

**Minutes of St Stephen's Special Vestry Meeting
Wednesday, June 20, 2018**

In Attendance:

Sam Pease, *Warden*, Jeff Antos, *Junior Warden*, Bob Jackson, *Treasurer*, Dan Dubeau, *Clerk*; Alan Wittrup, Bruce McWhorter, Marylou Lawrence, Tanya Buchanan, Sally Tague, Matt Templeton, and Declan McHugh, *Youth Representative*.

7:03pm: Opening prayer, led by Sam.

Agenda approved. May 16th minutes approved with one edit. May 30th minutes approved.

WE SERVE

- A dinner will be held at Sam Pease's house on Saturday, June 23d. Invitees are the officers of the Vestry and spouses. Reverend Maggie Arnold will be joining us with her husband.
- There will be a meeting with Reverend Maggie and the senior Vestry leadership to discuss the Covenant of the Ministry.
- August 5th will be a "Service Together" with both Maggie and Father John.
- There will be a "Welcome and Send Off" Reception at Don Stasko's house after services on that day. An e-vite will be coordinated with Molly.
- An article will be crafted for the Mariner announcing her arrival.
- Deacon Dan's last day is determined to be July 14th at his request.
- The Vestry expressed interest in finding out if he can stay on for a few more months. He has played such an integral part in multiple ministries and activities at the church. We do have enough in the budget to cover the continued expense. Sam will address this with Maggie.
- Outreach:
 - Agencies that we have helped would like to come in after services and make a presentation to the parish to describe what it is that they do.
 - Bruce mentioned that it is important to let people know what is going on with these various ministries and that access/communication will help them flourish.
 - Discussion ensued about perhaps allowing these different agencies to present to interested parties downstairs in the Bartow Room. Bruce felt that conducting the meeting down there would compromise the intent of getting the word out to all versus a few.
 - Bob disagreed and felt that fellowship is a time for the parish to connect and that such a presentation takes away from that. Dan

- agreed and shared his family's experience when these types of events have occurred in the past.
- Sally and Tanya suggested we conduct a survey. Jeff and Tanya mentioned Survey Monkey as a method to do this easily. Matt and Bruce offered to help develop the survey. Marylou suggested that we let Maggie weigh in.
 - Bruce also shared the minutes from the Outreach meeting that summarized why the Outreach Committee felt this was important.
 - Sam received a call from Vinny Hart @ Wellspring Food Pantry. They are conducting a risk assessment and need a disaster evacuation site identified. They would like St Stephens to serve as that location and requested the support.
 - Communications:
 - Sam requested that we get the summer schedule in the Mariner. Dan commented that he was aware that Sue McHugh is working on such an article.
 - We discussed getting an announcement out on Social Media announcing Maggie.
 - Dan said we need a Social Media team, especially now that Molly is no longer on Social Media. Sam will ask the Diocese for a Social Media tips sheet / best practices and share it.
 - Dan explained what he is currently doing with occasional stories and sharing the with the Cohasset 143 page which gives the story more circulation than just posting it on the St Stephen's page. We need more. Tanya suggested Dan "friend" her and she will introduce St Stephen's to other group pages to broaden our reach.

WE TRUST

Property Update (Sam):

- Tim O'brien installed the 14 windows. Need 4 more done.
- Tim will also patch the ceiling on the upper level.
- Sam suggested scheduling a "Work Day" to do the final touch ups on the Rectory, to include painting inside, painting the shed, and yard clean up.
- Goal is to get the Rectory rented as soon as possible.
- Alan has concerns about the organ. There are several things wrong with it. It will be a very big bill. Questions arose as to how much is a "big bill"? Can we lease a new organ? Does a piecemeal approach towards the repairs work? Alan will put options together and let us know.
- Bob mentioned that the Outreach Committee wanted to put a bulletin board up on the wall in Walter Rogers Hall. Bob happened to be there on that day and put a stop to it. The goal is to keep those walls clean of postings and agendas – no taped signs.
- Bob indicated that on that note, we should look at updating signage next year.

Financial Update (Bob)

- Bob reviewed the current budget status and balance sheet.
- We are doing ok. We did dip into the reserve account a bit to cover some expenses (approx. \$10,000).
- Might be better off this year than previously thought.
- We could receive as much as \$3500/month in rent revenue from the Rectory if we can get it rented.
- Bob reviewed a budget projection for 2019. It will be important that we reverse the trend of declining pledge income once we have a new Rector on board, as the financial commitment for 2019 looks to be \$342,000.
- Jon said that the mortgage initiative was a huge success and that we should run more campaigns like that periodically.
- Tanya mentioned that it is important that the Board/Vestry gets the word out on such campaigns. This led to a discussion on stewardship.
- Bob shared that to achieve the \$342,000 goal, it would equate to \$375 per pledging unit. The goal seems achievable, however, not all parishioners pledge each year, so the goal should also be to lift the total number of pledge units.
- Sally asked if we should list “pet projects” for 2019 so as to earmark funds for what needs to be done. Bob explained how that might not be advisable and outlined the differences between stewardship and restricted giving and how earmarking falls under the restricted giving category. This could bind the flexibility needed to effectively operate the church.
- Bob suggested that the stewardship campaign should talk about what it is that we might “lose” (ie: Outreach) without your critical pledge.

WE WORSHIP

- Beach services will begin July 1st.
- We will have a fill in priest for July 8th, as Father John is away.
- Neither known baptisms nor weddings.

WE WELCOME/EVENTS

- David Bigley provided a write up on the Art Festival Pie in a Jar effort. They will net \$1000 on \$1543 in sales (in absentia).
- Bob mentioned that the fund raising efforts by the White Earth team ensured that we did achieve the full match that the diocese grant offered.

White Earth Mission Trip (Bruce McWhorter)

- The White Earth Mission Group now has its own website.
- David Bigley is working on an article for the Mariner.
- There is lot's of coordination and planning that is going on to address all of the logistics.
- They will be delivering the VBS "Shipwrecked" program as a part of the visit.

WE GROW

- With Don Stasko hosting a big welcome party and send off event in August, Sam suggested we not do the big September Gala event we were originally planning for. There was consensus on that given the timing.
- Dan suggested that to kick off the Stewardship Season, however, we should still host something. So we discussed the Wine & Cheese event concept that has been discussed in the past and how October would be a great time to do this. We discussed a fall theme. The same group (Dan, Tanya, Matt, and Bruce) will continue to work on this.

Meeting adjourned at 8:40pm.

NEXT VESTRY MEETING: July 18, 2018

Respectfully submitted,

Daniel J Dubeau, *Clerk*