

**ST. PETER'S BY THE SEA  
VESTRY AGENDA  
WEDNESDAY, August 31 , 2016  
6:30 P.M.  
Dinner at 6:00**

- 1. Call To Order**
- 2. Check In**
- 3. Acceptance of the July 2016 Meeting Minutes**
- 4. Treasurer's Report**
- 5. Rector's Report**
- 6. Warden's Report**
- 7. Old Business**
  - a. Pre-K direction**
  - b. toddler friendly space**
  - c. nomination process**
- 8. New Business**
  - a. stewardship campaign - approval of attached letters to go out with the Warden's signature on our behalf**
  
- 9. Compline**



Vestry Meeting

August 24, 2016

Please sign next to your name if in attendance.

✓ Jim Cacciola Jim Cacciola

✓ BJ Carangia BJ

✓ Beth DiPanni Beth

Melissa Doak excused

Matt Melchiori excused

✓ Betty Murphy Betty Murphy

✓ Sue Palmer Sue Palmer

✓ Tom Utterback Tom Utterback

Nicole Zelenak excused

Fr. Craig Swan Craig Swan

Roxanne Melchiori, Treasurer Roxanne Melchiori

Sue Raesner, Clerk Sue Raesner



**St. Peter's by-the-Sea**  
**Vestry Meeting Minutes**  
**Wednesday, July 27, 2016**

**Members in Attendance: Melissa Doak, Tom Utterback, Matt Melchiori, BJ Carangia, Nicole Zelenak, Beth DiPanni, Sue Palmer, Jim Cacciola, Roxanne Melchiori, Treasurer, Susan Raesner, Scribe**

**Betty Murphy was excused and Fr. Craig Swan was on vacation.**

Tonight's meeting was begun by Tom Utterback with Check in and the Liturgy to Open a Council Meeting

**OPEN FORUM**

There were no guests for open forum tonight.

**MINUTES**

May minutes – Following provisional approval by the vestry, motion was made by Matt and seconded by Beth that they be retyped and sent to Fr. Craig for approval.

June minutes – Motion made by Matt and seconded by Jim that the minutes be accepted with corrections and distributed.

**TREASURERS REPORT (Not on tonight's agenda for tonight's abbreviated meeting)**

Discussion of the treasurer's report is on hold for next month's full meeting.

**OLD BUSINESS**

1. Millennium Development Monies – A motion was made that \$1,000 be allocated to St. Peter's Community Market. Beth moved, Tom seconded and the motion was passed with none opposed.
2. Transitional Pre-School Director's salary for the Summer – Following Beth's update on the current needs of the pre-school, the motion was made by Tom and seconded by Nicole for approval of funds for Rebecca Bouchard to receive no more than \$750.00 for the summer work. The motion passed with Matt opposing due to the confusion about the direction of the pre-school administrative structure.
3. Welcoming Toddlers to Worship committee will be formed to include parishioners and the two pre-school staff already on site. Nicole Zelenak will chair and Jim Cacciola will be on the committee with her. The committee charge is to engage parents and others to develop ideas for parent and child friendly church service. They will reach out to families whom we already know are reluctant to come with little ones. Linda O'Neil has that information. The committee will provide a monthly report to the vestry.
4. A presentation was given by Tom and Beth for expectations for vestry members and a revised process for nomination of new vestry members. Beth asked that vestry members review the suggested process and give feedback to her ASAP.

**Adjournment** motion was made by Jim and seconded by Nicole at 9:35 pm.

**Next Meeting will be Wed, August 24, 2016, @ 6:30 PM with dinner at 6:00.**

Respectfully submitted,  
Susan Raesner, Scribe

## Rector's Report

I feel as if this month's report should be titled "What I did on my Summer Vacation". July and August were quiet months on the program front. It was certainly a nice break to have Sunday mornings free to be fully present to parishioners when I was in town.

