

ST. PETER'S BY THE SEA

VESTRY AGENDA

WEDNESDAY, ~~2, 2017~~ *may 24, 2017*

6:30 P.M.

Dinner at 6:00

1. Call To Order (3 minutes)
2. Check In
3. Acceptance of the April 26, 2017 Meeting Minutes
4. Treasurer's Report/ Acceptance of the April financial report
5. Rector's Report
  - a. update on Andrew Kryzak
  - b. update on my on going conversations with the B&G
6. New Business
  - a. Approval to spend 6800 for the painting of the parish hall ceiling.
  - b. update on the pre-school construction plan
7. Old Business
  - a. Strategy for closing the deficit gap
  - b. Policy update/ event planning guide
8. Motion to Adjourn
  - a. Compline



**St. Peter's by-the-Sea**  
**Vestry Meeting Minutes**  
**Wednesday, May 24, 2017**

**Members in Attendance: Fr. Swan, Tom Utterback, BJ Carangia, Melissa Doak, Nicole Zelenak, Jim Cacciola, John Hines, Matt Melchiori, Sue Palmer, and Roxanne Melchiori, Treasurer. Excused: Betty Murphy**

**Guest: Gerry Reynolds, B & G Chair**

The meeting was called to order at 6:30 PM

Fr. Craig led the group in Prayer

**CHECK-IN**

Fr. Craig reviewed Mission Statement and explained the difference between an Apostle and a Disciple.

**OLD BUSINESS**

**MINUTES**

The April 26, 2017 minutes were accepted as modified. Matt made the motion and Tom seconded. The motion passed unanimously.

**NEW BUSINESS**

**TREASURER'S REPORT (See attached)**

Roxanne reported that April indicates a deficit in the amount of \$4,694 with a year to date deficit of \$14,646, while our anticipated annual budgeted deficit was roughly \$30,000. Discussed ways to spread out deficit on a monthly vs. year-to-date basis, but basically month to month deficit depends on whether investment income was collected or a pension payout was made.

Roxanne presented the annual renewal request from Interfaith Power and Light. A motion was made by Matt not to donate this year, and was seconded by Nicole.

Roxanne reported that she had been contacted by Richard Hathaway, a member of the Diocesan Financial Committee, and they subsequently met to discuss the recent apportionment change. He indicated that the apportionment change should not have been approved by the Diocese, but that it would be left as is for this year. He explained that we should pay attention to how donations are recorded (designated vs. undesignated). Undesignated donations are part of the operating budget and therefore are apportioned by the Diocese. If a fund was set up for capital



acoustics tile project has given the approval for the redirection of said donation to the repair and painting of the ceiling. A schedule commitment cannot be given until expenditure is approved.

Matt made a motion to approve a \$6,800 donor-funded expenditure but not to exceed \$8,800 for the inspection, repair as needed, and painting of the Guild Hall ceiling with the color to match the white polymax ceiling tiles, trim to be a contrasting color which will be chosen at a later date. Contractor to coordinate with B&G. Motion seconded by Jim. Unanimously approved.

**Action Step:** Gerry R. will request a W-9 and Certificate of Insurance from the contractor prior to commencement of work.

## **STEWARDSHIP**

John Hines proposed a couple of stewardship options to help fill the gap and to establish a charitable giving plan, but as we are almost 6 months into the year, it was felt that we needed to move forward and plan for the next stewardship campaign for the fall. The Quill stewardship program, which was very successfully used five+ years ago, was discussed and Matt agreed to be a part of the stewardship team if this program is to be used.

## **POLICIES AND PROCEDURES**

BJ presented a draft of an event planning application, which the Policies and Procedures subcommittee had prepared and she will forward a copy to each vestry member for review.

## **NEW BUSINESS**

Nicole said that she had been approached by Dwayne to see if the Boy Scouts could paint their bulletin board and put glass over it to dress it up. Craig+ informed the Vestry that the Sexton will be painting the hallway and all of the bulletin boards, frame and background alike to unify the look as these are church property, but that the Boy Scouts are welcome to decorate their bulletin board by putting items on it. Nicole will inform Dwayne of the church policy.

Nicole made a motion to adjourn the meeting and Matt seconded. Motion passed unanimously.

The meeting was closed with prayer and adjourned at 9:25 pm.

Next Meeting will be on **Wednesday, June 28th, @ 6:30 PM** with dinner at 6:00.

Melissa J. Doak, Acting Clerk



improvements and donations designated there, donations should not be apportioned.

