

**St. Andrew's Episcopal Church**  
**Vestry Meeting**  
**December 14, 2005**

Attendees: Deacon Sally Brown, Junior Warden Cyn Croasdaile, Treasurer Steve Schnepel, Clerk Kathleen Flynn, Jennifer Barker, Mary Buck, Jonathan Coldren, Nicola Donovan, Mike Giddings, Roger Kilgore, Maryann O'Brien, and Joe Schwairy.

Absent: Rector Connie Delzell, Senior Warden Rick Larson, and Sue Thibault.

The meeting opened with prayer led by Sally.

The minutes from the November 9, 2005, Vestry meeting were approved as circulated.

**Agenda Item 1: 2006 Budget Preparation (Steve)**

Steve noted that he has not been involved in budget preparation but could entertain questions Vestry members had about the proposed budget. Roger inquired about the increase in diocesan and regional pledges; our diocesan pledge will increase this year from 5.5 percent to 7.5 percent, and our regional pledge will increase from .75 percent to 2 percent.

Nicola asked about the number of pledges to date; Steve stated that we currently had 89 pledge cards in for a total of approximately \$235,000. Sally noted that we can probably also count on an additional donor who doesn't usually submit a pledge card but typically gives approximately \$5000/year. Nicola noted that the proposed budget shows \$260,000 in pledged support and asked if we were operating from an overly optimistic, "dream budget." Steve responded that he thinks it's wiser to be more conservative. Roger noted that the proposed \$260,000 is needed to present this as a balanced budget, given increases in salaries, and diocesan and regional pledges; he also noted that some other support items may be underestimated in the proposed budget.

Sally asked what we can expect at the January Vestry meeting. Cyn stated that we would see a budget that had been approved by the treasurer and rector; the Vestry will then approve the budget for presentation at the all-parish meeting.

Roger asked what fell under "building expenses," and Cyn noted that this included utilities. Jennifer reminded us that utilities are expected to increase 33 percent this year; Steve will see if we need to adjust this line item to more accurately reflect utility costs.

## **Agenda Item 2: Housing Allowances (Steve)**

Steve requested motions to approve housing allowances for Mother Connie and Mother Sally at the same levels as last year. The following motions were made, seconded, and passed unanimously. Mother Sally left the room during discussion of this item (and Mother Connie was absent).

Whereas the Reverend Sally Brown is employed as a minister of the gospel by Saint Andrew's Episcopal Church, Denver, Colorado, which does not provide a residence for her, the Vestry resolves that \$4,500 be designated a parsonage allowance for the Reverend Sally Brown during 2006 within the meaning of that term as used in Section 107 of the IRS Code of 1998.

Whereas the Reverend Constance Delzell is employed as a minister of the gospel by Saint Andrew's Episcopal Church, Denver, Colorado, which does not provide a residence for her, the Vestry resolves that \$44,400 be designated a parsonage allowance for the Reverend Constance Delzell during 2006 within the meaning of that term as used in Section 107 of the IRS Code of 1998.

## **Agenda Item 3: Expenditure Request (Nicola)**

Nicola raised an expenditure request on John's behalf; John was requesting that we purchase plastic tables to replace the current tables in the Undercroft. These tables cost approximately \$180 each at Costco. Cyn stated that we would need more details: exactly how many tables we need, the size of the tables, the exact cost, and then the item can be brought back to the Vestry. Joe asked if this request should be referred to the Finance Committee for inclusion in the 2006 budget; Steve will discuss the option with Mark. Cyn noted that we could consider applying for a grant from the Henry R. Schweir Charitable Fund, which awards grants up to \$5,000 for education purposes. A new parishioner is associated with this fund and sent information to Sally. Joe will pursue this avenue, and pull together an application if it seems feasible.

## **Agenda Item 4: Vestry Nominating Committee (Mike)**

This year the exiting Vestry members submitted names to Mother Connie, who contacted potential new members. Sally noted that seven people have agreed to stand for the Vestry: Christy Cisneros, Greg Geissler, Michael Kornelson, Alicia McKim, Martha Meier, Deb McVicker, and Cheak Yee. We agreed to keep these names confidential until parish notification is required by the by-laws. We addressed how to handle having more than three candidates: should we have each candidate write something for the bulletin, should we have a questionnaire, etc.?

We decided to check first to see if Mother Connie and the Nominating Committee have already addressed this process.

### **Agenda Item 5. Start Up, Start Over! Conference Report (Joe and Cyn)**

Joe and Cyn both gave glowing reports of the conference, where they learned about strategies for parish growth and building expansion and explored new ideas, such as the use of multi-media approaches that could appeal to younger parishioners. Cyn and Joe can provide more detail.

### **Deacon's Report (Mother Sally)**

- **Vigil for Homeless Departed.** Mother Sally encouraged all to attend this vigil on December 21 at 5:30.
- **Interfaith Hospitality Network.** Mother Sally noted that our last rotation, with First Unitarian Church at 14<sup>th</sup> and Lafayette, went very well. About twenty people from St. Andrew's participated. Our next rotation is from January 29 to February 5, and the Outreach Committee is looking forward to continuing our relationship with First Unitarian.
- **Outreach Committee.**
  - Nicola will be stepping down as chair of the Committee; however, the committee has designed a gradual exit strategy and developed a plan for 2006.
  - The Committee will be starting the idea of "ministry advocates" in 2006 – a model for parishioners who want to be involved but cannot commit regularly to a ministry. These parishioners would not need to commit time or resources if that's not possible, but they would select a particular ministry and commit to praying for this ministry and to keeping the congregation informed about it.
  - Coffee hour on January 8 will be sponsored by the Committee to thank the congregation for their contributions to the Malachi Match fund.
  - The Committee had approximately \$400 remaining in 2005 funds – a grant of \$400 was given to the Denver Indian Center for youth outreach.

### **Junior Warden's Report (Cyn)**

- **Bulletin board for Undercroft.** Cyn raised the need for a larger, more accessible bulletin board. Materials and labor for a board that is collapsible and moveable would be approximately \$250. Jonathan

suggested asking each group that would use the bulletin board to contribute toward its construction. Maryann suggested seeking funding from one or more parishioners (“angels”). Cyn will ask John to put a notice in the service leaflet asking for an “angel.”

### **Treasurer’s Report (Steve)**

- **Budget report.**
  - **Flood renovations.** Steve noted that we spent approximately \$837 over what we received from the insurance and that this amount needs to be run through the statement and the account closed out. Cyn thought that \$500 of that amount was the deductible; Steve was going to check on that. Roger moved that \$837.56 be taken out of the Repair and Maintenance account and that that account be closed out; the motion was seconded and passed unanimously.
  - **King Soopers coupons.** Steve noted that King Soopers coupons (\$4,750) should actually be considered an asset; he will move that item, and this will raise the bottom line.
  - **Endowment fund.** Jonathan noted that St. Andrew’s is eligible for income from our endowment this year (approximately \$4000-\$5000). The Vestry needs to decide whether we want to use these funds or leave them in the fund to grow. Steve will determine the exact amount available by the January meeting.
  - **Christmas Eve collections.** Cyn (early service) and Roger (late service) will put collections in safe.
  - **Reaching Steve.** Steve’s email address is [sschnepel@deloitte.com](mailto:sschnepel@deloitte.com).

The meeting adjourned with prayer led by Nicola.