

CHURCH OF THE RESURRECTION
VESTRY MINUTES
February 13, 2019

Vestry members in attendance: Fr. David Lynch, Senior Warden John Biggs, Junior Warden Les Woodward, Buzz Atkinson, Gabe Conn, Tess Garcia, David Henson, Meg Swant, Arla Witte-Simpson, and Jim Whitaker

Absent: Treasurer Jim Gilligan

Guests: Pat Carle

The meeting was opened with a devotion, a prayer, and a welcome to the new Vestry members (Gabe Conn, Tess Garcia, and David Henson). Acceptance of the January 9, 2019 minutes (SEE ATTACHED) followed. It was noted that Vestry members, especially those who have not previously attended a Bishop's Day, should make every effort to attend the March 9 event at the cathedral.

Election of junior warden, secretary, and treasurer

Following a brief discussion, the following motion was made by John Biggs, seconded by Buzz Atkinson, and passed unanimously by voice vote:

RESOLVED, that Les Woodward be elected Junior Warden, Kelly Blankenship be elected Secretary, and Jim Gilligan be elected Treasurer for the upcoming year.

Annual notice to Vestry of internal control issues and check signatories

Pat Carle described certain internal control issues noted at previous audit committee reviews. These items need to be addressed each year when the new Vestry convenes. The areas in question include:

Annual Approval of Authorized Signers on the Church Checking Accounts: Because the authorized check signatories for the primary checking account include Frances Lingrel, who is moving to Florida in a few weeks, a discussion of who should be added to the officially authorized signers for the account was held. Following discussion, the following motion was made by Meg Swant, seconded by Buzz Atkinson, and passed unanimously by voice vote:

RESOLVED, that Frances Lingrel be removed from the list of authorized signers for the primary checking account and that Tess Garcia and Les Woodward be added to that list. The complete list of authorized signers will now be: Jim Gilligan, John Biggs, Bill Carle, Diane Gerlach, Tess Garcia, and Les Woodward.

Separation of Duties: Disbursement vouchers are reviewed and paid by the treasurer. It would be best if these duties were completed by different people, but the size of our church makes this nearly impossible. Mitigating factors include the fact that the treasurer initials the invoice to indicate that he has reviewed it and finds it to be reasonable, and the fact that the Vestry reviews budget vs. actual expenditures monthly. This risk would be further mitigated if the rector would resume reviewing the monthly bank statements for reasonableness. Past recommendations and annual actions by the Vestry support accepting this risk and documenting it each year in the minutes. Following discussion, the following motion was made by Gabe Conn, seconded by Jim Whitaker, and passed unanimously by voice vote:

RESOLVED, that the risk of failing to separate duties be accepted, but mitigated by the resumption of the Rector reviewing the monthly bank statements.

Dual Controls: Whenever possible, cash should be handled by two people. Following the 8 a.m. Sunday service, the offering monies are left in the sacristy. Following the 10:30 service, one of the counters retrieves both sets of offerings and takes it to the office where two individuals count and document contributions. Mitigating factors for the lack of dual controls here are that the early service contributions contain very little cash and that pledge records are distributed twice a

year to parishioners who theoretically would notice any differences. Following discussion, the following motion was made by Tess Garcia, seconded by Jim Whitaker, and passed unanimously by voice vote:

RESOLVED, that the risk involving dual controls over offerings be mitigated by having two people take the collections to the office immediately following each service.

FINANCIAL REPORTS:

Treasurer's Report - John Biggs for Jim Gilligan (SEE FINANCIALS ATTACHED): Full year 2018 and January 2019 financial statements were presented briefly. Going through the 2019 budget and acceptance of the presented reports is tabled until the March Vestry meeting because of the absence of the treasurer.

COMMITTEE REPORTS:

The following committee liaison assignments were made:

Pastoral Care - Gabe Conn and Tess Garcia

Outreach - Jim Whitaker

Communications - Dave Henson

Emergency Planning - Buzz Atkinson

All other existing assignments remain the same.

Building & Grounds - Les Woodward: Installation of the new organ is nearly complete. Sound abatement in the undercroft is being investigated. Appropriate ceiling tiles will be \$7,500 or less. Funds could come from existing restricted funds. Following discussion, the following motion was made by Buzz Atkinson, seconded by Tess Garcia, and passed unanimously by voice vote:

RESOLVED, that the junior warden proceed with replacement of the ceiling tiles and that this expense be funded from the Capital Building & Remodeling Fund.

The junior warden is also investigating the replacement of fluorescent light fixtures in the undercroft with LED fixtures. The cost would be approximately \$55 each and there are approximately 20 fixtures. Finally, prior to the Ecumenical dinner to be held on April 3, it would be nice to have the undercroft floor cleaned and the undercroft cabinets refinished. Given that the Shrove Tuesday dinner is March 5, it may be difficult to get both tasks completed in this time frame.

