

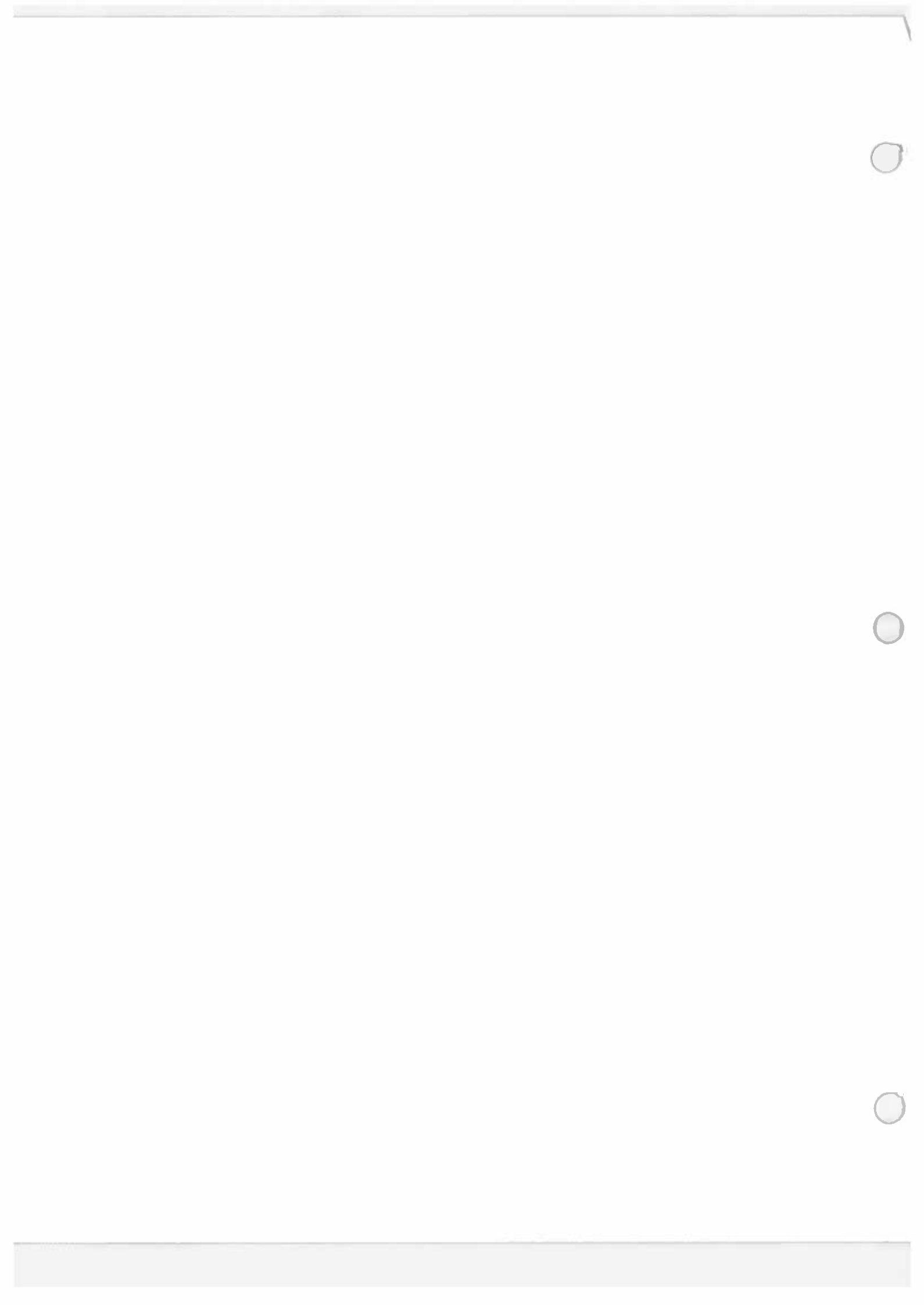
ST. PETER'S BY THE SEA
VESTRY AGENDA
WEDNESDAY, November 29, 2017, 2017
6:30 P.M.
Dinner at 6:00

1. Call To Order (3 minutes)
2. Check In
3. Acceptance of the October 2017 Meeting Minutes
4. Treasurer's Report/ Acceptance of the October 2017 financial report
5. Reports
 - a. Rector's report - written report filed
 - b. Palmieri Trust project update
 - c. Bj to update the fire drill status
6. New Business
 - a. Motion for the Rector's 2018 housing allowance
7. Old Business
 - a. stewardship update
 - b. Policy update/ event planning guide - OFF
 - c. Nominating Committee update
 - d. Vote to approve fund raising for the bells for a Bell Choir
8. Motion to Adjourn
 - a. Compline

97 pledge
\$216,019
4 new
\$295,000

Tabbed
Tabbed
Till Jan.

