

**Episcopal Church of the Advent  
Vestry Meeting Minutes  
February 18, 2024**

**Meeting opened with a prayer by Fr. A. Leonard at 12:04 PM.**

**Attendance:**

Vestry Members present were: M. Francis, A. Gloria, D. Hammond, R. Hudson, P. Kelly, Fr. A. Leonard, L. Morier, L. Price, J. Rutenberg, N. Smith, S. Werth. J. Morrison was absent. Sherrie Maahs attended as Treasurer.

**Minutes:**

Motion to approve the Vestry Minutes of December 17, 2023 made by D. Hammond and seconded by A. Gloria. Approved by the Vestry, Motion to approve the Special Vestry Meeting Minutes of January 21, 2024 made by R. Hudson and seconded by P. Kelly. Approved by the Vestry.

**Treasurer's Report:**

Sherrie Maahs reviewed the Profit and Loss Budget Performance figures for January 2024. Note was made of a \$7049.51 deficit. Motion to approve the Treasurer's Report pending audit made by J. Rutenberg and seconded by D. Hammond. Approved by the Vestry.

**Rector's Report:**

Fr. A. Leonard reviewed Lenten activities including the Archbishop of Canterbury's Difference Course and Stations of the Cross followed by a Soup Supper Wednesdays during Lent. He also read a thank you note from C. Obligado regarding her retirement function.

**Senior Warden's Report:**

Low Price presented revised pledge figures for 2024 as of today. There were 49 pledges for a total of \$168,946. These figures were slightly lower than the 2023 figures of 52 pledges for a total of \$169,346. He did note a rise in mean and median pledge amounts this year by 5.9% and 4.5% respectively. He also mentioned the projected 2024 deficit of about \$22,000 which would require additional donations. This underscored the need for continuing stewardship and fundraising activities. Finally, he also indicated that the Finance Committee was reviewing multiple church accounts for investment at higher interest rates.

**Junior Warden's Report:**

Noel Smith indicated that she was modifying the church website to allow for easier donations and educational updates regarding stewardship and other church activities.

**Old Business:**

1. Stewardship to be discussed under Other Committee Reports below.
2. J. Rutenberg briefly discussed a new counting form and set of counting instructions. He also requested updates regarding Counting Team changes.

3. Fr. A. Leonard presented a new Parishioner Questionnaire to be reviewed and completed during the Vestry Retreat at St. Barnabas Church on April 6 from 9 am to 5 pm. Lunch will be provided.

### **New Business:**

1. Fr. A. Leonard made sure that every Vestry member has received a Vestry Handbook and Vestry pin. Items in the Handbook can be discussed at the Vestry Retreat.
2. Fr. A. Leonard requested the purchasing of Church Windows Software. This software has four modules including Membership, Pledging, Finance, and Budgeting. The software allows for easier generation of needed reports and financial tracking compared to current software which is not designed for church use. A cloud-based intermediate subscription is recommended initially and includes the ability for web consultations as needed for \$2000 for the first year. The plan would be modified to a more basic offering after the first year at \$600/yr once the transition to the new software has been completed. Fr. A. Leonard asked for donations to help cover the cost. Motion to approve the purchase made by D. Hammond and seconded by J. Rutenberg. Approved by the Vestry.
3. Committee Liaisons were chosen for the next year: ECM - D. Hammond, ECW - S. Werth, Outreach - P. Kelly, Property - N. Smith, Finance - L. Price, Stewardship - J. Rutenberg, Education - M. Francis, Evangelism - J. Morrison, Alter Guild - A. Gloria, Security - R. Hudson, Scholarship - L. Morier, Worship - Fr. A. Leonard, Pastoral Care and Ad Hoc Hospitality to be determined.
4. Fr. A. Leonard proposed a resolution to address church account issues as read by the Vestry Clerk: It is proposed that C. Stafford and J. Lukens be removed from all church accounts since they have moved from the area. It is proposed that Sherrie Maahs (Treasurer) be added to Alter Guild, McDougall Norfleet, Outreach, Replacement Fund, and Choir Camp accounts. It is proposed that C. Obligado be removed from the Music Fund because of her retirement and replaced by Tom Crawford and Kathe Christiansen. It is proposed that Choir Camp have a checking account instead of a savings account to streamline deposits and bill paying. It is proposed that online banking be added to the the Music Fund, Replacement Fund, Sunday School Scholarship, Adult Education, and Outreach to streamline account actions. Motion to approve made by N. Smith and seconded by L. Morier. Approved by the Vestry.

### **Other Committee Reports:**

1. ECM: L. Price reported that the Shrove Tuesday pancake supper made \$350.
2. Stewardship Committee: L. Price discussed recent recommendations from the committee including the scripted calling of parishioners (without mention of pledging) who have not attended Church activities recently, the emailing of a stewardship newsletter monthly from third party sources, the holding of a newcomers event to include brief mention of stewardship with help from the Evangelism and Hospitality Committees, the placement of a brief educational piece regarding stewardship on the church website along with direct donation options, and the contacting of Diocesan stewardship resource persons for ideas regarding a year-round pledge program. Pros and cons of listing pledge donors in the Anchor were discussed by Vestry members. Options for non-disclosure of a donor's name and negative feelings about such listings were specifically discussed. Diocesan policy regarding

this issue will be sought. Further discussion will be an agenda item at the next Vestry meeting.

**Next Vestry Meeting: March 17, 2024**

**Adjournment:**

There being no further items on the agenda for discussion, a motion to adjourn was made by J. Rutenberg and seconded by A. Gloria. Motion approved by the Vestry.

**Respectfully submitted,**

**Joel Rutenberg  
Clerk of the Vestry**