Hospitality Committee - Meg Swant: The group is planning to help at the March 5 Shrove Tuesday dinner and is planning the April 3 Ecumenical dinner.

Pastoral Care - Fr. David and Gabe Conn: The Visiting Eucharistic Ministry program is finalizing procedures and is already calling on three shut-ins.

Outreach - Jim Whitaker: All of the outreach ministries are operating smoothly. The Blue Springs Soccer Academy, which uses our fields, has donated \$500 in Price Chopper gift cards to be given to the St. Michaels' Necessity and Food Pantries. Food to feed 60 at UpLift was prepared this week and preparation of dinners for at least one Blue Springs apartment building is coming up.

Education and Planning - Fr. David: There will be newcomers group meetings in between services on February 17 and February 24. The hope is that there will eventually be ongoing Christian education between the two Sunday morning services. A confirmation class will begin at the end of February in preparation for the May 4 confirmation.

Parish Life - Fr. David: This group held the first of two semiannual meetings two Saturdays ago to set the calendar for the year.

Worship - John Biggs for Arla Witte-Simpson: The alternate service, to take place on Sunday evenings, will begin on February 17; it will be followed by a soup and bread supper.

Communications - Fr. David for Jim Gilligan: The website continues to be updated and all Vestry members should review it for other information that should be added or changes that should be made.

Stewardship - Buzz Atkinson: The 2019 stewardship campaign was reviewed at the February 10 Annual Meeting. No new information is available.

Emergency Planning - Jim Whitaker: The emergency plan is being polished and will be up-to-date very soon.

David Henson moved that all the committee reports be accepted; Arla Witte-Simpson seconded that motion and the motion passed by voice vote.

LEADERSHIP REPORTS:

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

Sr. Warden - John Biggs: The scheduled March and April Vestry meetings conflict with the Ecumenical Dinners and need to be rescheduled. All in attendance agreed that they could attend the following day. So the next two meetings will be on March 14 and April 11. The Strategic Planning Committee has recommended that the ceiling tiles in the undercroft be replaced with sound-deadening ones. That group also discussed with Diocesan leaders a possible plan to sell the unused land the church owns; a decision was made to defer any possible sale even though the Diocese does not care what we do. The land may appreciate in value or be needed in the future. The senior warden noted that the members of the Columbarium Committee are now Fr. David Lynch, Sr. Warden John Biggs, Bill Carle, Elaine Gilligan, and Mary Liddle. That group may need to begin discussions in the next few years on how to add additional niches since nearly half of the available niches are now sold.

Rector - Fr. David Lynch: Several individuals and families are receiving pastoral care. As the dean for the central region, Fr. David coordinates activities and meets with many people. He participates in the Diocesan Council and the Finance Committee as well as holding Deanery Council meetings. He is also meeting with All Saints Lutheran leadership quarterly to help in any way possible as they search for new pastor. Finally, a discernment committee is now active in support of Jeff Chapman. Arla Witte-Simpson leads this group whose members also include Pat Carle, Randy Goyer, Joe Owens, and Janet Woodward. The group has met twice and will meet again on Monday to talk to Jeff's wife, Marjorie.

DISCUSSION/ACTION ITEMS:

Bishop's Day - John Biggs: This is a worthwhile day spent at the Cathedral (9 a.m. to 4 p.m. on March 9). Call John if you have questions.

Safeguarding God's Church – John Biggs: New Vestry members will be sent the link and all should complete this program.

Organ - Already discussed.

All Saints Lutheran - Already discussed.

Audit Committee – Fr. David Lynch: An audit committee for the 2017 and 2018 years has been formed. Pat Carle, Mary Liddle, Debbie Lynch, and Wanda Meisel are already working on the project.

Fr. David Vacation - John Biggs: Debbie and David Lynch would like to go to Hawaii to celebrate their anniversary. They would be gone from April 22 through May 6; this includes two Sundays. Fr. Mark McGuire has agreed to cover services. The following motion was made by John Biggs, seconded by Tess Garcia, and passed unanimously by voice vote:

RESOLVED, that vacation days for Fr. David from April 22 through May 6, 2019, are hereby approved.

Rector's Salary/Housing Allowance: After discussion, Buzz Atkinson made the following motion, which was seconded by Tess Garcia, 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 2019 shall equal \$65,000 and it is

FURTHER RESOLVED, that \$38,600 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.

Following a prayer, the meeting was adjourned at 9:30 p.m.

NEXT VESTRY MEETING – Thursday, March 14, 2019

Respectfully submitted,
Pat Carle for Secretary Kelly Blankenship