Next meeting is December 20, 2017



St. Peter's by-the-Sea
Amended Vestry Meeting Minutes
Wednesday, November 29, 2017

Members in Attendance: Fr. Swan, Tom Utterback, BJ Carangia, Nicole Zelenak, Jim Cacciola, Melissa Doak, Betty Murphy, Susan Palmer, Matt Melchiori, John Hines, and Beth DiPanni, Clerk.

The meeting was called to order at 6:30 PM.

Fr. Craig led the group in Prayer.

OLD BUSINESS

The October 25th minutes were accepted pending several changes. Nicole made the **motion** and Betty seconded. The motion passed unanimously.

TREASURER'S REPORT (See attached)

- The year to date deficit is \$27,750 and we are projecting a total deficit for 2017 of \$29,605.
- Pledges for the month were \$4,815 less than projected, and year to date, \$7,376 less than projected.
- Total income year to date is \$348,572 with a budget of \$364,566 yielding a positive variance of \$6,347.
- Tom Hanson has agreed to work as a co-treasurer of the Community Market.
- Preschool is in the black by \$7K, therefore, we do not have to write anything off. Tuitions are being honored. Staffing has been reduced.
- The Treasurer's Report was accepted with appreciation. **Motion** made by John and seconded by Matt. Motion passed.

RECTOR REPORT (see attached)

- Andrew Kryzak is now a Postulant and officially on his way to Ordination.
- Lay Eucharistic Visitors and procedures report (see attached)
- The Emergency Preparedness Team (Tony Capezza and Jack Florence) will meet on 12/7 at noon to develop a process and will report back when they have a strategy. They are using the FEMA EOP from 2013.
- Craig submitted his housing allowance request for 2018. \$45,000 of his total compensation (\$95,357.22) will be designated as parsonage allowance.
- Matt made a **motion** to accept the Rector's housing allowance for 2018. Tom seconded. Motion passed.

Stewardship

- Matt reported that we have received 97 pledges in the amount of \$216,019. Four of the 97 are new pledges. The projected pledge amount is \$295,000.
- 97 follow-up letters were mailed on Tuesday, Nov. 28th.
- Thank you notes will be sent out next week.
- Some pledges were lost due to deaths; approximately \$10K
- Mixed reviews about Quill, but mostly positive
- Roxanne does not want to run a Fill-the-Gap campaign if the budget comes up short.
- BJ suggested starting Stewardship much earlier next year with the formation of a Stewardship Committee.
- Matt suggested the process begin in March after the annual meeting. He also noted that parishioners need to be educated about Stewardship.
- Melissa stated that Stewardship should be an all year round effort.
- Craig said that at the Retreat the Vestry could identify possible members for a committee and possible campaigns.
- John Hines and Rodney LaBrecque have started working on strategic planning around end-of-life giving. They would like to have a younger member (30's) join their committee.
- The Vestry thanked Matt for his time and effort.

Action Item: Craig will put the Stewardship Committee on the February, 2018 agenda.

Nominating Committee

- Tom gave his report. (see attached)
- Melissa Doak, Matt Melchiori, and Nichole Zelenack will roll off the Vestry. Beth DiPanni will roll off as Clerk for 2017.
- There were 7 nominations; one dropped out.
- The committee will interview the remaining 6 individuals over the next two weeks.
- Nominees are: Leo Carroll, Barbara Coughlin, Eliz DelGizzo, Rodney LaBrecque, Jane Morgan, and Gerry Reynolds.
- They will discern three people for the open seats for class of 2018-2021 and recommend the candidates to the Vestry at the December 20th meeting.
- Those not selected for the 2018 Vestry may be asked to support the Vestry as an assistant to an officer of the Vestry.
- There was discussion of the possibility of increasing the vestry membership, raised by Tom, arising out of his concern regarding growing responsibilities of the vestry.

