

**St. Paul's Episcopal Church  
Cary, North Carolina  
Vestry Minutes  
November 19, 2018**

***Mission Statement:** Acknowledging that all gifts come from God, the mission of St. Paul's Church is to know Christ and make Christ known.*

**Identity Statement**

St. Paul's Episcopal Church in Cary is home to an active, caring and diverse congregation of the Episcopal Diocese of North Carolina. Through corporate workshop, spiritual development, fellowship and service we continue to grow together in faith. We strive to be Christ's welcoming, reconciling and transforming presence in the world through our many and varied ministries.

**Call to Order**

The Rev. George Adamik, Rector, called the regular monthly meeting of the Vestry of St. Paul's Episcopal Church to order at 7:00pm. on Monday, November 19, 2018. The following members of the Vestry were present: Ron Barbee, Olivia Delahaye, Nicole Gatchalian, Bill Gautier, LaQuinta Jernigan, Rob Johnson, Jeff Kager, Mary Kintz, and Karen Smith. Rick Bradley and Victor Talbird were absent. Also present were Christine Ingram, Parish Administrator/Church School Director; John Goehrke, Treasurer; and Lanny Wase, Clerk.

**Formation**

Lanny Wase opened the meeting with a prayer. Jeff Kager volunteered to bring a prayer or meditation to the December meeting.

**Information**

**Diocesan Convention Update:** St. Paul's delegates were: Olivia Delahaye, Rob Johnson, Mary Kintz, Aleta McClenney, and Karen Smith. Emily Schertz was our youth delegate. All were impressed with the convention presentations and the diversity of the diocese. It was a good opportunity to connect with old friends and to meet new people. The theme of the convention was racial reconciliation and healing. Javier Almendárez-Bautista played a large leadership role, especially in this area. George Adamik has been asked by Bishop Rodman to be president of the Disciplinary Board of the Diocese, and he has accepted. He will start in January.

**Discussion**

- 1. New Vestry Members:** The newly elected Vestry members are: Tyrus Cohan, Sara Concini, Frank Laney, Christa Magee, and Andrea Johnson, who will serve for two years to fill Kristen Walker's unfinished term. George Adamik has scheduled an orientation meeting for December 3.
- 2. 2019 Budget Priorities:** Christine Ingram presented a spreadsheet showing the 2018 Budget, a Minimum 2019 Budget, and a 2019 Budget Request Line. She went over the expected variances for 2019. She also gave a stewardship update. So far, 212 pledges have been received, for a total of \$696,554. A sub-committee was formed to discuss budget priorities. Mary Kintz, Bill Gautier, and Rob Barbee volunteered to work on this sub-committee.
- 3. Stewardship Follow-Up:** George Adamik noted that one-on-one calling is the standard for follow-up. The Vestry agreed that would be the next step. Christine Ingram and Mary Kintz will work on the list of names to call. This list will be divided among Vestry members. Pledge forms will be in the pews on Sunday.
- 4. Capital Campaign Update:** Jeff Kager reported for Rick Bradley, who was absent. So far, 155 pledges have been received, for a total of \$1,744,613. After allowing some time for the annual stewardship campaign to be the focus, the Capital Campaign Committee will be doing follow-up with

15-20 families. They are hoping to reach \$1.9M by the time the campaign concludes. They have met with the architect and are waiting to receive three options of what can be presented to the parish as renovation/construction possibilities. These plans will likely be presented sometime in January.

**5. Capital and Non-Capital Expense Policy:** In order to gather information for an updated policy, George Adamik will contact other churches. Christine Ingram will check with the auditors. Finance Committee Chair David Bowersox will be taking the lead on finalizing the Capital policy.

