

**October 16, 2007**  
**Meeting of the Vestry of Saint Gregory of Nyssa Episcopal Church**  
**7:30 PM in the Chapel**  
**Next meeting: November 20, 2007**

**Attachments:**

Cash Flow Summary – Q3 2007  
Draft Vestry Responsibilities for Website

**Vestry members present:**

Brad Erickson, Paul Fromberg, Anna Marie Hoos, Alissa Worthing

**Guests:**

Leesy Taggart, Erin Worthing

**I. APPROVAL OF SEPTEMBER 18, 2007 MINUTES**

Due to vestry absences, no quorum established. Approval of September 18, 2007 minutes tabled.

**II. RECAP OF FALL RETREAT**

Positive feedback was received on the transparency of financial information. Several people expressed that this year showed big improvement in the program for children. The older kids seemed to enjoy playing with the younger kids, but also appreciated having a teens only space on Saturday night.

Special thanks to Joe, Hillie, Linda, and Elizabeth for all of their Fall Retreat organizing effort.

**III. FINANCE AND BUDGET PLANNING**

See attached Cash Flow Summary – YTD September 30, 2007. Third Quarter, 2007 finished in the black! Though we are still in deficit, we are not overdrawn, due entirely to Paul's stellar fundraising in the past month. Paul has received over \$9,500 so far in special gifts to the operating fund, listed on the "Fundraising – in" line.

The balance in the operating fund as of September 30, 2007 was \$4,082. By year end, the operating fund balance needs to be at least \$9,500, or we have busted the budget, as we budgeted to end the year at zero (i.e. Paul's receipt of special gifts were not budgeted as expected income).

Two to three pledge renewals are arriving per week and, on average, pledges are increasing.

Paul has received commitments of special gifts in the grand total of \$21,000, toward a goal of \$35,000 in special gifts.

Paul continues to analyze expenses. For example, our Easter-related costs average about \$10,000 per year.

We discussed briefly reducing the cost of printing and distributing the Nyssa News. AnnaMarie offered to audit our phone system costs, as well.

#### **IV. TRANSITION PLANNING**

The first step in community visioning for the parish profile is set for Saturday, November 3, 2007 from Noon to 4:00 p.m. Paul urged each of us to invite all the people we want to be there and be heard.

We discussed the composition of the Profile Committee and concluded that it could include Friends. However, the next step, serving on the Discernment Committee, will be open to Members only. Paul will abstain from voting on the composition of the Discernment Committee to preclude any appearance of conflict of interest.

Vestry members could (and should) serve on either or both committees. The Profile Committee will be self-directing. Vestry will not oversee how or when the Profile Committee meets.

The charge of the Profile Committee will be to answer the questions: "How would you describe Saint Gregory's?" and "What is the dream of Saint Gregory's?" It will craft a statement on: who we have been, who we are now, who we want to become - what is God calling us to be? A more elegant description for "Parish Profile" might be "statement of congregational desire."

This is the first step in determining what kind of leader we want, which will be the work of the Discernment Committee.

The vestry will need to come up with a list of 20 or so names, among which 12 or so would be selected to serve on the Profile Committee.

#### **V. CLERGY REPORT**

Re. Vestry Composition

We had a brief discussion about the composition of the vestry and whether new commissioners were needed. Paul felt that it would be premature to start changing the composition of the vestry. That kind of decision should be made by the permanent rector. Brad voiced that he felt strongly the need for a church care/facilities person on vestry. Leesy voiced the alternative that a church care person could be doing the work and then reporting to the vestry on a quarterly basis. Erin added that a church care facilities person has less sensitive work than, say, finance or membership, and doesn't rely so heavily on the inherent checks and balances of monthly vestry meetings. AnnaMarie voiced that if anyone were to be added to the vestry, it should be a stewardship coordinator.

We also discussed the fact that Barb, Felipe, and Alissa are all “terming out” in 2008. We voiced some options for replacing Felipe as Membership Coordinator.

Re. Nyssa News

Paul has contemplated reducing the costs associated with printing and distribution of the Nyssa News: reduce its size, reduce number published, use website more effectively, ask for subscriptions to the print edition. Leesy reported that we have solicited subscriptions to the print edition before, with minimal success.

Re. Vestry responsibilities for the website

Paul and Addie put together a draft “Vestry responsibilities for Website” (see attached). Updating the website will require some training on Expression Engine a web-based program. The Secretary, Learning and Service Commissioner, and Evangelism Liaison would all need training and to assume certain responsibilities for keeping the website content fresh.

Paul announced that there would be a 9:00 a.m. service on Thanksgiving, Thursday, November 22<sup>nd</sup>.

