

## Vestry Meeting Minutes 3/18/25

Present: Fr. Eric Mills, Deacon Pam Hayes, Paul Bailey, Junior Warden, Al Snell, Senior Warden, Ross Lively, Rick Pearce, Marygrace Barber, John Kennedy, Paul Palmer

Ex officio: Chris Barber, Treasurer, Lorraine Beamer, Clerk

Absent: Donna Foster, Tracey Baltz, Bill Happer, Craig Allan, Ellen Burnett

Fr. Eric Opened the meeting with a prayer.

Pam Hayes discussed a prayer directed at the period of change and transition that the parish is entering into. The prayer asks for wisdom and guidance as we navigate the transitions before us.

### **Organizational Excellence**

Postponed until next meeting

### **Parish Finance Discussion**

The summary provided by Chris Barber, the treasurer, reviewed the status of the approved budget , including an unbudgeted expense. The revenue to date as compared to previous years and the status of the current revenue. The expenses to date were also described. The opportunity for questions and explanations was provided.

### **Strategy Teams Overview**

What has been done?

What is being worked on?

What is planned for the rest of the year?

#### **Strategy 1**

Whole Person Ministry

Ross Lively, Ellen Burnett, Donna Foster, John Kennedy

The Strategy team has completed the first phase of their plan and it is being transitioned to the Pastoral Care Ministry Board. The group is looking at ways to better publicize the services available to the parish by doing a Ministry in Focus, refrigerator magnets, and more printed information about the Care Line.

This strategy team will be working on the next phase of their strategic plan.

#### **Strategy 2**

Structure for Change

Al Snell, Rick Pearce, Paul Palmer, Paul Bailey

This strategy has changed the direction of their strategic plan to ensure staff, vestry and financial processes and systems are sufficiently resilient to adapt to planned and unplanned changes.

Plan 1 – Analyze business processes for resiliency is underway.

Plan 2 – Establish improved budget planning process to begin planning for the 2026 budget July of 2025 with the involvement of Board Chairs. The hope to is to have a first pass at the budget completed in the September/October time frame. The 2026 budget must be ready for approval by the Vestry in December.

**Plan 3** - Develop a Strategy Document for facilities. Establish a baseline document, five (5) year plan, and a ten

(10) year plan. These documents will establish immediate maintenance needs, project costs for maintenance and project budget savings, and establish long term projects desired by the parish."

### Strategy 3

#### Grow the Church

Craig Allan, Bill Happer, Tracy Baltz, Marygrace Barber

This team is continuing to form a Growth Team.

The Building of a Brand is occurring with the sale of St. Philip's merchandise. The plan is to transition this component plan of the strategy to Parish Life Ministry Board.

Finding a new Facebook facilitator, several quarterly events and many other supporting activities are being discussed.

### **Warden's Time/Columbarium Update**

The Columbarium Committee has received feedback from only about 10% of the congregation and is seeking more input. Once completed, this feedback will be presented to Finance and Facilities ministry Board which will make a recommendation to the Vestry. There was a discussion about exploring the possibility of purchasing the U. S. Post Office property that borders the St. Philip's property. This would be the responsibility of Strategy Team #2 to pursue.

Paul Bailey reminded vestry members to sign up for VPOD duties as several slots are open.

The Vestry is asked to be available to speak with Canon Stephanie Allan after the 10:00 service on March 30<sup>th</sup>.

### **Rector's Time**

Fr. Eric proposed the Vestry provides breakfast for the choir and other folks Easter Morning who are attending multiple services. The vestry approved and the details will be worked out at a later date.

The next vestry meeting will be April 8 at 4:00 PM.

Holy Week services are modified this year based on previous year's attendance. Maudy Thursday service will occur in the Chapel of the Cross at 7:00 PM. Good Friday will have Tenebrae at 7:00 PM in the Sanctuary.

Easter Sunday services will be at 7:30 AM, 9:00 AM, 11:00 AM, 5:00 PM

May 4<sup>th</sup> – There will be one service at 10:00 at Brunswick Town. Bishop Skirving will attend for Receptions and Confirmations to be performed.

Fr. Ray Hanna will be celebrating and preaching Sunday, March 23 and Canon Stephanie Allan will be celebrating and preaching on Sunday March 30 as Fr. Eric is out of town.

July 27<sup>th</sup> will be Fr. Eric's last Sunday at St. Philip's. There will be one service followed by a reception. Details to follow.

