St. Paul’s Episcopal Church

 145 Main Street

Southington, CT 06489

**VESTRY MEETING**

Minutes from October 10, 2023

**Voting Members Present:**

Rev. Helena Martin, Jennifer Hinckley, Mary Palinkos, Chris Marquis, Geoff Herman, Joseph Franco, Carol Langston, Angelo Troiano, Mike Richardson, Amy Cook, Neil Walker

**Voting Members Absent:** None

The meeting was called to order at 7:03. A quorum of the vestry was present.

**Spiritual Gathering:** Rev. Helena

This year’s stewardship drive is called Rooted in Abundance (https://www.tens.org/annual-pledge-campaigns/rooted-in-abundance-2023/). Week after week we celebrate our faith. Generosity spreads the roots of our faith out. From Jeremiah 17, V7-8:

They shall be like a tree planted by water, sending out its roots by the stream. It shall not fear when heat comes, and its leaves shall stay green; in the year of drought it is not anxious, and it does not cease to bear fruit.

**Visitor Forum**: No visitors

**Treasurer Report**: Angelo Troiano

* See Appendix A 2023 YTD 2023 Budget versus Actuals as of September, 2023
* Old Business
	+ 2023 Mission Trip receipts have been reconciled. The trip went over budget by $410.46, which was covered by the balance in the J2A account. The J2A account, minus the additional $410.46, has a balance of $14,589.54
	+ A separate line item was inserted in the Cash Analysis spreadsheet, for the 2024 Pilgrimage Trip, starting with a balance of $8,813.
	+ Financial Review is complete and has been sent to the Diocese.
	+ 2024 budget - still awaiting 2024 number from a number of committees. October 15th deadline. Two Budget & Finance meetings have been scheduled
	+ As of October 1, PerfectTemp (our HVAC service provider) is increasing the service agreement cost to $476.00/ year. It has been $312.00/year since 2001. Expecting 4%/year increase going forward
* New Business
	+ YTD Pledge totals (Current Year/Prior Year/Plate) are $8.3k less than budgeted.
	+ Our YTD Net Operating Revenue is $4.5k more than budgeted due to the higher than budgeted non-pledge totals, higher than budgeted investment income, and lower than budgeted expenses.
	+ Our YTD Net Revenue is $21.5k less than budgeted, due to a $26K net non-operating revenue.
* Mary Palinkos made a motion to accept the October Treasurer’s Report. Mike Richardson seconded. The **motion passed** unanimously.

**September 2023 Minutes**:

Geoff Herman made a motion to accept the amended September minutes. Angelo Trioano seconded. The **motion passed** unanimously.

**Rev. Helena Report:**

* Stewardship – letter and pledge cards will be mailed
	+ Vestry members will give a 2 minute testimony for each of the 5 weeks during the pledge drive on ow God is moving in their life in St. Paul’s. Scheduled vestry members:
		- Neil Walker – Oct 15
		- Angelo Troiano – Oct 22
		- Geoff Herman - Oct 29
		- Carol Langston – Nov 5
		- Jen Hinckley – Nov 12
* Southington Interfaith Community Organization:
	+ Mary Palinkos had been attending these meetings but is no longer able to. Rev. Helena asked the vestry for volunteers
	+ There will be an upcoming Thanksgiving Worship service. Looking for volunteers from the parish to help out
* St. Paul’s has been named as a beneficiary in Betty Anderson’s will. More details to follow.
* Southington Pride:
	+ Non-profit support group for teens and parents. Holds gender affirming events.
	+ Rev. Helena is co-chair of the pride and faith committee which holds a gender and faith bible study
	+ Promotes Safe Zone Training (see https://thesafezoneproject.com/):
		- 2 hour workshop on gender and sexuality.
		- The vestry may be taking this training during the vestry retreat. May also bring the training to the parish
		- The rainbow flag in the front of St. Paul’s is a promise that St. Paul’s is going to continue to honor the **LGBTQIA+** community
	+ Setting up a criteria for labelling local faith communities **LGBTQIA+** affirming. May include:
		- Does the house of worship perform same sex marriage?
		- Can the leaders can be **LGBTQIA+?**
		- Are the leaders safe zoned trained?
* Nominating committee:
	+ Task is to create the slate of officers for 2024 – 2 vestry, wardens, treasurer, assistant treasurer, clerk, two diocesan delegates plus youth member (Fall to Spring, at least 16-18, high school student, 1 year term)
	+ Can’t have more than one voting member per family
	+ Slate needed by December
	+ Committee makeup: two off going vestry members (Amy Cook, Mike Richardson) plus 3 parishioners.
	+ No nominations from the floor.
* Youth Formation Director:
	+ Creating a hiring committee for the position that will determine salary, benefits and scope. Will use feedback from the May survey. Committee will be comprised of:
		- At least one each from each division
		- Two or more vestry members
		- One or more former teachers
		- J2A representative
	+ Position requirements:
		- 18-20 hours per week
		- Flexible compensation package, matching salary and benefits to the candidates needs
* Rev. Helena notified the vestry via email that Bishop Jeff will be doing his official visitation to St. Paul’s February 25. Details TBD