Behind the scenes the office has been very busy. A great deal of work has been accomplished by the Stewardship Team, the campaign is planned out, letters written; the only thing left is to identify speakers. The campaign will begin early. Letters will go out October 1st. It was decided not to push for an increase in giving due to the second campaign for 2016 just ending. They have asked me to keep spending as close to the 2016 level as possible. I have assured them that we would try, but we cannot control increases in health care, the assessment and electricity as planned for this winter. That said, the team hopes to make up the income we need by cultivating first-time pledges.

The Adult Formation team has also been hard at work, the survey of the New Testament is planned and ready to go. I hope many in the congregation take advantage of this program.

During the meeting I would like to fill the vestry in on what is happening at a parish to the north and the impact it may have on us.

I spent a week at ECC as their chaplain. I have to admit, I enjoyed my time there. The end of summer program on the surface went well. Unfortunately, it was a rough summer on the staffing side. ECC is in the process of being accredited and this is causing quite a bit of push back on the part of Alumni and long term staff. I ask your prayers for Meaghan and the camp.

If you attended the 10:15 on the 14th and 21st you will have attended two weeks of baptisms. This is a result of me being too nice and trying to accommodate. I do feel we need to offer a summer baptismal date, but from now on not at the family's discretion. From now on we will hold baptisms on the second Sunday of August and leave it at that. You will not believe the negotiating I had to do to get a family to pick a date and then they pulled back.

Finally, thank you for all your support following Maureen's Mother's sudden death. Never in my life would I have guessed we would have lost 1 parent in 2016 let alone 2. Maureen is holding up, doing the hard work with her sisters of preparing her mother's condo for sale. As she told me a few nights ago, she is feeling a mixture of sadness and anger every day. Time will heal.





You should be so proud of all that St. Peter's has accomplished this year and we are doubly blessed that the transition with our new rector, Father Craig, has been so seamless.

We think we know that St. Peter's Church means something to you because you come to services. However, we are betting that you have no idea how all of this beauty each week comes about. Running a church and its ministry is complicated and expensive. We know you have heard over the years how important it is for St. Peter's to be able to project its annual income and this year is no exception.

We guess that you have been making a cash contribution when you attend, but we have no record of what that might be... so we would like you to consider putting an amount of what you think you have given in the past and what is possible for you to contribute this year in the form of a pledge for 2017.

For some, pledging is difficult because it is difficult to predict expenses during the year and we understand that. But we need everyone to make the educated guess which will help to determine if the church budget is a realistic one or not.

We have included in this letter a chart of where the money goes. Whether it is Sunday service, music, or the community market or community outreach we would like to project what is possible for the coming year. St Peter's and all churches have only their congregation to look to for support. There is no other source of revenue outside of each parishioner's generosity. Therefore, your generosity is crucial, no matter what amount. We need everyone to be invested in our church.

We appear to be on target with the budget at the halfway mark of this year. However, we must anticipate some increases for next year so we need to have assurance that we can meet the budget and that depends upon every parishioner doing their part.

We hope you will complete the enclosed pledge card for as much as you can afford for 2017 and know that every other parishioner of the 200 registered will be doing the same. Please return your pledge card by October 30, 2016 so we may bless all pledges on Sunday, November 6, 2016.

Yours in Christ,  
Tom Utterback for the Vestry

*add all vestry members*



You should be so proud of all that St. Peter's By-the-Sea has accomplished this year and we are blessed that transition with our new Rector, Father Craig, has been so seamless. Each and every one of you has contributed, in your own way, to the financial and spiritual stability that St. Peter's now enjoys in 2016. Our expenses are down, and your generosity has helped boost our income in such a way the year-end picture is looking very positive.

Many of you have asked why we need to ask for your support each year, and we created the enclosed chart to make it easier for all to see the costs associated with running our parish. Whether it is the weekly worship, music, community market and outreach or the school, you will now be able to see associated costs with what you value most about St. Peter's.

St. Peter's and all churches depend on the generosity and donations of the congregation to maintain the programs so valued by the members and community. There is no other revenue for a church other than what the parishioners pledge and the small grants that are available for programs. We need your help this year and every year to maintain our heavenly space.

