

St. Martin's-in-the-Fields
Vestry Minutes
January 18, 2005

- Father Michael Bullock called the meeting to order and offered a reflection from Acts 4 and Peter's confession of faith. Father Michael asked us to consider how others see us. And he asked us to examine what we do confessionally to have others understand us to be Christians.
- Present: Michael Bullock, Ann Braithwaite, Warren Darby, Steve Johnson, Libby Nicholson, Paul Palmer, Jeannie Saylor, Tom Stepp, Neil Rashley, Freddy Vang, Betsy Biega, Lay Associate. Also, present: Carlos Gibbons and Patty Johnson, presenters for St. Martin's Foundation. Absent: Bosie McElveen and Garfield Stuart.
- Foundation Report: Patty Johnson, Foundation Chair, and Carlos Gibbons delivered a comprehensive report on the purpose, structure, history, and status of the Foundation. They distributed handouts depicting Cloak and Sword grants distributed in 2004, Hensley Grants distributed in 2004, grant amounts available in 2005 (\$30,529.53), and the beginnings of the foundation. They also distributed to the vestry a list of all the members of the Foundation Board and the Foundation Investment Board.
 - The Arbor Endowment supports parish needs and projects – 9%
 - The Cloak and Sword distributes grants for outreach and mission – 38%
 - The Hensley Fund support parish education – 53%. The focus here is to support activities that promote parish leadership. The Foundation Board plans to focus their attention to increase the resources for this fund this year. They are also intentionally working on their effectiveness by requiring a report from each recipient after the conclusion of the event.
 - Communication with the Parish is through *The Cloak*.
 - The Consortium of Endowed Parish's conference will be held during the week of February 23, 2005. The foundation would like to send two board members and two vestry members. Interested vestry members were encouraged to contact Neil Rashley.
 - Hammond Fund – This fund was mentioned as being within St. Martin's but not under the direction of St. Martin's Foundation. It was resolved that Warren Darby will investigate moving these funds to the Hensley Fund as may be appropriate after discussion with the Hammond family.
 - The vestry extended their appreciation to Patty and Carlos for their very informative presentation.
- The vestry accepted the minutes for the December 2004 meeting.
- Finance Report- Warren Darby presented for discussion several documents depicting the parish finances for the conclusion of 2004 and other financial documents for the vestry's consideration as we develop a budget for 2005.

- December 2004 Cash Flow Analysis & Budget Recap- of particular achievement noted is the \$29,779 surplus for 2004.
 - St. Martin's 2005 Budget work sheets including detailed line items, and headings for 2003, 2004, and three headings for 2005: Budget I - no change + no Youth Coordinator, Budget II –Youth Coordinator for a full year+5% expense increase & no salary increase, Budget III – same as II + 3% raise and a full audit.
 - 2005 Canvass Report 1/18/2005 - The status of the canvass was discussed with references to the 2005 work sheets. Among the concerns most noted was that pledges for 2005 + other income + outstanding pledges for 2004 anticipated, leave a shortfall of about \$20,000 to fund the 2005 budget at 2004 levels, provided that we do well at collecting delinquent pledges for 2004. This short fall was discussed and the necessity to take some action with some urgency to improve the income to fund needed staff for youth and modest increases for current staff.
 - Pledged in 2004 –None in 2005 report - We reviewed this document line by line with consideration for each pledging unit. A few pledging units were identified as needing no further follow-up because of known personal issues or because new information that they have now pledged with details for Warren to forward to Kathy Kelly, Financial Assistant. Vestry persons stepped forward in the discussion to follow through (letters or phone calls) for all the other non-pledging units. Vestry persons are to contact Kathy Kelly ASAP about any further pledges received by phone.
 - The executive committee will draft the budget following the vestry retreat for distribution one week before the February 15, vestry meeting.
 - The vestry formally resolved with unanimous approval that the St. Martin's -in-the-Fields 2004 Budget be extended in 2005 until the 2005 Budget is adopted and approved. Note that on 01/04/2004 Warren Darby distributed via e-mail this resolution to all members of the vestry for their immediate consideration and response to Paul Palmer. All vestry members responded via e-mail that day affirming this resolution, except for Garfield Stuart, who abstained from voting on this matter.
- Rector's Report- Neil Rashley introduced at Father Michael's request, our initial discussion about hiring a Priest Assistant that would have duties including the work of youth coordinator. Father Michael and others entered the discussion about our status of searching for a youth coordinator. We have had difficulties finding suitable candidates and are in conversation with one prospect. It was mentioned that five other parishes in the area are also looking for a parish youth coordinator. The vestry then entered a lively discussion about the general problems with finding and keeping a lay Youth Coordinator, our commitment to select and hire a Youth Coordinator, our parish needs for pastoral care, and our rector's need for such assistance. We generally agreed that this item needed further analysis and discussion at a future date, such as the vestry retreat, We acknowledged that we do not a present have the funds for such a position and the some supplemental fund raising would be necessary. Father Michael stated that he

- will inform our one candidate that we are currently re-evaluating our hiring a youth coordinator.
- At the 10:30 AM, Sunday, January 23, 2005 service all vestry members are to be present to be commissioned.
 - Housing Allowance- Father Michael made a resolution to recognize that he has a \$27,000 housing allowance as provided in his approved compensation. Such resolution is necessary for IRS documentation. The resolution was unanimously approved by the vestry.
 - The vestry retreat will begin at 5:00 PM, Friday, February 4, 2005, in the lounge at Kanuga. Father Michael will host the Saturday evening dinner off site. He invited suggestions for a suitable restaurant.
 - Father Michael expressed concern about the absence of Garfield Stuart and Bosie McElveen. He asked the vestry to encourage their attendance. Neil Rashley indicated that he will communicate with them to make sure that they get information about the vestry retreat.
- Lay Associate's Report- Betsy Biega informed the vestry that Gail Giesecking has been working out very well so far. Betsy also invited vestry members to give her updated photos for the vestry poster.
 - Senior Warden's Report – Neil Rashley informed the vestry of his meeting with the Stewardship Cabinet and thanked them for their excellent hard work this past year. We also discussed the importance of supporting this group and the need to make an orderly transition upon Rev. Chassey's leaving his position as Stewardship Officer on March 31, 2005.
 - The meeting concluded with prayer.

Respectfully submitted by Paul Palmer, Vestry Clerk