Matt presented an alternate view point, that being not to increase the number of vestry members, but to resolve increased responsibilities through the process of identifying additional people to lead commissioned committees which would then report their findings directly to the vestry . Such committee members would not be voting members of the vestry but would be governed by the vestry.

Tom was in agreement that this committee suggestion would be an acceptable alternative to presently increasing the number of people on the vestry.

By-Laws (email attached)

- Craig received an email from the Rev. Patrick J. Greene (a copy of which is annexed to these minutes) which in turn, was passed along to Tom. The email stated that our By-laws, with some minor changes, are acceptable.

John made the **motion** to accept the amendments to the proposed by-laws as required by the Standing Committee of the Diocese as per email 11/28/17. Tom seconded the motion. Motion passed.

The Vestry thanked Tom for his time and effort.

Bell Choir

- BJ asked the Vestry to email any questions they have about the Hand Bells, and she will have the answers for the January, 2018 meeting.

Action Item: Craig will put the Bell Choir Fundraising program on the January, 2018 agenda.

Water Abatement

- Work will begin on December 3rd. Peter Grandin is installing the Galley. Getting prices now on connecting to the town sewer.
- The Garden Committee is postponing putting rose bushes on the berm in the front of the church.
- Lelia P. will need to be informed of this.

Safety

- BJ questioned if the second floor of the preschool is up to code.
- Matt said we are grandfathered in until we make renovations.
- There will be a whole parish fire drill in the spring and one more fire drill for the children during the winter.
- Need to develop a pamphlet on fire drill procedures

- Sue P. was concerned about all doors being locked during the Market. Matt reassured her that all doors have panic bars and people can exit quickly.

New Business

Fire and Burglar Safe

- Beth distributed information about a burglar-fire proof safe. BJ wants to share the information with Roxanne before a decision is made. Tabled until December.

Action Item: Craig will put the burglar-fire safe on the December agenda.

Adjourn

Nicole made a **motion** to adjourn and John seconded. Motion passed.

The meeting was adjourned with prayer at 8:29 pm.

Next Meeting will be on **Wednesday, December 20th @ 6:30 PM**, with dinner at 6:00.

Respectfully submitted,

Beth DiPanni, Clerk

Rector's Report

1 It has been a busy five weeks, much of my time has been tied up with pastoral care. I made several trips to the homes of those who died this month in the days leading up to their deaths. Both funerals were complex due to the families requests for music and visiting clergy. In the end both were marvelous and personal in their own way. I have heard many good comments in regards to the services by outsiders and how welcoming we are as a parish.

2. I will be attaching a review of how pastoral care takes place via the clergy and Lay Eucharistic Visitors. After two years I think it is a good idea to review the ongoing practice. I would use the term policy, but this is not a policy, just the practice which has developed between our Deacon, Myself and the LEV's

3. I will be submitting my housing allowance request for 2018 to be voted on this month. Although it is not due until the December, I feel it is best to get this piece of business out of the way so we can focus fully on the budget next month.

4. The emergency preparedness team is moving towards its first meeting. Both Tony Capezza and Jack Florence are working with me on our civil preparedness. In preparation we are reviewing the FEMA Guide for Emergency Operations Planning from 2013. *-take place 12/7*

5. I am happy to report our Aspirant for Holy Orders, Andrew Kryzak is ^{now} ~~not~~ a Postulant and officially on track for Ordination. Soon we will need to approve Andrew for the next step, Candidacy. This is typically a pro forma vote as his progress is ^{now} squarely in the hands of the Commission of Ministry and the Bishop.

6. Please note, Dante Tavarolo will be ordained to the Holy Order of Priests on Saturday, December 16 at 10a.m. The service will take place at St. Luke's in East Greenwich.

7. Christmas Eve and Christmas Day. Due to Christmas Eve being on Sunday, we will celebrate Advent 4 at 9:00 a.m. in the Parish Hall.

Vigil services for the Nativity will take place as follows:

4 p.m. Toddlers Mass

6 p.m. Festal Eucharist with Choir

10:30 Festal Eucharist with Brass and Soloists



Dec. 25 Christmas Day Low Mass at 10:00 a.m.