**6. Endowment:** Endowment Board Chair Bill Gautier presented an update, as of the end of October. The total in all funds was \$272,750, which represents a decrease of 5.8%. As this point, there is \$5,152 available to disburse. Nicole Gatchalian made a motion to make funds available from the Endowment Fund (cashed out) in order to help the parish in a considerate manner to financially aid Outreach, the grounds, and Youth ministries. Mary Kintz seconded. The motion passed with eight positive votes. Bill Gautier voted no. It was decided to review the process for determining how the disbursements will be allocated.

**7. HVAC Payment Vote Follow-Up:** On October 23, 2018, Mary Kintz made a motion via email to approve payment of \$28,402 for the new HVAC unit, using funds paid in advance to the Capital Campaign as part of the General Property Stewardship fund. The motion was seconded by Jeff Kager, and passed unanimously.

**8. Advent Offering:** It was decided that these funds will be allocated to support the mission and ministry of St. Paul's.

**9. Christmas Loose Plate:** It was decided that these funds will be allocated to support the mission and ministry of St. Paul's.

**10. Security:** Jeff Kager reported that he will ask Victor Talbird to look into a camera monitor for the front door. This should provide the staff more security, especially when working alone in the building. How to evacuate the building in an emergency will be discussed at the Quarterly Parish Update on January 27.

**11. Columbarium Fee:** Mary Kintz presented two proposals from the Memorial Garden Committee:

a. Reduce the minimum fee of \$2,500/niche (which includes two urns to accommodate two persons) to \$1,500/niche for one person (one urn). This will make a more affordable option for a single parishioner. Mary Kintz made a motion to accept this proposal. Bill Gautier seconded, and the motion was passed by unanimous voice vote.

b. Allow the engraving of a full middle name on the facing plate of a niche. Currently, only the initial of a middle name is allowed. Jeff Kager make a motion accept this proposal. Ron Barbee seconded, and the motion was passed by unanimous voice vote.

**12. Extra Vestry Budget Meeting:** A meeting was scheduled for Thursday, January 17, at 6:30pm, to work on the 2019 budget.

**13. Facilities Update:** Jeff Kager reported that the retention pond repairs have been delayed until December. He also reported that the tree has been removed from the Curry Center roof. Christine Ingram has been contacting the insurance carrier, and repairs will be scheduled.

**14. Elephants:** At times it can be difficult to set up for receptions when Preschool is in session on weekdays. To alleviate this conflict, clergy have been trying to schedule memorial services later in the afternoon.

Olivia Delahaye has been in contact with Lee Harris about her hurricane damage. Olivia plans to set up a GoFundMe to help Lee with expenses.

**Decisions**

**1. Treasurer's Report:** Treasurer John Goehrke reviewed the October 2018 financial report. Total income of \$92,252 was favorable to the budget by \$15,017 for the month and unfavorable year to date by (\$17,468). Total expenses of \$87,649 were unfavorable to budget for the month by (\$1,649) and favorable year to date by \$6,802. Net income of \$4,603 was favorable to the budget by \$13,367 for the month and net income year to date of (\$37,342) was unfavorable by (\$10,666). Month end total cash was \$296,612. Of this amount, \$284,412 earmarked for restricted funds. This leaves (\$116,473) in operating cash. The Vestry Discretionary balance is \$22,001.

Karen Smith made a motion to file the October 2018 Treasurer's Report. Rob Johnson seconded the motion, and it was passed by unanimous voice vote. The Treasurer's Report Summary, Balance Sheet, and Profit and Loss Budget Performance Summary as of the end of October 2018 are hereby incorporated as part of these minutes.

**2. Approval of Minutes:** Karen Smith made a motion to approve the minutes of October 15, 2018 as written. Bill Gautier seconded, and the motion was passed by unanimous voice vote.

**3. Action Register Review:** The Action Register was reviewed and updated.

**Adjournment**

Karen Smith made a motion to adjourn the meeting. Rob Johnson seconded, and the motion was passed by unanimous voice vote. The meeting was adjourned at 9:30pm. and closed with the Lord's Prayer.

Respectfully submitted,

Lanny Wase  
Clerk of the Vestry