

**Meeting of the Vestry of Saint Gregory of Nyssa Episcopal Church  
December 28, 2010, 7:00 in the Chapel  
Next meeting: January 25, 2011**

**Vestry members present:**

Elizabeth Boileau, Cheryl Hendrickson, Katherine Krebs, Paul Fromberg, Margaret Simpson, Tim Smith

**Absent:** Dan Crisafulli, Susan Sutton, Tim Yip

**Invocation**

**I. OPENING**

Cheryl Hendrickson convened the meeting of the Vestry. Her first action was to ask the Vestry to adopt a new agenda format. The general format would be as follows: open with prayer, adoption of previous meeting minutes, then breakout into smaller groups, each to address some aspect of an upcoming church event or concern, i.e. e. Easter, Retreat, program evaluation, etc. The Rector and Co-Convenors would decide on the discussion items for the groups. In each group a note-taker would record who was in each group, the goal or problem statement and the action items/solutions suggested which will be referred to a Commissioner. Each report would go to the Co-Convenors for Commissioner follow-up. From Vestry meeting to Vestry meeting the groups would change dependent on the calendar or concern. The Co-Convenors will stay in relationship with the Commissioners during the month to facilitate. Commissioners would be in relationship with the various committees of the church concerning their portfolio, not providing specific oversight but as resource person and conduit for concerns. After the approximately 45 minute group meeting the Vestry would meet together for 30 minutes to discuss the group meetings, a common topic or to adopt any motions.

The purpose of the adopting this agenda is move the Vestry from being a governing body that approves/allows things to happen to a facilitating body that is a resource and has expertise. During January the Vestry will decide on the schedule of big topics for general discussion by the Vestry. A reminder about the big topic and problem statement will go out two weeks before each meeting and one week before the meeting the agenda would go out.

**Moved, Seconded and Approved:** The Vestry approved the agenda.

**II. APPROVAL OF MINUTES**

The November 25, 2010, Vestry Minutes were approved.

**III. CLERGY HOUSING ALLOWANCE RESOLUTION**

**Resolution 1: Paul Fromberg**

WHEREAS the Reverend Paul Fromberg, an ordained minister, has accepted an appointment to serve at St. Gregory of Nyssa Episcopal Church; and

WHEREAS St. Gregory of Nyssa Episcopal Church does not provide a residence for its appointed ministers:

THE VESTRY HEREBY RESOLVES that the housing allowance paid to the Reverend Paul Fromberg for the period beginning January 1, 2011, and ending December 31, 2011, shall be set at an annual amount of \$42,000, and that it is designated as rental allowance within the meaning of that term as used in Section 107 of the U.S. Internal Revenue Code of 1986; and,

IT IS FURTHER RESOLVED that, so long as the Reverend Paul Fromberg remains a minister of St. Gregory of Nyssa Episcopal Church, the housing allowance shall be paid in like amount each year after 2011 unless this resolution is superseded by a subsequent resolution of the Vestry; and

IT IS FURTHER RESOLVED and affirmed by the Vestry that the Reverend Paul Fromberg is not being paid to be a member of St. Gregory of Nyssa Episcopal Church.

Passed by the Vestry on December 28, 2010

**Resolution 2: Sylvia Miller-Mutia**

WHEREAS the Reverend Sylvia Miller-Mutia, an ordained minister, has accepted an appointment to serve at St. Gregory of Nyssa Episcopal Church; and

WHEREAS St. Gregory of Nyssa Episcopal Church does not provide a residence for its appointed ministers:

THE VESTRY HEREBY RESOLVES that the housing allowance paid to the Reverend Sylvia Miller-Mutia for the period beginning January 1, 2011, and ending December 31, 2011, shall be set at an annual amount of \$20,000, and that it is designated as rental allowance within the meaning of that term as used in Section 107 of the U.S. Internal Revenue Code of 1986; and,

IT IS FURTHER RESOLVED that, so long as the Reverend Sylvia Miller-Mutia remains a minister of St. Gregory of Nyssa Episcopal Church, the housing allowance shall be paid in like amount each year after 2011 unless this resolution is superseded by a subsequent resolution of the Vestry; and

IT IS FURTHER RESOLVED and affirmed by the Vestry that the Reverend Sylvia Miller-Mutia is not being paid to be a member of St. Gregory of Nyssa Episcopal Church.

