

December 21, 2023 – 5:00 PM
Holy Faith Vestry
Youth Room, Conkey House
The Church of the Holy Faith

MINUTES

MEMBERS PRESENT: Fr Robin Dodge, Mike Morrissey, Vann Bynum, Steven Berkshire, Chris Frenk,
Ruth Rael, Mark Everett, Charles Rountree

MEMBERS ABSENT: Peter Lockyer, Kaki Grubbs

NON-MEMBERS PRESENT: Rhonda Black

- **Call to Order**

Fr Robin called the meeting to order at 5:03 PM and led the Vestry in prayer.

- **Acceptance of the Agenda**

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

- **Disposition of the Minutes from the November 16th, 2023 Vestry Meetings**

Mike moved, and Ruth seconded acceptance of the minutes of the November 16th, 2023 Vestry meeting. *Carried unanimously.*

- **Bible Study**

Fr Robin led the Vestry in Bible study on Luke 1.26-38

- **Introduction of Postulant – Rhonda Black**

Fr Robin noted that the Bishop encourages postulants to attend Vestry and Parish meetings as they work towards Holy Orders. Rhonda has attended Holy Faith for several years and is very active in the life of Holy Faith. Rhonda then spoke of her spiritual journey towards ordination. She has completed discernment and, after a brief interruption, resumed her journey towards ordination feeling drawn to continue by the Holy Spirit. She meets monthly with Fr Robin as well as with a priest or deacon from a different parish. She also attends sessions of the ‘Bishop’s School for Ministry’ to continue her education and spiritual journey. Ordination is a three-year process and, following completion, Rhonda will present her application for candidacy to the priesthood.

- **November 2023 Financial Reports – Steven Berkshire**

Steven reviewed the Treasurer’s Report for November. Operating income for November totaled \$106,215 and operating expenses totaled \$96,016 resulting in a surplus of \$10,199 for the operation of the parish. Netted with other income and expenses, the month ended with a \$9,183 surplus and a year-to-date deficit of \$(222,854). Steven noted that a second draw from the endowed fund will greatly reduce the year-to-date deficit. The draw of \$175,881, scheduled for December 22nd, will fund the following:

• Capital Expenditures	\$151,090
• Library	\$ 6,040
• Guild	\$ 9,403
• Mission & Outreach	\$ 9,347

Steven then noted that cash position remains strong. As of November 30th, the cash balances are:

- Century Bank \$ 33K
- First Citizens \$191K
- Sunflower \$ 2.5K
- Sunflower Money Market \$138K

The total for all accounts as of December 8th is \$365,516.

The value of the endowments at December 8th totaled \$9.573M, an increase from \$9.133M as of November 11th reflecting continued improvement in the financial markets.

Steven then reported that 283 pledge requests were mailed and, as of December 21st, 163 households have responded pledging \$782K towards the 2024 budget. The goal is to receive 240 pledges totaling \$1M. Historically, pledged contributions represent 75% of total giving and budgeting for 2024 is based on that calculation. Follow-up letters have been mailed to 130 households that have not returned a 2024 commitment emphasizing the goal of 100% pledge participation. Steven anticipates that a preliminary budget will be presented at the January 2024 Vestry meeting for consideration prior to the Annual Meeting.

Steven noted that a preliminary 2024 budget will be presented at the January Vestry meeting following Finance Committee review. He also noted that the second of two bi-annual transfers from the endowment will take place December 22nd.

The Vestry accepted the November financials as recommended by the Finance Committee, unanimously.

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

Vann reported that the HVAC installation in Conkey House is complete and the final bill received. He noted that the freon will not be filled until Spring so that accurate testing of the system can occur in warmer weather.

Vann then reported that pipe corrosion had occurred to the gas riser. Repair and replacement will require excavation and the costs is approximately \$18K. Mike moved, and Vann seconded, approval of the repair and replacement of the gas riser for Vestry consideration.

The Vestry approved the expenditure of \$18K towards the repair and replacement of the gas riser pipes as recommended by the Finance Committee unanimously.

Vann then reported on two proposed projects. The first project would address problematic heating and cooling issues in the choir room. A parishioner has come forward with an offer to underwrite part, if not all, of the approximately \$18K cost of enhancing the HVAC in the choir room.

The Vestry approved the expenditure of \$18K towards addressing heating and cooling in the choir room as recommended by the Finance Committee unanimously.

(Following the Vestry meeting, Vann communicated that the parishioner who wished to contribute towards the cost of the project generously offered to cover the entire cost of the project)

The second proposed project would address an ongoing safety issue with ice and snow accumulating on the sidewalk and parking along the north side of Palen Hall. The proposal is to install a warming coil system to melt snow and ice. The installation would be in conjunction with repaving the parking lot. Vann noted that the repaving would also address drainage issues that could potentially harm Conkey House. The total cost of the project could potentially total \$150K

The Vestry approved developing project plans and requesting quotes for repaving the parking lot and the installation of an ice melt warming system as recommended by the Finance Committee unanimously.

- **Senior Warden's Report – Mike Morrissey**

Mike reported that the Executive Committee continues to envision strategic plans and to coordinate the various activities of the parish. Mike noted that Peter Lockyer has created a report to the parish summarizing and highlighting the results of the parish survey. The thought is to distribute the report to the parish after the holidays and before the annual meeting scheduled for January 28th. The Vestry extended their deep appreciation to Peter for his efforts.

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

Fr Robin began by reviewing the activities and worship services scheduled for Christmas and Epiphany.

He then reported that clergy over the retirement age associated with a parish must be licensed to serve. Chris moved, and Vann seconded, approval to apply for a license for Mtr Madelynn Johnston to serve Holy Faith. ***Carried unanimously.*** Following approval, the Vestry and Rector signed the application for licensing.

Fr Robin then reported that clergy can designate a portion of their salary as housing for tax purposes. The Vestry is required to authorize the annual housing allowance for the Clergy. Mike moved, and Steven seconded, a resolution approving the 2024 housing allowances for Fr. Robin, Mtr. Lynn, and Mtr Madelynn. ***Carried unanimously,***

- **Other Business**

There being no further business, Ruth moved, and Vann seconded adjourning the meeting. ***Carried unanimously.*** The meeting concluded with prayer at 6:11 PM.

Respectfully submitted,

Charles Rountree