

CHURCH OF THE RESURRECTION  
VESTRY MINUTES  
February 7, 2018

The meeting was called to order at 7:00 p.m.

Vestry members in attendance: Fr. David Lynch, Senior Warden John Biggs, Junior Warden Les Woodward, Buzz Atkinson, Janeece Buckner, Jim Gilligan, Ken Griechen, and Meg Swant  
Absent: Arla Witte, and Jim Whitaker  
Guest: Gabe Conn

The meeting was opened with a prayer and acceptance of the January 10 minutes (SEE ATTACHED).

ALTAR GUILD REQUEST - Gabe Conn (SEE ATTACHED): The altar guild is requesting replacement of several linen items due to wear and tear over many years. Also, the Advent wreath and stand, which were makeshift many years ago, are in need of replacement. Gabe prioritized the items and offered two options with regard to one. She has a 20 percent discount for the fair linen only until February 20, 2018. If all the items are included, with the tilting Advent wreath option of all brass, the total would be \$3,103.00 (with discount). There is currently \$1,956 in the Altar Guild fund. Meg Swant made the motion below, which was amended by Jim Gilligan and seconded by Ken Griechen. Following additional discussion, the motion was approved unanimously by voice vote:

*RESOLVED, that all of the items identified in the February 5, 2018 memorandum from Gabriele Conn be purchased;*

*FURTHER RESOLVED, that the funds for this purchase will come from the Altar Guild fund supplemented by funds from the Flower fund.*

AUDIT REPORT - Pat Carle (SEE ATTACHED): The audit team (Pat Carle, Phil Hampton, and Wanda Meisel) has completed its review of the 2016 financial statements and control processes and found that the financial statements present fairly the financial position of the parish. Following discussion, the following motions were made by Buzz Atkinson, seconded by Meg Swant, and passed unanimously by voice vote with the treasurer abstaining:

*RESOLVED, that the 2016 Audit Report be accepted as presented .*

*FURTHER RESOLVED, that the Vestry acknowledges and accepts the risks involved with the lack of official authorization on disbursement vouchers and the lack of complete dual controls over pledge and plate receipts.*

The Vestry was strongly encouraged to have an annual discussion each February about any identified risks in the operations of the church and whether those risks should be mitigated further or are acceptable to the Vestry. This discussion, as well as a review of approved check signers (currently Jim Gilligan, John Biggs,

Bill Carle, and Frances Lingrel), should be documented in the minutes each year. The signatories were discussed in this meeting and re-approved.

#### COMMITTEE REPORTS:

Building & Grounds - Les Woodward: A second quote has been received for expansion of the narthex; another one or two are expected soon. In January, Bill Carle submitted the annual report on the condition and location of the Naval bell to the appropriate authority with the Navy. Bill Carle has met with Ari Rodopoulos regarding his desire to hold soccer practices on the church field. The church has agreed to allow the fields to be used for soccer beginning June 16, 2018. A key will be provided to an adult to allow people to use the bathrooms. The only sort of payment requested this year is for donations to the Necessity Pantry. Buzz Atkinson made the following motion, which was amended by Jim Gilligan, seconded by Ken Greichen, and approved unanimously by voice vote:

*RESOLVED, that Bill Carle, who, in April 2017, was given the authority as the liaison to discuss and reach agreement with Ari Rodopoulos with regard to the use of the church fields, continue to represent the Vestry on this matter and have all authority necessary to conclude these negotiations.*

Hospitality Committee - Meg Swant: The committee met two weeks ago. Members are ready for the Ecumenical Meal on February 21; a sign-up sheet will be posted for parishioners to provide finger desserts for after the service. A reception will be held following the funeral for June Short; parishioners will be asked to provide food for that reception. Fr. David is to be inducted into the Worker Sisters and Worker Brothers for the Holy Spirit on February 25 during the 10:30 service; he will find out if a reception or food is appropriate following this induction.

Pastoral Care - Janece Buckner: The committee has instituted a "buddy system" of sending cards, calling, and visiting home-bound individuals and other parishioners in need.

Outreach - Ken Griechen: An Uplift meal for 60 will be prepared on February 12. A ministry of knitting caps for Blessing Bags or for a mariner charity has begun. It was suggested that Outreach collect ball caps for distribution in Blessing Bags this spring and summer. Outreach is sponsoring a United Thank Offering for Lent.

Education and Planning - Fr. David: An additional weekly service is being researched, perhaps for Sunday evenings.

Parish Life - Fr. David: The calendar is growing and is up-to-date. Forums will be held this week and next week. An Inquirer's class will begin soon and will run from February 20 through March 20.

Worship - Fr. David: Lent and Holy Week preparation continues. The Holy Week schedule is expected to be similar to that in 2017; there will be services each day. Eucharistic prayers will be alternated throughout the church year (from A to C and occasionally B and D) depending on the service.

Communications - Jim Gilligan: Direct access to the church calendar has been provided from the weekly email homepage. Jim will be attending Bishop's Day which will have sessions on on-line safety and communication tools and tips.

Stewardship - Buzz Atkinson: Letters will be prepared to thank parishioners who pledged for 2018.

Emergency Planning - Meg Swant: No new information at this time.

Arla Witte & Jim Whitaker - Fr. David: A discussion will be held at the next meeting on committee liaison responsibilities.