**Committee Reports:**

* J2A:
	+ Mike Richardson made a motion to nominate KC Messina and Rich Dubitsky as fund raising chairs for the 2024 pilgrimage. Jen Hinckley seconded. The **motion passed** unanimously.
	+ Given a $2000 donation for ground transportation
	+ online votes:
		- Oct 5 - Angelo Troiano made a motion to move up the sale of flowers and wreaths from Kurtz Farms from December to October. The **motion passed** unanimously.
		- Sept 28 – Mary Palinkos made a standing motion to allow J2A to walk to the Apple Harvest Festival for dinner with their leaders as chaperones on Sunday Oct 1. Mike Richardson seconded. The **motion passed** unanimously.
* Building and Grounds:
	+ Cleanup 10/28. Rain date 11/4. Boy Scouts will be invited
	+ Flooding in the godly play room. Shelf is wet. Sand box is moldy on one side
* Parish Care:
	+ Geoff Herman made a motion for Episcopals to initiate a Thanksgiving food drive for Southington Social Services. Joe Franco seconded. The **motion passed** unanimously.
		- Parishioners will bring donations to church
		- List off needed items will be published in the Weekly Bulletin
* Outreach:
	+ Mary Palinkos made a motion for St. Paul’s to take part in the Adopt-a-Family program for Christmas run by Southington Social Services. See:

https://www.southington.org/departments/community\_services/adopt\_a\_family\_program.php

Amy Cook seconded. The **motion passed** unanimously.

**Other Business:**

* Church directory is online implemented in Breeze where parishioners can review their contact information and pledge progress. Parish Care will sponsor a training.

**Other Business:**

* Jen Hinckley’s nephew Shawn was married

**Closing Prayer** – Joe Franco

Thank you God for blessing us and being with us this evening as we attend to the business of our church.

Our church is a house of worship where we recognize your presence in the Holy Eucharist. However it is also a place where families gather to worship you and expand upon their friendships and fellowships.

As members of the vestry, it is our job to see that we maintain these friendships, along with managing the church’s finances.

Please continue to bless all of us here at St. Paul’s, as we ask this of you in the name of your son Jesus, who with you and the Holy Spirit are one God now and forever. Amen.

Minutes Submitted by:

# Neil WalkerAppendix A – September 2023 Budget versus Actual

|  |  |
| --- | --- |
|  | **Total** |
|  | **Actual** | **Budget** | **over Budget** | **% of Budget** |
| **Revenue** |  |  |  |  |
|  **4100 Pledges** | $0.00  | $0.00  | $0.00  |  |
|  **4101 C/Y Pledge Receipts** | $86,532.60  | $103,500.00  | ($16,967.40) | 83.61% |
|  **4102 Prior Year Pledge Receipts** | $3,751.70  | $0.00  | $3,751.70  |  |
|  **4104 Non Reimbursed Processing Fees** | ($65.77) | ($150.02) | $84.25  | 43.84% |
|  **Total 4100 Pledges** | **$90,218.53**  | **$103,349.98**  | **($13,131.45)** | **87.29%** |
|  **4200 Plate Offering** | $12,358.54  | $7,500.01  | $4,858.53  | 164.78% |
|  **4300 Donations in Lieu of Rent** | $0.00  | $0.00  | $0.00  |  |
|  **4301 AA/NA etc.** | $1,545.00  | $1,125.00  | $420.00  | 137.33% |
|  **Total 4300 Donations in Lieu of Rent** | **$1,545.00**  | **$1,125.00**  | **$420.00**  | **137.33%** |
|  **4400 Seasonal Offerings** | $0.00  | $0.00  | $0.00  |  |
|  **4401 Advent/Christmas** | $350.00  | $0.00  | $350.00  |  |
|  **4402 Lent/Easter** | $425.00  | $500.00  | ($75.00) | 85.00% |
|  **Total 4400 Seasonal Offerings** | **$775.00**  | **$500.00**  | **$275.00**  | **155.00%** |
|  **4500 Special Receipts/Other** | $0.00  | $0.00  | $0.00  |  |
|  **4501 Altar Flowers** | $803.76  | $599.99  | $203.77  | 133.96% |
|  **4502 Fundraising** | $0.00  | $0.00  | $0.00  |  |
|  **4502-c Amazon Smile** | $44.74  | $56.25  | ($11.51) | 79.54% |
|  **Total 4502 Fundraising** | **$44.74**  | **$56.25**  | **($11.51)** | **79.54%** |
|  **4504 Diocesan Grants** | $0.00  | $0.00  | $0.00  |  |
|  **4504-a 20's & 30's Ministry Network** | $2,000.00  | $0.00  | $2,000.00  |  |
|  **Total 4504 Diocesan Grants** | **$2,000.00**  | **$0.00**  | **$2,000.00**  |  |
|  **4506 Restricted Gifts for Processing Fees** | $316.82  | $0.00  | $316.82  |  |
|  **4506-a Processing Fees Deducted** | ($316.82) | $0.00  | ($316.82) |  |
|  **Total 4506 Restricted Gifts for Processing Fees** | **$0.00**  | **$0.00**  | **$0.00**  |  |
|  **Total 4500 Special Receipts/Other** | **$2,848.50**  | **$656.24**  | **$2,192.26**  | **434.06%** |
|  **4600 Investment Income** | $0.00  | $0.00  | $0.00  |  |
|  **4601 D&B General Funds #4587/4626** | $5,343.24  | $5,625.00  | ($281.76) | 94.99% |
|  **4602 D&B Housing Fund #4584** | $5,890.39  | $5,249.98  | $640.41  | 112.20% |
|  **4603 Income Distr-E Brooks Fund** | $20,975.50  | $18,750.00  | $2,225.50  | 111.87% |
|  **Total 4600 Investment Income** | **$32,209.13**  | **$29,624.98**  | **$2,584.15**  | **108.72%** |
| **Total Revenue** | **$139,954.70**  | **$142,756.21**  | **($2,801.51)** | **98.04%** |
| **Gross Profit** | **$139,954.70**  | **$142,756.21**  | **($2,801.51)** | **98.04%** |
| **Expenditures** |  |  |  |  |
|  **5100 Salary/Compensation** | $0.00  | $0.00  | $0.00  |  |
|  **5101 Salaries** | $0.00  | $0.00  | $0.00  |  |
|  **5102 Rector's Salary** | $20,372.53  | $20,092.14  | $280.39  | 101.40% |
|  **5103 Supply Clergy** | $4,036.11  | $3,000.00  | $1,036.11  | 134.54% |