As you prayerfully consider your pledge for 2017, remember the benefits St. Peter's offers. 2016 has been a tumultuous year. A year filled with violence and anger. St. Peter's offers a message of hope the world is longing to hear. A message that tells us the world can and will be a better place. That the Kingdom of Peace is near, and that God has not abandoned us. Where else can we find refuge and hope amidst the stormy waters of life, but at St. Peter's. Our walls form a safe haven from the chaos that surrounds us and a community that tells us we are loved and safe in the warm embrace of God. *(in the world)*

We hope you will complete the enclosed 2017 Pledge Card for at least the amount you committed to in 2016. Of course, any increase with your 2017 pledge would be truly appreciated by all the programs that would benefit from your gift. If you return your pledge card by \_\_\_\_\_ your pledge and support will be blessed on Sunday, \_\_\_\_\_ at the All Saints Day service.

For all the blessings of 2016 and for your dedication to St. Peter's and generous spirit, we are extremely grateful.

~~We are also sending you the annual Pledge card~~



## July 2016 Treasurer's Report

**Profit / Loss:** This month showed an operating loss of \$6,375, and a year to date net income of \$13,430.

### **Income:**

- o Total income received during the month totaled \$37,248. Pledges received, plate income and unpledged income for July were less than anticipated, however, given this is a summer month, I anticipate catch up of pledges in the coming months.

### **Expenses:**

Total actual expenses this month were \$43,623, with a budget of \$45,179 yielding a positive variance of \$1,556.

- o Office expenses, community life, and property maintenance all were below budget this month.
- o Utilities again are on budget due to the gas bills being lower than budget.

### **Balance sheet summary:**

- o Of the tuition receivable on the books as of July 2016, \$770 has been received in August.
- o The balance of the festival net income has been appropriately moved to the community market.
- o There is a total of \$704,600 in the Indian Rock Trust, of which \$450,000 is restricted funds. Note that the fair market value of the account fluctuates due to the investment market changes.

### **Miscellaneous / Administrative**

- o The DIT Trust monies have been combined on the balance sheet and at the Diocese, for ease of reporting and investing.

Respectfully submitted,

Roxanne Melchiori, Treasurer



**St. Peter's by the Sea Church**  
**Profit & Loss Budget vs. Actual**  
**July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>INVESTMENT INCOME</b>	14,503.29	12,800.00	1,703.29	113.3%
<b>OTHER INCOME</b>	325.00	250.00	75.00	130.0%
<b>PLATE OFFERINGS</b>	652.05	930.00	-277.95	70.1%
<b>PLEDGES 2016</b>	20,525.97	26,090.00	-5,564.03	78.7%
<b>PRESCHOOL PLEDGE</b>	0.00	0.00	0.00	0.0%
<b>UNPLEDGED CONTRIBUTIONS</b>	1,242.00	2,690.00	-1,448.00	46.2%
<b>WINDFALL INCOME</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>37,248.31</b>	<b>42,760.00</b>	<b>-5,511.69</b>	<b>87.1%</b>
<b>Gross Profit</b>	<b>37,248.31</b>	<b>42,760.00</b>	<b>-5,511.69</b>	<b>87.1%</b>
<b>Expense</b>				
<b>ALTAR SUPPLIES</b>	185.03	134.16	50.87	137.9%
<b>APPORTIONMENT</b>	4,902.67	4,902.67	0.00	100.0%
<b>CHRISTIAN EDUCATION</b>	56.63	37.49	19.14	151.1%
<b>COMMUNITY LIFE</b>	113.23	583.32	-470.09	19.4%
<b>MUSIC EXPENSE</b>	150.00	104.58	45.42	143.4%
<b>OFFICE EXPENSE</b>	826.53	1,110.11	-283.58	74.5%
<b>OUTREACH EXPENSE</b>	1,046.38	1,020.83	25.55	102.5%
<b>PAYROLL</b>	34,425.00	34,387.17	37.83	100.1%
<b>PROPERTY INSURANCE</b>	0.00	0.00	0.00	0.0%
<b>PROPERTY MAINTENANCE</b>	899.36	1,760.83	-861.47	51.1%
<b>UTILITIES</b>	1,018.33	1,137.49	-119.16	89.5%
<b>Total Expense</b>	<b>43,623.16</b>	<b>45,178.65</b>	<b>-1,555.49</b>	<b>96.6%</b>
<b>Net Income</b>	<b>-6,374.85</b>	<b>-2,418.65</b>	<b>-3,956.20</b>	<b>263.6%</b>