Discussed possibility of setting up process for the Cash for Causes C4C (Community Market Fundraising) as well as other church fundraising events to use credit cards to accommodate those folks that don't carry cash. Roxanne will ask Linda to do some research and we will check the feasibility of establishing the use of credit cards.

## **RECTOR REPORT**

1. Craig+ shared his ongoing discussion with B&G meeting centered around the By-Laws and the manner in which they were approved or changed in 2010 has created frustration and discontent. Prior to 2010, both the Clerk and Treasurer had voting rights on the Vestry, which was changed and the Rector was given voting rights, which may not be allowed by Canonical Law. That will be reviewed, and if desired, By-Law changes could be explored. Must be approved by the Diocese and then voted on at two (2) consecutive Annual Meetings before any changes could be put in effect.
2. Craig gave an update that Andrew K. had the decision to become a Postulant for Holy Orders put on hold after an interview with the Commission on Ministry (May 13<sup>th</sup>), and he will continue with his CPE.
3. Craig+ reminded the Vestry of the Retirement Party for Carol Stuart on Sunday, June 4<sup>th</sup> from 2-5 in the Boss Building.
4. The Bishop will visit August 20<sup>th</sup> to confirm 7 individuals and to meet with the Vestry.

**Action Step:** Craig+ will discuss Diocese Review of St. Peter's By Laws with Bishop during 5/25/17 scheduled meeting.

## **PRE-SCHOOL**

The original plan as anticipated would not have met either the Building Code or Fire Code due to the location and number of bathrooms required (1 for every 10 students). Allison and Rebecca will meet to gather requirements, but the bigger issue is that the cost may increase substantially and it may take 6-8 months longer and the pre-school may not open with anticipated renovations until the September 2018 school year. Pre-School could open as is for the September 2017 school year. Discussed bringing B&G in on this project due to their expertise in the arena of building and renovations.

## **ACOUSTICS**

Gerry Reynolds explained that B&G would like to fix and paint the ceilings in the Guild Hall. Estimated cost is \$6,800 and the donor that had given \$10,000 for the





Currently, there are 49 of 150 academic slots filled.

**Action Step:** Beth will obtain new cost estimate from GC.

## **STEWARDSHIP**

John Hines gave a presentation about planned giving and suggested that St. Peter's adopt a program to increase our endowment. He plans to sit with some Estate Planning attorneys to get opinions and suggestions. Then he would like to form a committee of interested parties to help him work on this.

There was a discussion around stewardship in general resulting in the following considerations:

- The preservation of our church needs a vested commitment.
- It is a complex issue that needs many minds involved.
- The parish needs to be educated. "Don't ask; show them how".
- Target groups differently
- Money management
- Form symposiums with other churches to determine best way to approach congregations.

Betty made a motion to adjourn and Matt seconded. Motion passed unanimously.

The meeting was adjourned at 8:30 pm.

Next Meeting will be on **Wednesday, May 24th, @ 6:30 PM** with dinner at 6:00.

Respectfully submitted,

Beth DiPanni, Clerk



.



## **April 2017 Treasurer's Report**

**Profit / Loss:** April indicated a deficit of \$4,694, with a year to date deficit of \$14,646.

### **Income:**

- Total income received during the period totaled \$32,287. Pledges, and plate income were higher than anticipated by a total of \$2,559.
- Year to date income received is \$139,225, vs. a planned income of \$131,735, yielding a positive variance of \$7,491. Although this is positive for the interim, we are still projecting a total deficit for 2017.

### **Expenses:**

Total actual expenses this period were \$36,980, with a budget of \$39,432 yielding a positive variance of \$2,451.

- Alter supplies were \$1,453 under budget due to the influx of contributions for the Easter flowers.
- Property maintenance is also under budget for the month, but this is due to last month expenditure being high.
- Utilities continue to be over budget, this month by \$498.
- Year to date expenses are \$153,871 vs planned expenses of \$155,897, yielding a positive variance of \$2,026. Continuing this trend will help with the projected shortfall.

### **Balance sheet summary:**

- There is a total of \$742,866 in the Indian Rock Trust, of which \$450,00 is restricted funds. Note that the fair market value of the account fluctuates due to the investment market changes.
- There is \$20,000 in Preschool renovations fund that was received from a generous donor to help defray the costs of the building renovations.
- Another payment for the window restoration was paid this month in the amount of \$13,600. We still continue to be on budget utilizing the funding that we received for the windows.