Paul reported that he and Sara took a trip to Kansas City on an invitation to meet with a church there about The Food Pantry. They noted a wide range food pantry efforts, many of which were disheartening but which increased Paul and Sara’s enthusiasm about what makes The Food Pantry at Saint Gregory’s wonderful.

There was mention that various member’s blogs are now confined on the Member’s page and that perhaps those should be accessible to all Saint Gregory’s website visitors.

## **VI. COMMITTEE REPORTS**

Stewardship: Monthly renewal packets continue to be distributed. There was a brief discussion about more concrete solicitations for pledges of time. This data can now be tracked in the new Donations database. Paul clarified that we will focus on stewardship of time during Lent of 2008.

Church Care / Fix-It: We will start “greening” with light bulb replacements. Vestry has already blessed a PG&E energy audit.

Communications: Saint Gregory’s supported the Camino Conference. Joe, Hillie and Mark Lodico cooked and AnnaMarie took a group on a tour of SoMa. Tonia arranged for a booth at the Potrero Hill History festival. Katherine Krebs participated, as did Leesy’s children and Paul. We discussed the possibility of a booth at Pride in 2008. AnnaMarie continues to hand out flyers about Saint Gregory’s holiday events.

Next meeting November 20, 2007

\*\* meeting adjourned \*\*

**CASH FLOW SUMMARY -- YTD September 30, 2007**

	Gen'l operating funds	Writers & Artists Retreat	Fall Retreat	Outreach Passthrus	Vestry Designated Capital Fund	Building Fund	Icon Fund	Y&FM/ Events Fund	Pastoral Care Fund	Music Fund	Food Pantry Fund	Presb Discr. Fund (Fabian)	Presb Discr. Fund (Schell)	Presb Discr. Fund (Fromberg )	=Total Cash on account
Balance at 12/31/06	\$ 30,591	\$ (100)	\$ 1,958	\$ (755)	\$ 106,913	\$ (2,544)	\$ 5,394	\$ 573	\$ 870	\$ 3,282	\$ 82,065	\$ 4,433	\$ -	\$ -	\$ 232,681
<b>+Money coming in:</b>															
ASC Grant	\$ 118,000														\$ 118,000
Bequests															\$ -
Cash from the Plate	\$ 9,044														\$ 9,044
Misc income	\$ 1,288														\$ 1,288
Fundraising -- in	\$ 10,641						\$ 80,491								\$ 91,132
Interfund transfers 2,3,4,5,6	\$ 1,000			\$ 4,980		\$ 57,825	\$ 3,000								\$ 66,805
Outreach Passthrus - In				\$ 3,347											\$ 3,347
Restricted Gifts						\$ 1,452	\$ 22,934	\$ 1,815	\$ 675	\$ 168	\$ 18,777	\$ 2,000	\$ 3,000	\$ 1,880	\$ 52,700
Retreats - In		\$ 8,875	\$ 10,970												\$ 19,845
Space Rental 7	\$ 12,088					\$ 2,000									\$ 14,088
Unrestricted Gifts	\$ 235,215														\$ 235,215
Other Grants	\$ 3,750														\$ 3,750
<b>Total Money coming in=</b>	<b>\$ 391,025</b>	<b>\$ 8,875</b>	<b>\$ 10,970</b>	<b>\$ 8,327</b>	<b>\$ -</b>	<b>\$ 61,277</b>	<b>\$ 106,424</b>	<b>\$ 1,815</b>	<b>\$ 675</b>	<b>\$ 168</b>	<b>\$ 18,777</b>	<b>\$ 2,000</b>	<b>\$ 3,000</b>	<b>\$ 1,880</b>	<b>\$ 615,213</b>
<b>-Money going out:</b>															
Accounting & Finance	\$ (1,733)										\$ (13)				\$ (1,746)
Assessment	\$ (53,190)														\$ (53,190)
Communications	\$ (2,852)														\$ (2,852)
Fundraising -- cost							\$ (23,766)								\$ (23,766)
Insurance	\$ (10,275)														\$ (10,275)
Interest on Loan 1	\$ (17,097)														\$ (17,097)
Interfund transfers 2,3,4,5,6	\$ (1,833)			\$ (1,000)	\$ (57,825)						\$ (3,147)		\$ (3,000)		\$ (66,805)
Occupancy	\$ (32,569)														\$ (32,569)
Outreach Passthrus - Out				\$ (5,872)											\$ (5,872)
Personnel	\$ (267,140)														\$ (267,140)
Loan Principal Payments 1						\$ (5,403)									\$ (5,403)
Restricted Funds 5						\$ (29,499)	\$ (59,599)	\$ (3,075)	\$ (530)	\$ (844)	\$ (97,681)	\$ (3,600)		\$ (1,071)	\$ (195,900)
Retreats - Out		\$ (4,681)	\$ (2,444)												\$ (7,125)
Supplies & Incidentals	\$ (30,846)														\$ (30,846)
<b>Total Money going out=</b>	<b>\$ (417,535)</b>	<b>\$ (4,681)</b>	<b>\$ (2,444)</b>	<b>\$ (6,872)</b>	<b>\$ (57,825)</b>	<b>\$ (34,902)</b>	<b>\$ (83,365)</b>	<b>\$ (3,075)</b>	<b>\$ (530)</b>	<b>\$ (844)</b>	<b>\$ (100,841)</b>	<b>\$ (3,600)</b>	<b>\$ (3,000)</b>	<b>\$ (1,071)</b>	<b>\$ (720,585)</b>
<b>Net Increase/(Decrease)</b>	<b>\$ (26,509)</b>	<b>\$ 4,194</b>	<b>\$ 8,525</b>	<b>\$ 1,455</b>	<b>\$ (57,825)</b>	<b>\$ 26,375</b>	<b>\$ 23,060</b>	<b>\$ (1,260)</b>	<b>\$ 145</b>	<b>\$ (676)</b>	<b>\$ (82,065)</b>	<b>\$ (1,600)</b>	<b>\$ -</b>	<b>\$ 809</b>	<b>\$ (105,373)</b>
<b>=Balance at 9/30/07</b>	<b>\$ 4,082</b>	<b>\$ 4,095</b>	<b>\$ 10,483</b>	<b>\$ 700</b>	<b>\$ 49,088</b>	<b>\$ 23,831</b>	<b>\$ 28,453</b>	<b>\$ (687)</b>	<b>\$ 1,015</b>	<b>\$ 2,606</b>	<b>\$ -</b>	<b>\$ 2,833</b>	<b>\$ -</b>	<b>\$ 809</b>	<b>\$ 127,308</b>