St. Peter's by the Sea Church  
**Balance Sheet**  
As of July 31, 2016

	<u>Jul 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Discretionary Fund	2,485.68
<b>WASH. TR. CHECKING</b>	
Bazaar Funds	16,984.65
Capital Funds	-5,429.56
Community Market Funds	67,321.76
Garden Funds	464.14
General Operating Funds	-8,413.32
J2A & Youth Program Funds	3,103.84
Living Stones Funds in Gen Acct	-1,684.74
Music Funds	2,633.82
Preschool Funds	-3,015.32
<b>Total WASH. TR. CHECKING</b>	<u>71,965.27</u>
<b>Total Checking/Savings</b>	74,450.95
<b>Accounts Receivable</b>	
Accounts Receivable	1,158.00
<b>Total Accounts Receivable</b>	<u>1,158.00</u>
<b>Other Current Assets</b>	
Employee Loan	760.00
<b>Indian Rock Trust</b>	
Capital Self-Restricted \$100k	100,000.00
Operating Self-Restricted \$350k	350,000.00
Indian Rock Trust - Other	254,600.23
<b>Total Indian Rock Trust</b>	<u>704,600.23</u>
<b>Total Other Current Assets</b>	<u>705,360.23</u>
<b>Total Current Assets</b>	780,969.18
<b>Other Assets</b>	
Durkee Trust	300,212.03
Land - 1/5 interest of parcels	5,590.00
Treat Trust	102,515.81
Westcote Trust	308,816.65
<b>Total Other Assets</b>	<u>717,134.49</u>
<b>TOTAL ASSETS</b>	<u><u>1,498,103.67</u></u>



St. Peter's by the Sea Church  
**Balance Sheet**  
As of July 31, 2016

	<u>Jul 31, 16</u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
<b>PAYROLL LIABILITY</b>	
Payroll Taxes	428.53
TDI	<u>155.84</u>
<b>Total PAYROLL LIABILITY</b>	<u>584.37</u>
<b>Total Other Current Liabilities</b>	<u>584.37</u>
<b>Total Current Liabilities</b>	<u>584.37</u>
<b>Total Liabilities</b>	584.37
<b>Equity</b>	
Restricted Funds - Trusts	1,132,168.62
Retained Earnings	379,135.58
Net Income	<u>-13,784.90</u>
<b>Total Equity</b>	<u>1,497,519.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,498,103.67</u></u>



## St. Peter's-by-the Sea Church

### Buildings and Grounds Council

Minutes from the meeting held on August 5, 2016.

Members present: Linda O'Neill, Randy Wilson, Fr. Craig Swan, Sue Hines, Lou Clark, Matt Melchiori

Members Absent: Bob Bergen, Gerry Reynolds

1. Some of the debris from the left side of the garage has been cleared by Lou Clark. It is being disposed of by John DiPanni.
2. South County Gas needs to be contacted to service the stove in the kitchen.
3. Irrigation system for the garden is completed. Clean-up of a hydrolic leak is still being addressed.
4. Sextant Dave Ousterhaut is progressing very well. He has started to complete other projects as his time permits.
5. A new "sound loop" is being looked at to upgrade our microphone system. This should also help people with hearing aides.
6. A list of building concerns was submitted by John Lord. They will be addressed in a timely manner.
7. 2017 Project – Replacement of the door near the water cooler.
8. Sue Hines noted the condition of the two berms. The grass berm is doing well, the road berm not as well. S. Hines suggested adding additional hosta. This led to a general discussion of the Palmieri Trust.
9. Electrical work in the Playgroup building has been completed, and the side stairs have been repaired by Lou Clark.

Next meeting scheduled for Friday, September 9, 2016 at 4:30 pm.

Respectively submitted,

Randy Wilson