Pastoral Visitation Practice.

Pastoral visitation is a team effort comprised of the Lay Eucharistic Visitors, Deacon Anne Burke and Fr. Craig.

Visitation to the homebound and those in nursing care

Our homebound members are visited a minimum of one time per month by our Lay Eucharistic visitors (levs). Often one LEV is assigned to a homebound member to allow the member an opportunity to develop a relationship with one person and not feel as if their house is being invaded by several members of the parish who they may not know.

Deacon Anne makes regular rounds to all the homebound in concert with the LEV's and maintains regular visits with those whom she has developed a solid pastoral relationship .

Fr. Craig attempts to visit one or two of our homebound each month depending on what his schedule.

Visitation with those who are recovering from illness

Fr. Craig and Deacon Anne share this responsibility and work together as a team to bring communion to those who are temporarily home bound due to a surgery or illness. Most of these visits take place on Sunday after church. Depending on the situation and other pressures, who makes the visit is determined that day.

Hospital Visitation

Fr. Craig is solely responsible for all emergency and acute hospital visits. Pastoral needs of the family are assessed and anointing is often part of the visit. Communion is often brought at a later time depending on the situation. On rare occasions, Deacon Anne may bring communion after Fr. Craig has assessed the need for such and Fr. Craig cannot return to the hospital in a timely manner. Deacon Anne does not make any visits beyond South County Hospital.

End of life visits

These are handled exclusively by Fr. Craig as the parish priest. They often require in depth pastoral care to the family as well as the administration of the sacraments at the time of death (i.e. last rites)

Confidentially

All visits are confidential with only communion visits recorded in the service record. An individual's condition/ progress is not shared by the clergy or visitors unless the individual or family permits this. Often times, Fr. Craig is put on the family communications loop which allows him to know what information is being shared and what is not.

Deaths of parishioners are shared publicly only after funeral arrangements are made. Information concerning deaths of a Parishioners' family member not associated with the church is not shared by the office unless the family specifically request us to do so.

Finally, due to hipaa, it is incumbent on the family or their advocate to inform the office when someone is in hospital and/or would like to be visited by the priest. Hospitals no longer inform clergy when parishioners are in hospital.

October 2017 Treasurer's Report

Profit / Loss: The year to date deficit is \$27,750. At this time, we are still projecting a total deficit for 2017 of \$29,605.

Income:

- Pledges for the month of September were \$4,815 less than projected, however year to date are \$7,376 less than projected.
- Total income year to date is \$320,822 vs a planned amount of \$327,169, with a deficit of \$6,347.

Expenses:

Total actual expenses year to date were \$348,572, with a budget of \$364,566 yielding a positive variance of \$15,994.

- The largest variance continually occurs in the payroll expenses due to timing. When writing the budget, the pension remittance was quarterly, which has now switched to monthly, causing a difference due to timing.
- Heating and property maintenance were under budget for the month by \$408 and \$1,052 respectively.

Balance sheet summary:

- There is a total of \$767,899 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.
- There were \$30,500 deposits made to the Indian Rock Trust during October: \$5,000 from monies originally pledged for the church restoration, \$25,000 from a parishioner who passed away and \$500 from a funeral donation, which was earmarked for the St. Peter's endowment.

Miscellaneous / Administrative

- Tom Hanson has agreed to work as a co-treasurer in the capacity of the Community Market. Tom will be reviewing Market bills, reporting in the monthly financial statements and helping to "spot audit" and reconcile the Everybody's Gotta Eat gift cards.

