changed from Comerica to County National Bank in order to save on fees and earn interest.</li> <li>• RFP's submitted to several financial institutions. Looking to change financial money management. We will be moving away from Comerica.</li> <li>• "Text-to-give" now available on our website. Should be used for visitors, or those who have not made an annual promissory donation.</li> <li>• Full budget review scheduled for July 2023</li> </ul>	
<b>Vestry Meeting Dates</b>	<p>Confirm Upcoming Dates:</p> <ul style="list-style-type: none"> <li>• Tuesday, May 16<sup>th</sup>, 6:30pm</li> <li>• Tuesday, June 20<sup>th</sup>, 6:30pm</li> <li>• Tuesday, July 18<sup>th</sup>, 6:30pm</li> <li>• Tuesday, August 15<sup>th</sup>, 6:30pm</li> <li>• If the Vestry decides to allow Zoom meeting participation, we must update the Vestry By-Laws.</li> </ul>	<p><i>Action:</i>  <i>Discuss by-law change to allow Zoom meetings.</i></p>
<b>Adjournment:</b>	<p>No further business so the meeting was adjourned at 3:49pm.</p> <p><i>Minutes taken by Dana Burkey, Secretary; reviewed by Fr. Jadon, Interim Rector.</i></p>	