|  **5105 Organist Salary** | $10,253.54  | $10,908.15  | ($654.61) | 94.00% |
|  **5107 Office Assistant** | $0.00  | $13,259.98  | ($13,259.98) | 0.00% |
|  **5110 Sexton Wages** | $229.07  | $3,375.00  | ($3,145.93) | 6.79% |
|  **Total 5101 Salaries** | **$34,891.25**  | **$50,635.27**  | **($15,744.02)** | **68.91%** |
|  **5121 Pension** | $0.00  | $0.00  | $0.00  |  |
|  **5122 Rector Pension** | $4,031.60  | $8,994.69  | ($4,963.09) | 44.82% |
|  **Total 5121 Pension** | **$4,031.60**  | **$8,994.69**  | **($4,963.09)** | **44.82%** |
|  **5131 Health & Lite Insurance** | $0.00  | $0.00  | $0.00  |  |
|  **5132 Rector Health/Life Insurance** | $9,473.00  | $14,040.16  | ($4,567.16) | 67.47% |
|  **Total 5131 Health & Lite Insurance** | **$9,473.00**  | **$14,040.16**  | **($4,567.16)** | **67.47%** |
|  **5140 Housing Allowance** | $0.00  | $0.00  | $0.00  |  |
|  **5141 Rector's Housing Allowance** | $10,932.19  | $11,250.00  | ($317.81) | 97.18% |
|  **Total 5140 Housing Allowance** | **$10,932.19**  | **$11,250.00**  | **($317.81)** | **97.18%** |
|  **5151 Social Security/Medicare** | $0.00  | $0.00  | $0.00  |  |
|  **5152 Rector's Soc Sec Allowance** | $3,321.40  | $4,588.13  | ($1,266.73) | 72.39% |
|  **5153 Employer Contribution** | $1,417.63  | $1,912.50  | ($494.87) | 74.12% |
|  **Total 5151 Social Security/Medicare** | **$4,739.03**  | **$6,500.63**  | **($1,761.60)** | **72.90%** |
|  **5160 Study Expenses** | $0.00  | $0.00  | $0.00  |  |
|  **5161 Rector Study Expense** | $280.24  | $1,387.52  | ($1,107.28) | 20.20% |
|  **Total 5160 Study Expenses** | **$280.24**  | **$1,387.52**  | **($1,107.28)** | **20.20%** |
|  **5170 Professional Expenses** | $0.00  | $0.00  | $0.00  |  |
|  **5171 Rector Professional Expenses** | $103.22  | $1,125.00  | ($1,021.78) | 9.18% |
|  **Total 5170 Professional Expenses** | **$103.22**  | **$1,125.00**  | **($1,021.78)** | **9.18%** |
|  **5181 Payroll Expenses** | $992.47  | $1,125.00  | ($132.53) | 88.22% |
|  **Rector's Housing Allowance** | $6,862.00  | $0.00  | $6,862.00  |  |
|  **Total 5100 Salary/Compensation** | **$72,305.00**  | **$95,058.27**  | **($22,753.27)** | **76.06%** |
|  **5154 Additional CT Paid Leave Payment** | $0.00  | $56.25  | ($56.25) | 0.00% |
|  **5200 Worship** | $0.00  | $0.00  | $0.00  |  |
|  **5201 Altar Flower Expense** | $477.35  | $375.02  | $102.33  | 127.29% |
|  **5211 Altar Supplies** | $0.00  | $187.48  | ($187.48) | 0.00% |
|  **5212 Altar Bread/Wine** | $341.82  | $150.02  | $191.80  | 227.85% |
|  **5213 Candles** | $0.00  | $74.98  | ($74.98) | 0.00% |
|  **5215 Other** | $0.00  | $74.98  | ($74.98) | 0.00% |
|  **Total 5211 Altar Supplies** | **$341.82**  | **$487.46**  | **($145.64)** | **70.12%** |
|  **5221 Music Expense** | $290.00  | $1,950.02  | ($1,660.02) | 14.87% |
|  **5222 Bell Choir** | $1,935.83  | $1,125.00  | $810.83  | 172.07% |
|  **Total 5221 Music Expense** | **$2,225.83**  | **$3,075.02**  | **($849.19)** | **72.38%** |
|  **5231 Worship Technology** | $0.00  | $187.48  | ($187.48) | 0.00% |