Respectfully submitted,

Roxanne Melchiori, Treasurer

2:32 PM
11/18/17
Cash Basis

St. Peter's by the Sea Church
Balance Sheet
As of October 31, 2017

	<u>Oct 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Discretionary Fund	2,185.35
WASH. TR. CHECKING	
Bazaar Funds	18,813.54
Capital Funds	13,535.57
Community Market Funds	35,443.98
Garden Funds	6,322.60
General Operating Funds	-34,042.31
History Fund	760.00
J2A & Youth Program Funds	3,806.84
Living Stones Funds in Gen Acct	2,141.25
Memorial Funds	2,571.60
Music Funds	4,833.25
Preschool Funds	7,015.56
Total WASH. TR. CHECKING	<u>61,201.88</u>
Total Checking/Savings	63,387.23
Other Current Assets	
Comm Market EGE Gift Cards	7,595.00
Comm Market Restricted Trust	10,561.92
Indian Rock Trust	
Capital Self-Restricted \$100k	100,000.00
Operating Self-Restricted \$350k	350,000.00
Indian Rock Trust - Other	317,899.34
Total Indian Rock Trust	<u>767,899.34</u>
Total Other Current Assets	<u>786,056.26</u>
Total Current Assets	849,443.49
Other Assets	
Durkee Trust	323,343.55
Land - 1/5 interest of parcels	5,590.00
Treat Trust	103,166.24
Westcote Trust	318,427.71
Total Other Assets	<u>750,527.50</u>
TOTAL ASSETS	<u><u>1,599,970.99</u></u>

St. Peter's by the Sea Church
Balance Sheet
As of October 31, 2017

	<u>Oct 31, 17</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
PAYROLL LIABILITY	
Payroll Taxes	133.09
TDI	156.68
Total PAYROLL LIABILITY	<u>289.77</u>
Total Other Current Liabilities	<u>289.77</u>
Total Current Liabilities	<u>289.77</u>
Total Liabilities	289.77
Equity	
Restricted Funds - Trusts	1,132,168.62
Retained Earnings	458,492.14
Net Income	9,020.46
Total Equity	<u>1,599,681.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,599,970.99</u></u>

2:49 PM
11/18/17
Cash Basis

St. Peter's by the Sea Church
Profit & Loss Budget Performance
October 2017

	<u>Oct 17</u>	<u>Budget</u>	<u>Jan - Oct 17</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Income					
INVESTMENT INCOME	2,786.00	3,000.00	51,746.05	50,000.00	63,000.00
OTHER INCOME	950.00	292.00	12,405.94	2,920.00	3,500.00
OUTREACH INCOME	0.00		112.00		
PLATE OFFERINGS	327.00	674.00	4,735.85	6,740.00	8,080.00
PLEDGES 2016	0.00		865.00		
PLEDGES 2017	18,624.60	23,440.66	232,643.26	240,018.62	286,900.00
PRESCHOOL PLEDGE	0.00	0.00	0.00	0.00	4,500.00
UNPLEDGED CONTRIBUTIO...	3,627.34	1,916.00	18,313.86	19,160.00	23,000.00
WINDFALL INCOME	0.00	833.00	0.00	8,330.00	10,000.00
Total Income	<u>26,314.94</u>	<u>30,155.66</u>	<u>320,821.96</u>	<u>327,168.62</u>	<u>398,980.00</u>
Gross Profit	26,314.94	30,155.66	320,821.96	327,168.62	398,980.00
Expense					
ALTAR SUPPLIES	238.81	80.66	2,269.97	1,620.60	1,000.00
APPORTIONMENT	4,899.63	4,899.63	49,786.74	49,786.74	59,586.00
BANK FEES	0.00		30.20		
CHRISTIAN EDUCATION	695.81	249.99	2,065.64	2,499.90	3,000.00
COMMUNITY LIFE	345.18	389.15	3,736.36	3,946.50	4,600.00
MUSIC EXPENSE	138.49	120.83	3,646.65	4,288.30	6,130.00
OFFICE EXPENSE	639.35	1,027.06	9,275.89	11,477.26	14,115.00
OUTREACH EXPENSE	22.17	83.33	2,474.49	2,833.30	3,000.00
PAYROLL	21,249.04	28,040.04	234,278.55	246,731.76	290,189.57
PROPERTY INSURANCE	0.00	0.00	9,701.00	10,200.00	10,200.00
PROPERTY MAINTENANCE	82.89	1,052.49	15,588.43	15,414.90	17,765.00
UTILITIES	975.15	1,516.65	15,718.16	15,766.50	19,000.00
Total Expense	<u>29,286.52</u>	<u>37,459.83</u>	<u>348,572.08</u>	<u>364,565.76</u>	<u>428,585.57</u>
Net Income	<u><u>-2,971.58</u></u>	<u><u>-7,304.17</u></u>	<u><u>-27,750.12</u></u>	<u><u>-37,397.14</u></u>	<u><u>-29,605.57</u></u>

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