

1224

**St. Andrew's Episcopal Church**

**Vestry Meeting**

**December 19, 2024**

**Present:** Reverend Canon John Spicer, Mtr. Jean Long, Mtr. Rita Kendagor, Deacon Adam James, Paul Wurth, Steve Miller, Jean Kiene, Sara Welch, Cameron Rostron, Guy Creveling, Tim Cranor, Jewel Scott, Carolyn Lathrop, Ward Cook, Stephanie Henson, Pam Olander, Wendy Burgess, Christina Santiago-Turner, Alicia Ramsey, Tim Dodderidge, Ben Gloe, Karen Lundgren, Ann Woodyard, and Carolyn Johnson.

**Consent Agenda:** Fr. John called for a motion to accept the agenda and minutes from November, 2024 meeting. The motion was made, seconded and passed.

**Opening Scripture and Prayer:** Fr. John first read from Luke 1: 26-38 for the Advent season and followed that with the Collect for Advent IV from the Book of Common Prayer.

**Building the Pilgrim's Pathway to Heaven on Earth-**

1. Commission review of ministries: A discussion was held and Vestry will continue to answer the question of what we are getting from each commission? Fr. John displayed a grid to assist each commission. The activities are listed on the left and the top has the following questions. At the completion, each commission should be able to determine which activities are meaningful and working, and which are not. The questions were as follows: Who are you trying to reach? What is the cost? What's the impact? (Number served) How critical is it? How does it fit the spiritual practices of the Baptismal Covenant? Here is a sample using the Worship Commission as an example:

2024 Commission Ministry Review

Worship Commission

What's the purpose? Who are we trying to reach? What's the desired outcome? What's the cost (funding, volunteers)? What's the impact (number served, difference made)? How critical is it? How does it promote the eight spiritual practices?

Reading Scripture

Eucharistic Ministry

Ushering

Parish Choir

Acolyting

Bread Baking

Altar Guild

Tech Guild

Funerals

Weddings

Sunday Morning Worship

Trailside Worship

Friday Worship

Pray at 8

2. Fr. John announced that the staff has decided to let go of Trailside Thursday nights. A discussion then followed of Vestry's spiritual leadership work and suggestion for how this can go forward in 2025. Guy, Paul, Ward, Jewel, Tim, Jean all offered thoughts and Fr. John asked that as people had ideas on spiritual growth to send him an email.

**Other Business:**

1. Jason presented the November financial report. Some late pledges came in in Early December. We were 3% to the good in expenses in November. There has been discussion about NOT taking a draw this year from Endowment, however it is now decided that we will probably take a \$100,00 one, which is less than we normally do. The entire report is as follows:

**Vestry Financial Report - Finance Commission  
November 2024**

**OPERATING BUDGET INCOME:**

**NOVEMBER INCOME**

Pledge income was below budget expectations by just over \$137,000. In early December, we received November pledge payments of \$150,000 which greatly narrowed the pledge income deficit. Operating no-pledge and plate offering results were below expectations, and 2025 pre-paid pledges were below expectations by just over \$111,000. All other income was below expectations for the month by just over \$127,000. Overall, total income was below expectations by nearly \$395,000 or -62%.

2.

**3. YTD INCOME SUMMARY**

4. Year-to-date, the parish is behind our pledge income budget by \$77,382 or -6%. Operating no-pledge and plate offering are ahead of budget expectations; All other income results exceed expectations by \$26,708. Our total income YTD is below expectations by \$240,429 at -12.11%.

5.

6. With these lower-than-expected income results, Finance is preparing to take the already budgeted income draws from the overall endowment of \$100,000 and ministry development fund of \$50,000 to bring our YTD income into better balance. Finance is closely watching December income and 2025 pledge giving results to provide additional guidance or action.

7.

**8. OPERATING BUDGET EXPENSES:**

9.

**10. NOVEMBER EXPENSES**

11. Overall, November expenses were favorable to the budget by nearly \$30,000. There were no material expenses of note.

12.

**13. YTD EXPENSE SUMMARY**

14. Total expenses are favorable YTD by nearly \$51,000 or 2.34%. Most ministries are at or near budget and ongoing monitoring and coordination of our Facilities and Parish Office spending will continue. Continued thoughtful expense management in Q4 positions St. Andrew's for an on-budget total expense result.

15.

**16. OPERATING NET INCOME:**

17.

18. STA closed November behind the net income budget expectations by \$364,815. Year-to-date, the parish is also behind the net income budget by nearly \$190,000.

19.

**20. PARISH CASH & INVESTMENT BALANCES:**

**21.**

22. The parish's cash and investment positions remain favorable at November close. The Commerce bank account is ~\$525K; BBV bank account is ~\$13K; BBV investment account is ~\$874K; and GKCCF endowment is ~\$3.3M. To avoid minimum balance fees, we are preparing to move funds from the BBV bank account following our next planned draw for HJ's related expenses. There are no other planned changes to our other bank and investment accounts.

3. Stewardship Update: Fr. John presented the results thus far from this year's Stewardship Campaign. We have a total of 22 new pledges but only 248 have pledged versus 261 from last year. The total last year was \$1,467,911 and this year to date is \$1,408,226. Several large donors passed away this past year. Fr. John will be sending out a letter to those who have yet to pledge.
  4. Review of 2025 draft for Budget. The budget is fairly flat for next year. We will need to see December numbers as to any big changes. Fr. John explained that this was only the draft and that at the January Vestry meeting we would see the final budget and vote on it at that time. It would then be presented to the entire parish at the Annual Meeting on Sunday, January 26<sup>th</sup>.
  5. The following resolution was then presented for a distribution from the endowment's Ministry Growth Fund for \$50,000 before the end of the year for the Outreach Coordinator position of 2024. The resolution is as follows –
 

*Whereas, the St. Andrew's endowment funds include a quasi-endowment known as the Ministry Growth Fund; and*

*Whereas, periodic distributions from the Ministry Growth Fund may include up to 20 percent of that fund's principal once each year to support the hiring, retention, expansion, and continuing education of the church's clergy and staff, subject to the Vestry's approval; and*

*Whereas, the Ministry Growth Fund's value is \$647,629 as of Dec. 12, 2024, but will be \$627,035 by year-end after the normal endowment distribution to the Church; and*

*Whereas, the rector has requested use of \$50,000 to support funding of the parish's Outreach Coordinator position in 2024; therefore, be it*

*Resolved, that the Vestry approves a distribution from the Ministry Growth Fund of up to but not exceeding \$50,000, based on and subject to final*
- Fr. John explained about the fund to the new members. The resolution passed.
6. Thank you notes will be sent to Bishop Diane for attending and preaching on St. Andrew's Sunday and to Dr. Tom Vozella for producing The Christmas Carol again this year.

Christina offered the closing prayer. The Vestry then celebrated the Christmas season with a party with many tasty treats furnished by the members.

Respectfully submitted,

Ann Conlan Goodrich, Vestry Secretary