Respectfully submitted

Lorraine Beamer

## **Parish Finance Discussion for Vestry**

### **Approved Budget:**

- The projected budget income of \$929,436 is \$7,600 less than the budgeted expenses of \$937,036. The budget assumes that this potential deficit will be funded from cash reserves that were generated in previous years.
- The largest component of the budget comes from pledges. For budgeting purposes, these were estimated to be \$802,836 (86.4% of total budget). The 2025 Pledge Campaign has recently received an additional pledge of \$5,200, which brings the total to \$802,766 in confirmed pledges. Unfortunately, we have also received communications from 2 parishioners, indicating that they would not be fulfilling their pledges. Their decision could negatively impact revenue by \$13,000.
- We do expect an unbudgeted expense of approximately \$7,500 for building cleaning. It is currently assumed that this unbudgeted expense can be recouped from savings elsewhere in the approved budget and/or additional revenue.

### **Revenue to date:**

Using data from previous years, we estimated that by the end of February contributions would be \$295,783. Our actual contributions were \$230,451, which reflects a deficit of \$65,332. While this is only 2 months' data, our deficit has increased by \$4,400 since the end of January. We will continue to monitor this closely during the coming months.

- Non-Pledge Income to date (which includes loose plate donations, other donations and income) has improved over last month to \$21,266, compared to budgeted income of \$22,966.
- Overall Income to date is \$67,026 less than budgeted.

### **Expenses to date:**

- Expenses for February were \$68,370, which is \$9,306 more than the \$58,964 budgeted. The main reason for this excess was the payment for Buildings and Employer's Liability Insurance that was paid in February and was budgeted to be paid in March. Absent this payment, Expenses to date (\$152,801) would have been less than Budgeted (\$146,373).

I have attached the data for the month of February in the following Treasurer's Report to Vestry.

Respectfully submitted,

Christopher Barber  
Treasurer

**Treasurer's Report to Vestry**  
**March 6, 2025**

Operating Budget	2025 FY Budget	2025 YTD Actual	2025 YTD Budget	2025 YTD Variance	February Actual	January Actual	Monthly Change
<b>Revenues</b>							
Pledges	802,836	230,451	295,783	-65,332	80,105	150,346	-70,241
Flower Revenue	7,000	525	1,000	-475	225	300	-75
Identified Offerings	80,000	12,760	13,500	-740	6,743	6,017	726
Loose Plate	15,000	1,419	2,400	-981	736	683	54
Parish Hall Rental	1,200	200	200	0	100	100	0
Endowment Operating Inc	10,400	2,533	2,600	-67	0	2,533	-2,533
Miscellaneous Receipts	13,000	3,829	3,260	569	2,205	1,624	581
<b>Total Revenues</b>	<b>929,436</b>	<b>251,717</b>	<b>318,743</b>	<b>-67,026</b>	<b>90,114</b>	<b>161,602</b>	<b>-71,488</b>
<b>Expenses</b>							
Parish Staff	595,725	92,397	91,079	-1,318	40,137	52,260	12,122
Administration	34,460	5,559	5,710	151	2,597	2,962	366
Buildings & Grounds	136,738	20,763	15,051	-5,713	14,720	6,043	-8,677
Vestry	39,000	6,774	15,917	9,143	1,105	5,669	4,565
Diocesan Pledge	79,944	13,324	13,324	0	6,662	6,662	0
Spiritual Resources	4,220	98	215	118	98	0	-98
* Outreach	4,000	1,000	1,000	0	0	1,000	1,000
Parish Life	10,605	3,285	1,445	-1,840	2,680	605	-2,075
Pastoral Care	3,100	89	2,350	2,261	0	89	89
Worship	29,270	3,085	6,710	3,625	373	2,712	2,339
<b>Total Expenses</b>	<b>937,063</b>	<b>146,373</b>	<b>152,801</b>	<b>6,428</b>	<b>68,370</b>	<b>78,002</b>	<b>9,632</b>
<b>Net Total</b>	<b>-7,627</b>	<b>105,344</b>	<b>165,942</b>	<b>60,598</b>	<b>21,744</b>	<b>83,600</b>	<b>-61,856</b>

\* The amount shown for Outreach is only the money moved from the operating budget to the Outreach Board for their use. The Outreach Board also receives money from the Outreach Endowment, Fund Raisers (especially the ECW Fall Festival) and donations from parishioners for outreach.

<b>Mortgage</b>	<b>February Balance</b>	<b>January Balance</b>	<b>Monthly Change</b>
MIF Mortgage	416,931	418,046	-1,116
<b>Total</b>	<b>416,931</b>	<b>418,046</b>	<b>-1,116</b>

Revenues for February are greater than expenses by \$21,744 and greater than expenses YTD by \$105,344.

Revenues for February are less than budget by \$2,555 and less than budget YTD by \$67,026.

Pledges for February are less than budget by \$4,404 and less than budget YTD by \$65,332.

Expenses for February are greater than budget by \$9,407 and less than budget YTD by \$6,428.