|  **Total 5200 Worship** | **$3,045.00**  | **$4,124.98**  | **($1,079.98)** | **73.82%** |
|  **5300 Christian Ed** | $0.00  | $0.00  | $0.00  |  |
|  **5301 Children's Ed** | $571.98  | $749.98  | ($178.00) | 76.27% |
|  **5311 Youth Ministry** | $876.49  | $1,125.00  | ($248.51) | 77.91% |
|  **5321 Adult Ed** | $0.00  | $150.02  | ($150.02) | 0.00% |
|  **5331 J2A -Pilgramage** | $500.00  | $750.00  | ($250.00) | 66.67% |
|  **Total 5300 Christian Ed** | **$1,948.47**  | **$2,775.00**  | **($826.53)** | **70.22%** |
|  **5400 Outreach** | $0.00  | $0.00  | $0.00  |  |
|  **5401 Diocese Pledge** | $12,621.12  | $14,198.76  | ($1,577.64) | 88.89% |
|  **5411 Mission & Outreach** | $0.00  | $412.48  | ($412.48) | 0.00% |
|  **5412 Parish Care** | $0.00  | $225.00  | ($225.00) | 0.00% |
|  **5413 Welcome Committee** | $0.00  | $299.98  | ($299.98) | 0.00% |
|  **5421 Rector's Discretionary** | $653.13  | $750.00  | ($96.87) | 87.08% |
|  **Total 5400 Outreach** | **$13,274.25**  | **$15,886.22**  | **($2,611.97)** | **83.56%** |
|  **5500 Office Expenses** | $46.60  | $0.00  | $46.60  |  |
|  **5501 Postage** | $126.00  | $225.00  | ($99.00) | 56.00% |
|  **5511 Governance** | $1,092.00  | $187.48  | $904.52  | 582.46% |
|  **5513 Telephone** | $2,391.72  | $1,874.98  | $516.74  | 127.56% |
|  **5521 Software** | $750.49  | $937.52  | ($187.03) | 80.05% |
|  **5531 Communications** | $189.00  | $187.48  | $1.52  | 100.81% |
|  **5541 Printing** | $272.63  | $375.02  | ($102.39) | 72.70% |
|  **5551 Copier** | $1,709.02  | $1,950.02  | ($241.00) | 87.64% |
|  **5561 Supplies** | $67.43  | $0.00  | $67.43  |  |
|  **5563 Supplies-Other** | $556.23  | $375.02  | $181.21  | 148.32% |
|  **Total 5561 Supplies** | **$623.66**  | **$375.02**  | **$248.64**  | **166.30%** |
|  **5571 CPA Review** | $0.00  | $1,350.00  | ($1,350.00) | 0.00% |
|  **Total 5500 Office Expenses** | **$7,201.12**  | **$7,462.52**  | **($261.40)** | **96.50%** |
|  **5600 Buildings & Property Expenses** | $0.00  | $0.00  | $0.00  |  |
|  **5601 Property Insurance** | $6,452.10  | $7,312.50  | ($860.40) | 88.23% |
|  **5611 Maintenance & Repairs** | $2,229.75  | $3,300.02  | ($1,070.27) | 67.57% |
|  **5621 Utilities** | $0.00  | $0.00  | $0.00  |  |
|  **5622 Electricity** | $3,221.37  | $5,437.52  | ($2,216.15) | 59.24% |
|  **5623 Gas** | $8,529.40  | $8,437.50  | $91.90  | 101.09% |
|  **5624 Water/Sewer** | $476.27  | $1,125.00  | ($648.73) | 42.34% |
|  **Total 5621 Utilities** | **$12,227.04**  | **$15,000.02**  | **($2,772.98)** | **81.51%** |
|  **5631 Contract Services** | $0.00  | $0.00  | $0.00  |  |
|  **5632 Fire Protection System Service** | $1,007.62  | $900.00  | $107.62  | 111.96% |
|  **5633 Pest Control** | $938.50  | $375.02  | $563.48  | 250.25% |
|  **5634 Floor Maintenance Service** | $0.00  | $1,012.50  | ($1,012.50) | 0.00% |
|  **5635 Heating System** | $713.75  | $749.98  | ($36.23) | 95.17% |
|  **5636 Snow Removal Service** | $5,239.65  | $5,250.00  | ($10.35) | 99.80% |
|  **5637 Trash Removal** | $629.40  | $600.02  | $29.38  | 104.90% |
