

**November 17, 2022 – 5:00 PM**  
**Holy Faith Vestry**  
**Youth Room, Conkey Hall**  
**The Church of the Holy Faith**

**MINUTES**

MEMBERS PRESENT: Fr Robin Dodge, Van Swift, Vann Bynum, Steven Berkshire, Chris Frenk, Walter Sterling (via ZOOM), Peter Lockyer, Charles Rountree

NON-MEMBERS PRESENT: Mtr Lynn Finnegan, Fr Jim Gordon

MEMBERS ABSENT: Ruth Rael, Mark Everett

- **Call to Order**

Fr Robin called the meeting was called to order at 5:08 PM and led the Vestry in prayer.

- **Acceptance of the Agenda**

Chris moved, and Charles seconded acceptance of the agenda as amended. *Carried unanimously.*

- **Disposition of the October 27th, 2022 Vestry Minutes**

Van moved, and Steven seconded the acceptance of the Minutes for the October 27th, 2022 Vestry meeting. *Carried unanimously.*

- **Ratification of Electronic Vote on Usher Cabinet**

Vann Bynum received email approval from Vestry members to contract construction of a supply cabinet in the bell tower hallway. The estimated cost is \$4K. Charles moved, and Steven seconded ratifying the Vestry approval for construction of the cabinet. *Carried unanimously.*

- **October 2022 Financial Reports – Steven Berkshire**

Steven began by noting the draft audit had been circulated to the Vestry prior to the meeting. He requested that the Vestry review the draft audit and direct any changes, corrections, and questions to him to discuss with the auditors. Steven anticipates a final audit will be presented to the Vestry in December.

Steven reported that contributions and other income for October totaled \$63,401. Operating expenses for October totaled \$91,585 resulting in an operating deficit of \$(26,183). Netted with other income and expenses, October ends with a surplus of \$69,127. He noted that a \$100K contribution booked in October is a pass-through item that will be reversed in November. The year-to-date deficit is \$(189,340) which will be cleared with a draw of over \$300K from the endowment to cover capital expenditures and Missions & Outreach grants. The cash balances at October month-end total \$384K:

• Century Bank	\$154K
• First Citizens	\$ 40K
• Sunflower	\$ 2.5K
• Sunflower Money Market	\$187K

The cash balances for all accounts, as reported on November 16th, was \$319,878

A tentative projection for year-end, based on year-to-date income and expenses, estimates 2022 will close with \$1.160M in income and \$1.141M in expenses leaving a surplus of \$18K. The budget calls for \$1.089M in income and \$1.079M in expenses.

A first draft working copy of the 2023 budget was presented earlier to the Finance Committee for discussion. The 2023 budget takes into consideration:

- Increases in compensation
- Increases in maintenance and utility expenses
- The addition of a children's and family ministry director
- Increases in adult education expenses

The Executive Committee will meet to determine salary recommendations that will be presented to the Vestry in December. Efforts continue to develop the 2023 budget as expense estimates are determined and as the pledged contributions are totaled. The in-gathering for 2023 pledges is November 20<sup>th</sup> and that follow ups will occur in early December to parishioners who haven't returned a commitment.

*The Vestry accepted the October Financial Statements as recommended by the Finance Committee, unanimously.*

- **Junior Warden's Report – Vann Bynum**

Vann presented the contract for gardening maintenance for 2023 with a monthly cost of \$1K.

*The Vestry accepted the 2023 gardening maintenance contract as recommended by the Finance Committee, unanimously.*

Vann then reviewed the need for additional security cameras that will augment the cameras currently installed providing additional security coverage at a cost of \$10K.

*The Vestry accepted the additional security cameras at a cost of \$10K as recommended by the Finance Committee, unanimously.*

Vann then reviewed the progress being made toward the installation of air conditioning in the church. He noted that the system, a heat pump, could possibly be utilized to warm the church. If feasible, future plans would include removal of the radiators. He then reported that a request was made to install carpeting in the library office. The cost would be minimal and be charged to capital expenditures. Steven moved, and Vann seconded, installing carpeting in the library office. *Carried unanimously.*

- **Senior Warden's Report – Van Swift**

Van reported that 'Women's Spirituality' was well attended. She also reported that the 'Trunk or Treat' evening with a potluck dinner and movie was very well received.

Van then noted that the Bishop has asked the Diocese to consider how '...the just and proper use of creation' can be addressed as it affects environmental issues in New Mexico. She went on to say

that environmental challenges can seem overwhelming but there's much that individuals, and parishes, can accomplish. She requested that the Vestry give thought to ideas we can pursue. In discussion, it was noted that, prior to the pandemic, efforts had been initiated to create a 'Stewardship of Creation Committee'.

- **Rector's Report – Fr Robin Dodge**

Fr Robin began by reporting that the Stewardship Campaign kicked off on All Saints' Sunday with the distribution of pledge forms. Speakers have presented stewardship talks at each service. An in-gathering will be the following Sunday and follow up letters will be sent in early December to parishioners who have not made a commitment.

A number of events are planned through the end of the year and the Vestry is encouraged to participate as much as possible. He especially noted that Las Posadas will take place December 18<sup>th</sup> with members of the Cathedral Basilica and First Presbyterian. A reception will follow at Holy Faith.

He concluded by mentioning the 'Center for Anglican Studies' presents speakers to the Virginia Theological Seminary. Holy Faith has joined, at no charge, and can enjoy a number of resources made available to parishes.

- **Associate Rector's Report – Fr Jim Gordon**

Fr Jim noted that topics for upcoming Adult Forums are being explored.

- **Assistant Rector's Report – Mtr Lynn Finnegan**

Mtr Lynn reported that a 'Reverse Advent Calendar' will encourage children and families to bring suggested food to Holy Faith. The donations will be blessed on Christmas Eve at the 4:00 Family Service and then presented to a local food bank.

'Faith Family' continues to provide services for parishioners. A particular need is night-time transportation.

- **Other Business**

At the request of Van Swift, the clergy was excused from the remainder of the meeting so that the Vestry could hold an informal discussion concerning staff retention and compensation. Following discussion, Van adjourned the meeting at 6:34 with prayer.

*Respectfully submitted,*

*Charles Rountree*