### **Miscellaneous / Administrative**

- No additional items to report this month

Respectfully submitted,

Roxanne Melchiori, Treasurer

**St. Peter's by the Sea Church**  
**Profit & Loss Budget vs. Actual**  
 April 2017

	<u>Apr 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Income</b>				
<b>INVESTMENT INCOME</b>	3,190.50	1,500.00	1,690.50	212.7%
<b>OTHER INCOME</b>	330.00	292.00	38.00	113.0%
<b>OUTREACH INCOME</b>	52.00			
<b>PLATE OFFERINGS</b>	1,042.00	674.00	368.00	154.6%
<b>PLEDGES 2017</b>	25,931.39	23,440.66	2,490.73	110.6%
<b>PRESCHOOL PLEDGE</b>	0.00	0.00	0.00	0.0%
<b>UNPLEDGED CONTRIBUTIONS</b>	1,741.00	1,916.00	-175.00	90.9%
<b>WINDFALL INCOME</b>	0.00	833.00	-833.00	0.0%
<b>Total Income</b>	<u>32,286.89</u>	<u>28,655.66</u>	<u>3,631.23</u>	<u>112.7%</u>
<b>Gross Profit</b>	32,286.89	28,655.66	3,631.23	112.7%
<b>Expense</b>				
<b>ALTAR SUPPLIES</b>	-1,922.00	-469.34	-1,452.66	409.5%
<b>APPORTIONMENT</b>	4,899.63	4,899.63	0.00	100.0%
<b>CHRISTIAN EDUCATION</b>	281.62	249.99	31.63	112.7%
<b>COMMUNITY LIFE</b>	82.56	331.65	-249.09	24.9%
<b>MUSIC EXPENSE</b>	1,900.00	1,320.83	579.17	143.8%
<b>OFFICE EXPENSE</b>	785.05	1,027.06	-242.01	76.4%
<b>OUTREACH EXPENSE</b>	52.00	83.33	-31.33	62.4%
<b>PAYROLL</b>	28,104.41	28,040.04	64.37	100.2%
<b>PROPERTY INSURANCE</b>	0.00	0.00	0.00	0.0%
<b>PROPERTY MAINTENANCE</b>	782.60	2,432.49	-1,649.89	32.2%
<b>UTILITIES</b>	2,015.09	1,516.65	498.44	132.9%
<b>Total Expense</b>	<u>36,980.96</u>	<u>39,432.33</u>	<u>-2,451.37</u>	<u>93.8%</u>
<b>Net Income</b>	<u><u>-4,694.07</u></u>	<u><u>-10,776.67</u></u>	<u><u>6,082.60</u></u>	<u><u>43.6%</u></u>

St. Peter's by the Sea Church  
**Balance Sheet**  
As of April 30, 2017

Apr 30, 17

**ASSETS**

**Current Assets**

**Checking/Savings**

Discretionary Fund 1,404.68

**WASH. TR. CHECKING**

Bazaar Funds 26,722.68

Capital Funds 40,200.57

Community Market Funds 36,739.65

Festival 449.60

Garden Funds 10,289.64

General Operating Funds -20,652.46

J2A & Youth Program Funds 1,823.38

Living Stones Funds in Gen Acct 8,941.25

Music Funds 1,022.85

Preschool Funds 2,987.11

PreSchool Renovations 20,000.00

**Total WASH. TR. CHECKING** 128,524.27

**Total Checking/Savings** 129,928.95

**Accounts Receivable**

Accounts Receivable 14,153.50

**Total Accounts Receivable** 14,153.50

**Other Current Assets**

Comm Market Restricted Trust 9,973.61

**Indian Rock Trust**

Capital Self-Restricted \$100k 100,000.00

Operating Self-Restricted \$350k 350,000.00

Indian Rock Trust - Other 282,891.99

**Total Indian Rock Trust** 732,891.99

**Total Other Current Assets** 742,865.60

**Total Current Assets** 886,948.05

**Other Assets**

Durkee Trust 312,305.64

Land - 1/5 interest of parcels 5,590.00

Treat Trust 103,166.24

Westcote Trust 318,427.71

**Total Other Assets** 739,489.59

**TOTAL ASSETS** 1,626,437.64

7:49 PM  
05/21/17  
Cash Basis

St. Peter's by the Sea Church  
Profit & Loss Budget vs. Actual  
January through April 2017