|  **Total 5631 Contract Services** | **$8,528.92**  | **$8,887.52**  | **($358.60)** | **95.97%** |
|  **5641 Sexton's Supplies** | $165.81  | $375.02  | ($209.21) | 44.21% |
|  **Total 5600 Buildings & Property Expenses** | **$29,603.62**  | **$34,875.08**  | **($5,271.46)** | **84.88%** |
|  **Payroll Expenses** | $0.00  | $0.00  | $0.00  |  |
|  **5182 Wages** | $8,048.92  | $0.00  | $8,048.92  |  |
|  **Total Payroll Expenses** | **$8,048.92**  | **$0.00**  | **$8,048.92**  |  |
|  **Uncategorized Expense** | $60.00  | $0.00  | $60.00  |  |
| **Total Expenditures** | **$135,486.38**  | **$160,238.32**  | **($24,751.94)** | **84.55%** |
| **Net Operating Revenue** | **$4,468.32**  | **($17,482.11)** | **$21,950.43**  | **-25.56%** |
| **Other Revenue** |  |  |  |  |
|  **6300 J2A/Rite 13 Income** | $0.00  | $0.00  | $0.00  |  |
|  **6301 J2A\_Income** | $9,024.27  | $0.00  | $9,024.27  |  |
|  **Total 6300 J2A/Rite 13 Income** | **$9,024.27**  | **$0.00**  | **$9,024.27**  |  |
|  **6400 Designated Gifts Receipts** | $0.00  | $0.00  | $0.00  |  |
|  **6411 Funds to Transfer** | $3,005.06  | $0.00  | $3,005.06  |  |
|  **6421 Memorial Fund** | $1,425.00  | $0.00  | $1,425.00  |  |
|  **6431 Memorial Garden** | $310.00  | $0.00  | $310.00  |  |
|  **6441 Memorial Scholarship Fund** | $3,673.00  | $0.00  | $3,673.00  |  |
|  **6446 Other Miscellaneous Revenue** | $315.00  | $0.00  | $315.00  |  |
|  **6451 Misc. Designated Gifts** | $2,141.86  | $0.00  | $2,141.86  |  |
|  **6461 Outreach** | $143.00  | $0.00  | $143.00  |  |
|  **6462 Rise Against Hunger** | $335.00  | $0.00  | $335.00  |  |
|  **Total 6461 Outreach** | **$478.00**  | **$0.00**  | **$478.00**  |  |
|  **Total 6400 Designated Gifts Receipts** | **$11,347.92**  | **$0.00**  | **$11,347.92**  |  |
|  **6600 Increase in Value of Invested Funds** | ($31,781.74) | $0.00  | ($31,781.74) |  |
| **Total Other Revenue** | **($11,409.55)** | **$0.00**  | **($11,409.55)** |  |
| **Other Expenditures** |  |  |  |  |
|  **7206- 20's & 30's Ministry** | $232.15  | $0.00  | $232.15  |  |
|  **7300 J2A/Rite13 Expenses** | $1,372.00  | $0.00  | $1,372.00  |  |
|  **7301 J2A\_Travel Expenses** | $8,701.22  | $0.00  | $8,701.22  |  |
|  **Total 7300 J2A/Rite13 Expenses** | **$10,073.22**  | **$0.00**  | **$10,073.22**  |  |
|  **7400 Designated Gift Expense** | $0.00  | $0.00  | $0.00  |  |
|  **7431 Memorial Garden Expense** | $242.86  | $0.00  | $242.86  |  |
|  **7441 Memorial Scholarship Fund Exp.** | $1,500.00  | $0.00  | $1,500.00  |  |
|  **7461 Outreach Special Offering Disb.** | $143.00  | $0.00  | $143.00  |  |
|  **7462 Rise Against Hunger** | $2,450.00  | $0.00  | $2,450.00  |  |
|  **Total 7461 Outreach Special Offering Disb.** | **$2,593.00**  | **$0.00**  | **$2,593.00**  |  |
|  **Total 7400 Designated Gift Expense** | **$4,335.86**  | **$0.00**  | **$4,335.86**  |  |
| **Total Other Expenditures** | **$14,641.23**  | **$0.00**  | **$14,641.23**  |  |
| **Net Other Revenue** | **($26,050.78)** | **$0.00**  | **($26,050.78)** |  |
| **Net Revenue** | **($21,582.46)** | **($17,482.11)** | **($4,100.35)** | **123.45%** |