1. Loan balance on 12/31/06= \$ 278,471  
 -Principal payments \$ (5,403)  
 =Loan balance on 9/30/07 \$273,068

4. DS directed \$3000 from his discretionary acct to the Icon Project

2 Vestry approved transferring \$1833 from Ops to Outreach to cover 2006 overpayment of Good Friday offering for Diocese of Jerusalem

5. Vestry authorized payment of all Pantry funds to The Food Pantry, and closed fund 7/07. \$97,681 disb from Pantry Fund, \$3147 transferred to Outreach Fund and disbursed later.

3 Vestry approved transferring \$57,825 from the Vestry Designated fund to the Building Fund to cover the cost of painting the building.

6. Donor restricted gift to guarantee Cristosal pledge redirected to Ops on fulfillment of pledge

7. \$2000 deposit from La Piccola Scuola held in Bldg Fund. Liability to SGN

## **Vestry Responsibilities for Website**

This does not seem to pinpoint who is responsible -- it refers generally to many different groups whose leaders are not trained to post content to the website. Is there going to be a huge amount of training so that all these volunteers can be trained? As for office responsibilities, other staff or volunteers can only post if the office specifically trains them and then asks them.

### **Vestry Administration (Secretary of the Vestry)**

Vestry minutes

Vestry Page

**Office** (tasks may be performed by staff or volunteers designated by the office staff)

Events Page (Art Shows)

Sermons

Email Groups

Calendar

Member's Directory

Rotas

**Church Care (Facilities, building and grounds)** where is this on the website?

**Clergy (Includes pastoral service Sara provides and Music Sanford provides) Ministries** may be a more appropriate label for this. Some of the content and responsibility to keep it updated comes from volunteers (ie. Group leaders) how are you indicating that here?

Food Pantry

Jhai

Sacred Dying

Night Ministry

Simple Gifts

Sojourn Chaplaincy

Now What?

Choir

Deacons

Icon Writers Group

Pastoral Care

Small Groups  
Sunday School  
Resources  
Liturgy  
Music  
Vocations Committee

**Co-convenors (are the co-convenors trained to post to the website?)**  
Vestry Letters (Alissa?)

**Communications (Evangelism) (are the leaders trained to post to the website?)**  
Evangelism (AnnaMarie)

**Learning and Service (are the leaders trained to post to the website?)**  
Gaia (group leaders submit to office)  
El Salvador Mission  
St. Martin de Porres  
Faith in Action  
Adult Classes (staff or L&S)  
Coffee Hour (both 8:30 and 10:30) (L&S)

**Membership (are the leaders trained to post to the website?)**  
Fellowship meetings (?) (ask Jessica what she wants)

**Finance (Are the finance commissioner or treasurer trained to post to the website?)**  
Budget and financials

**Stewardship (are the leaders trained to post to the website?)**  
Pledge Card  
Proportional Giving