	Jan - Apr 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>INVESTMENT INCOME</b>	18,853.85	17,500.00	1,353.85	107.7%
<b>OTHER INCOME</b>	10,366.78	1,168.00	9,198.78	887.6%
<b>OUTREACH INCOME</b>	52.00			
<b>PLATE OFFERINGS</b>	2,092.10	2,696.00	-603.90	77.6%
<b>PLEDGES 2016</b>	865.00			
<b>PLEDGES 2017</b>	102,265.53	99,374.66	2,890.87	102.9%
<b>PRESCHOOL PLEDGE</b>	0.00	0.00	0.00	0.0%
<b>UNPLEDGED CONTRIBUTIONS</b>	4,729.90	7,664.00	-2,934.10	61.7%
<b>WINDFALL INCOME</b>	0.00	3,332.00	-3,332.00	0.0%
<b>Total Income</b>	<u>139,225.16</u>	<u>131,734.66</u>	<u>7,490.50</u>	<u>105.7%</u>
<b>Gross Profit</b>	139,225.16	131,734.66	7,490.50	105.7%
<b>Expense</b>				
<b>ALTAR SUPPLIES</b>	-332.33	416.64	-748.97	-79.8%
<b>APPORTIONMENT</b>	20,388.96	20,388.96	0.00	100.0%
<b>BANK FEES</b>	30.20			
<b>CHRISTIAN EDUCATION</b>	771.80	999.96	-228.16	77.2%
<b>COMMUNITY LIFE</b>	1,538.87	1,749.10	-210.23	88.0%
<b>MUSIC EXPENSE</b>	2,951.76	2,413.32	538.44	122.3%
<b>OFFICE EXPENSE</b>	4,120.94	4,621.57	-500.63	89.2%
<b>OUTREACH EXPENSE</b>	207.63	333.32	-125.69	62.3%
<b>PAYROLL</b>	96,312.58	101,737.28	-5,424.70	94.7%
<b>PROPERTY INSURANCE</b>	9,701.00	10,200.00	-499.00	95.1%
<b>PROPERTY MAINTENANCE</b>	10,117.59	6,769.96	3,347.63	149.4%
<b>UTILITIES</b>	8,061.98	6,266.60	1,795.38	128.6%
<b>Total Expense</b>	<u>153,870.98</u>	<u>155,896.71</u>	<u>-2,025.73</u>	<u>98.7%</u>
<b>Net Income</b>	<u><u>-14,645.82</u></u>	<u><u>-24,162.05</u></u>	<u><u>9,516.23</u></u>	<u><u>60.6%</u></u>

St. Peter's by the Sea Church  
**Balance Sheet**  
As of April 30, 2017

	<u>Apr 30, 17</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>PAYROLL LIABILITY</b>	
Payroll Taxes	383.55
TDI	191.77
<b>Total PAYROLL LIABILITY</b>	<u>575.32</u>
<b>Total Other Current Liabilities</b>	<u>575.32</u>
<b>Total Current Liabilities</b>	<u>575.32</u>
<b>Total Liabilities</b>	575.32
<b>Equity</b>	
Restricted Funds - Trusts	1,132,168.62
Retained Earnings	466,284.64
Net Income	27,409.06
<b>Total Equity</b>	<u>1,625,862.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,626,437.64</u></u>





## Rector's Report

1. I have continued conversations with the Buildings and Grounds committee. At their last meeting we were able to begin a conversation as to how they see their work as part of our mission. The conversation began with a lot of questions concerning by-law changes made during Casey's tenure. What the questions indicated for me was a lack of trust between a couple of members of the committee and the office of the rector. The good news is they were able to acknowledge the trust issues and while I understand their concerns, the by-laws we have, despite their origin, are now our by-laws. If the vestry wishes to revisit the revisions of 2010 we can, but for now the by-laws are what we have and we have to live with them until the congregation votes at two consecutive annual meetings to change them. Once past the questions, members shared why they are passionate about the work of the B&G and how their work is an expression of invitation and an expression of how they give glory and praise to God.
2. Pre-school construction project - as of this writing, our plans for the renovations have been forwarded to the state for review for fire code.

Please don't forget Carol's retirement party is Sunday June 4 from 2-5 p.m. in the Boss building.

3. Please save the date, August 20th is the Bishop's visit. He will want to meet with the vestry after the 10:15 service.
4. Andrew Kryzak - Andrew met with the Commission on Ministry on May 13. On Tuesday May 16 I received a call from the Bishop indicating Andrew was put on hold for Postulancy until September. The commission was clear as to their concerns which allows me to help Andrew work through what is holding him back.