#### FINANCIAL REPORTS:

Treasurer's Report - Jim Gilligan: The end of 2017 brought several positives to the church. Attendance is up and those new to the parish are contributing to the church. The 2017 financial statements reflect these positive events. The 2017 financial statements reflect \$24,420 in prepayments due primarily to the tax law changes. Even adjusting for these prepayments, revenues were up over \$7,300 from budgeted amounts. Total expenses were nearly exactly what was budgeted. Therefore the actual 2017 results reflected a net cash flow of \$30,015 instead of the budgeted negative cash flow of \$2,075.

Rector's Salary/Housing Allowance: John Biggs made the following motion, which was seconded by Ken Griechen and approved unanimously by voice vote:

*WHEREAS, the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to the minister as part of the minister's compensation to the extent used by the minister for actual expenses in owning or renting a home; and*

*WHEREAS, the Reverend David Lynch is compensated by the Church of the Resurrection exclusively for services as a minister of the gospel; and*

*WHEREAS, the Church of the Resurrection does not provide the Reverend David Lynch with a parsonage; therefore, it is hereby*

*RESOLVED, that the total of the stipend and housing compensation paid to the Reverend David Lynch for the calendar year 2018 shall equal \$60,000 and it is*

*FURTHER RESOLVED, that \$33,600 is hereby designated to be the stipend and the remainder designated a Housing Allowance pursuant to Section 107 of the Internal Revenue Service; and it is*

*FURTHER RESOLVED, that the designation of the amount of the Housing Allowance may be modified in subsequent calendar years.*

2018 Budget - Jim Gilligan: The 2018 budget reflects an expected negative cash flow of \$23,529. The \$24,420 in 2018 pledge prepayments in 2017 will be spent in 2018, covering that cash flow deficit. Anticipated 2018 revenues are \$135,671; if the prepaid pledges are added to this, adjusted revenues would be \$160,091; this compares to an adjusted 2017-related revenue figure of \$165,940. The reduction in expected adjusted revenues is balanced in 2018 by a \$4,621 reduction in apportionment expense from that incurred in 2017. The budget reflects a resulting apportionment expense of

\$10,000; the church will be billed approximately \$24,600 but will not be able to contribute that amount to the Diocese.

Buzz Atkinson made the following motion, which was seconded by Meg Swant and approved unanimously by voice vote:

*RESOLVED, that the presented 2018 budget be adopted as the official budget.*

Ken Griechen made the following motion, which was seconded by Janeece Buckner and approved unanimously by voice vote:

*RESOLVED, that a letter to the Diocese be written to inform them that the apportionment payment for 2018 for Church of the Resurrection will be \$10,000.*

#### LEADERSHIP REPORTS:

Jr. Warden - Les Woodward: Nothing further to report.

Sr. Warden - John Biggs: Nothing further to report.

Rector - Fr. David Lynch: A funeral service will be held at Resurrection for June Short. There is a niche for interment of his cremains at Trinity Episcopal Church. Fr. David forwards a publication from the Episcopal Church Foundation to Vestry members monthly; the expectation is that it will be beneficial for all Vestry members to read pertinent articles. Bishop's Day will be held on March 3 at the Cathedral from 9 a.m. until 4 p.m. Fr. David will register those who plan to attend. Those individuals should notify him and identify the breakout sessions they wish to attend.

#### DISCUSSION/ACTION ITEMS:

Election of Junior Warden - Fr. David: Les Woodward indicated that he was willing to continue as the junior warden. John Biggs nominated him as such and, after a motion and a second, the slate was closed. Les Woodward was elected as Junior Warden by unanimous voice vote.

Bishop's Day - Fr. David: This item was previously discussed (see Rector's Report above).

Mutual Ministry Review - John Biggs: John Biggs and Bill Carle will meet with Fr. David in order to complete this review.

Capital Campaign - Les Woodward: Nothing further to report at this time, but a formal discussion by the Vestry will take place soon.

Clerk of the Vestry - Fr. David: It was noted that the Vestry Clerk position may be filled by a member of the Vestry; if anyone on the Vestry is willing to take on this task, he or she should contact Fr. David. It was generally agreed that the Vestry meeting could be recorded in order to complete accurate minutes as long as the recording was promptly destroyed.

Strategic Planning - Fr. David: This group will meet on February 24.

Ecumenical Lenten Dinners - Fr. David: Church of the Resurrection will be hosting the first of the Lenten dinners.

Vestry Picture - John Biggs: The Vestry picture will be taken during the March meeting.

Columbarium Committee - Fr. David: The senior warden is the head of this committee and the rector is a member. The three additional appointed members are currently Elaine Gilligan, Mary Liddle, and Frances Lingrel. Bill Carle has continued in this group for continuity. Frances Lingrel is scheduled to rotate off the committee, but is willing to stay on it. Jim Gilligan made the following motion, which was seconded by Buzz Atkinson, and approved unanimously by voice vote:

*RESOLVED, that Frances Lingrel be reappointed to the Columbarium Committee for another three-year term.*

Deanery Alternate for 2018 - Fr. David: Bill Carle is willing to continue as the alternate delegate in 2018.

Policy Regarding Receipt of Donated Property - Fr. David: A family in the parish has been working on estate planning and has approached church leadership about contributing their house and all tangible property (primarily vehicles) to the church. The Episcopal Church Foundation has some information with regard to such a transaction. For example, if there are any qualifications to the gift, it makes it difficult to accept. Questions include whether the gift would be made prior to death or upon death of the second spouse. A perpetual memorial fund group may be needed to address all of the related issues before responding to the interested family.

Following a prayer, the meeting was adjourned at 9:10 p.m.

NEXT VESTRY MEETING – March 15, 2018

Respectfully submitted,  
Pat Carle  
Secretary