Passed by the Vestry on December 28, 2010

#### IV. CLERGY REPORT

Paul Fromberg discussed the year-end figures, the church will complete the year satisfactorily. Gifts from the membership for the year totaled over \$325,000 and an anonymous final year end gift of \$15,000 split between the end of 2010 and at the start of 2011 will dissolve the \$8000 planned deficit for 2010.

Paul introduced the 2011 budget, expense and income. The budget's biggest expense is personnel, typical of most parishes. This year's budget includes a salary raise for the Rector, the Music Director, the Director of Ministry and the Administrator. The budget for supplies and incidentals expense will increase and the occupancy budget expense is less. The expense total for the budget \$460,000, an increase of about 10% over the actual 2010 budget. The income budget introduced was \$430,000, an increase of about 9% over the actual income of 2010. The query raised by Paul was since the real cost of running St. Gregory's is \$460,000, how do we square that with the support the church is receiving.

Tim Smith opened the discussion by comparing the church membership pledging and gifts and fulfillment with other parishes in the diocese. The church is below the average amount for pledging and gifts, however members fulfilling their pledges is usually better than 100%. The Vestry discussed the challenge of raising the additional \$30,000 during the year. This budget reflects that the church has elected to reach by hiring staff and increasing program. The discussion acknowledged that at the Parish Retreat in October church members expressed their approval of raises and the hiring of staff. The Vestry considered fundraising for salaries during the year while increasing the yearly fundraising by about 45%. Another part of the discussion would be how to introduce a capital campaign during the year if necessary. A consideration for passing the entire budget at this meeting was that three members of the Vestry were absent. At the end of the discussion the following motion was introduced.

**Moved, Seconded and Approved:** The Vestry adopts the 2011 church budget as presented, modified as follows; the increase in the personnel budget from 2010 to 2011 be half the level indicated on the summary effective 1.1.11 with a commitment to increase the church income and review the church position at midyear to approve the entire personnel increase.

The Vestry will be on Retreat at Mercy Center in Burlingame on Feb 11<sup>th</sup> - 12<sup>th</sup>. The cost will be about \$110 for Vestry members.

#### VI. CONVENOR'S REPORT

Cheryl Hendrickson handed out invitations and envelopes for the Vestry to stuff. She asked Vestry members to write notes to members for the Parish Mini-Retreat on Jan 22<sup>nd</sup>. During the Retreat Vestry will be asked to talk about their roles, what their expertise is and who they are in relationship within the community. Cheryl gave the example of herself: her expertise is being the Outward Looking Convenor and she is in relationship with the Potrero Hill Posse and Deanery Delegates.

Cheryl went over the agenda and activities for the day, specifically the Vestry working lunch and the opportunity for conversation around how individuals, particularly children experience

worship at St. Gregory. The Vestry will be receiving a spreadsheet from Cheryl about all the church/Vestry relationships and the associated Vestry member.

An invitation will go out to the community about the nominating committee, election to the Vestry and representing St. Gregory at Deanery meetings.

#### **V. FINANCE REPORT**

Dan Crisafulli was absent, Leesy Taggart, Treasurer submitted the following November Treasurer's report to the Vestry via email:

The very good news is that we are running about even with last year, having caught up the \$6K gap we were showing year over year in October. The improvement is coming both on the income side, where we had a solid giving month compared with a ghastly October, and on the expense side, where continued restraint is apparent. Last year, we began the church year end fundraising in late October vs. late November this year -- and you can see the impact of that on the fundraising line. We have some pledges in hand that leave me optimistic that we will make up there, too.

I added a column on the budget comparison page, showing how YTD revenue numbers in November 2009 compared with how the full year turned out. I think there's reason for optimism, though it wouldn't surprise me if member/friend giving fell a little short of what was a very aggressive projection. We'll see - there are always surprises, by the grace of God and the generosity of community. Making up a \$42K deficit and hitting breakeven seems daunting at this point, but I'm confident we'll at least make budget.

#### **VII. SACRED SPACE REPORT**

Susan Sutton was absent

#### **VIII. MEMBERSHIP REPORT**

Tim Yip was absent.

#### **IX. LIFE-LONG LEARNING REPORT**

Margaret Simpson had nothing to report.

#### **Closing Prayer**

With a recognition of jobs well done the

**\*\* meeting adjourned \***