

## Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Dec. 11, 2018



**Present:** Sara Palmer, Rector; Bob Benson, Sr. Warden; Elaine Brandner, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry Members: Mila Ganeva, Lisa Herrmann, Peter Lindsay, and Diana Uhlman; Guest: Kathleen Carels

**Absent:** Martin Ganev, John Harper, Hugo Olaiz, Chris Shoker and Debbie Williams

**Spiritual reflections** were presented by Elaine.

**Agenda for 12-11-2018 meeting:** Unanimously approved – Bob moved and Diana seconded.

**Approval of 11-13-2018 Vestry meeting minutes:** Unanimously approved with some corrections. Bob moved and Elaine seconded.

### Rector's report – Sara

- **Growing in numbers:** New people, including children, are coming to the parish. Inviting people to events is important. About 140 people attended the Advent Lessons and Carols service. Thanks to Elaine and Rosalyn Benson for planning the dinner. Sara encourages everyone to join and share Holy Trinity's two Facebook pages.
- **The Big Read:** Thirty-two parishioners are doing The Big Read, "A Journey with Luke." Sara is preaching on Luke as well.
- **Adult Forum:** Sara encouraged Vestry to attend programs planned for the new year.
- **Student ministry:** It's growing as students bring friends. Parents of one student have sent a donation. Patsy Grabach led a group that put together and handed out 18 exam care bags.
- **Safe Zone 201 training:** Sara attended the most recent session.
- **Pastoral care:** One parishioner has died, and another is recovering from recent illness.
- **Women's lunch:** More women are attending the first Tuesday of the month luncheon.
- **Liturgical planning and presiding:** The Service of Comfort was held in conjunction with Oxford Presbyterian Church; 14 people attended. We might consider reframing it next year as a service with benefits for everyone in preparing for the holiday season.
- **Staff:** Kathy Kuehnle is taking on more duties and plans to do the February Triad on her own. Sara is hiring two new nursery care people. Background checks are being done, and they will do Diocesan Safe Church Training.
- **Interfaith Oxford:** Sara attended an Interfaith Leaders dinner at a Cincinnati mosque where she and Oxford Mayor Kate Rousmaniere acquired three DVDs; they plan to use them for an interfaith film festival in February.
- **NAACP:** The Talawanda School Board has voted to remove the Native American mascot and name and replace it with "Talawanda Brave."
- **Professional development:** Sara attended two Healthy Congregations sessions.
- **Rector's Letter of Agreement:** The Diocesan Canon Lynn Carter-Edmands has clarified that clergy receive 23 vacation days which include five Sundays. Sara has used two days this year of the two weeks she receives for professional development; she won't be taking the remaining professional

development days this year. Sara will take her fifth Sunday off this year on December 30. The Rev. Heather Wiseman will preach and preside that day.

### **November financial report – Jim**

Jim noted the following:

- The College Grant (page 8, line 4710) was provided to hire two campus ministers and two interns. We no longer hire people to do campus ministry because our Rector is doing that work. As a result, we have about \$23,000 in the bank of restricted funds. The Finance Committee has proposed that we use these funds to cover part of the Rector's salary and benefits. Ten percent of Sara's workload is devoted to Campus Ministry, so 10% of Sara's compensation would come from this fund. This would improve the budget's bottom line.

A motion to use the College Grant fund to pay 10% of the Rector's salary was unanimously approved. Diana moved and Bob seconded.

- Income and expenses are under budget as of now. We are likely to be in the black next year.
- Notes to Bank (page 7, line 2820) is the \$211, 674 left to pay on the new wing construction loan. It will be down to just over \$200,000 next year.
- Capital Project (page 8, line 4220) The last pledge payments from the capital project have been received and paid to the bank. The loan have been reamortized. It's an adjustable rate, 30-year mortgage. The five-year adjustment will happen in 2020 when interest will probably increase from the 4% to 6%. Paying off the loan is a priority. Money can be pledged for that, but it should be an additional pledge to be useful.

Vestry unanimously accepted the November Financial Report. Bob moved and Elaine seconded.

### **2019 budget and pledge summary – Jim**

- The bottom line (page 4, NET) is \$1,281.42. We are in the black because we allocated 10% of rector's salary to the College Grant.
- Principal and interest on debt (page 4, lines 5910 and 5915) These amounts have gone down because we reamortized the loan.
- This is still an austerity budget. Our 2019 Seminary Donation, usually \$500, is zero. Outreach Donations and the Stewardship budget are both zero. Hospitality is down to \$800.

Vestry unanimously approved the 2019 budget on a tentative basis. Bob moved and Lisa seconded.

### **Rector's housing allowance – Jim**

Jim explained that clergy don't pay tax on the value of housing, but there must be an agreement between the Vestry and the Rector as to the amount of the housing allowance.

The Vestry unanimously approved the following resolution:

*WHEREAS the Rev. Sara E. Palmer is employed as a minister of the Gospel of Holy Trinity Episcopal Church, Oxford, Ohio, which does not provide a residence for her,*

*NOW THEREFORE, THE VESTRY RESOLVES that, of the total compensation of \$77,682.55 to be paid to the Rev. Sara E. Palmer during 2019, \$19,000.00 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.*

Mila moved and Diana seconded.

**Outreach expenditure proposal; future of Community dinners – Kathleen**

Kathleen presented thoughts on how the 2019 Community Dinners should be handled:

- We need a more organized, simpler approach – Four repeated meals, for instance.
- Coordinators should be scheduled now for the year.
- Use the Perfect Potluck website for signup.
- Use paper plates, plastic cutlery, etc. Suggestion was made disposable bakeware be used and that food not in disposable dishes be moved to Holy Trinity platters.
- Stop allowing used food containers for food that's taken home and instead get cardboard containers. Pete will look into what container options are available.

Kathleen will write a Triad article describing the 2019 Community Dinner plans. Discussion followed on how to encourage parishioners to interact with guests, including family-style meals.

The Outreach Commission has proposed that the following two agencies each receive \$750:

- 1) Oxford College Corner Free Clinic
- 2) The Episcopal Diocese of Northern California wildfire relief

Vestry unanimously accepted the Outreach Commission proposal. Bob moved and Elaine seconded.

**Proposal from the Pastoral Care Committee – Bob for Sarah Michael**

Vestry unanimously approved a proposed policy from the Pastoral Care Committee on how receptions after memorial services would be handled. Elaine moved and Mila seconded.

**Report of the Nomination and Parish Leadership Committee – Bob for Toni Saldivar**

The Nomination and Parish Leadership Committee is building a slate of candidates for the February Annual Parish Meeting and will have it ready by the end of December.

**Preparations for the Annual Parish Meeting – Bob**

Bob will be asking committee chairs to write reports around January 1 to go in the APM Book. The annual meeting is February 24.

The meeting was adjourned following a compline led by Elaine.

Respectfully submitted,

*Stacey Peterson*

Stacey Peterson, Clerk