

ST. LUKE’S EPISCOPAL CHURCH, ATASCADERO, CA
“A LIGHT TO THE COMMUNITY DRAWING ALL PEOPLE TO CHRIST”
VESTRY AGENDA -- HYBRID ZOOM MEETING
December 8, 2024 - 10:00 AM

10:00 AM	Opening Prayer & Welcome	Rev. Linzi
10:02 AM	Adoption of Agenda	Hansen
10:05 AM	Adoption of Minutes <u>of November 10, 2024</u>	Hansen
10:10 AM	Reaffirmation of Vestry Covenant	Hansen

As a member of the Vestry of the Whole, I commit to the following:

- Fulfill my obligation as a fiduciary on behalf of St. Luke’s.
- Attend monthly Vestry of the Whole meetings.
- Be prepared on the issues.
- Listen attentively.
- Practice patience.
- Be respectful, kind, and considerate to others.
- Stay on topic.
- Speak to the issue, not the person.
- Do not interrupt or speak over someone else.
- Refrain from side conversations during Vestry meetings.
- Refrain from committee work.
- Seek consensus on all actions.
- Support Vestry decisions.

10:15 AM: Information/Consent

A. Stairs Update	Ferree
B. St. Luke’s grant update	Ferree
C. Work on next year’s budget and pledges needed	Brooks

10:27 AM: Old Business:

A. Decision on the necessity of a second bid for painting the stairs	Holley
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10:27 AM: New Business:

A. The Executive Committee recommends a 2.5% Cola increase on St. Luke’s employees, including Rev. Linzi Stahlecker, and excluding an increase for the Supply Priests who receive more than the normal standard already.	Brooks
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10:35 AM: Treasurer’s Report

Acceptance of written report by Ann Holley	Brooks Hansen
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10:45 AM: Upcoming Events	All
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10:50 AM: One Word Meeting Summary	Hansen
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10:55 AM: Closing Prayer	Rev. Linzi
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Vestry of the Whole Minutes for November 10, 2024

Present: Rev. Linzi Stahlecker, Kathy Hansen, Ann Holley, Michael Ferree, Leann Brooks, Alice Baker-Taber, Mary Gruber, Hunter Perry, Judy Lewis, Laura DeLoye, Betsy Blank, Sally Ferree, Jan Hickok, Jeanne Owen, Roger Taber. Brooks Measures and/or Joe McJimsey did not sign in. **On Zoom:** Chuck Burkhardt, Marnie Burkhardt, Holly Cooper (Guest & abstentions on all motions)

Rev. Linzi opened the meeting at 10:32 am, with a prayer and an explanation of the Monday Mutual Ministry Review. The group is exploring the culture of St. Luke's by looking at what we see, visibly, and what is under the surface. She stated that the feeling of just survival makes for a closed group, and we all need to heal to move forward. She also stressed how important Stewardship is and how the church is dependent upon finances to keep the lights on, and for welcoming newcomers.

Adoption of the Agenda: Motion to Adopt the Agenda, Betsy Blank; **Seconded**, Linzi Stahlecker. **Adopted.**

Adoption of the Minutes: Motion to Adopt the minutes as amended (Marnie Burkhardt made the motion in the Treasurer's Report, last month, not Leann Brooks). **Motion**, Betsy Blank; **Seconded**, Mary Gruber. **Adopted.** The reaffirmation of the Vestry Covenant was read, and it was decided to only read the Covenant quarterly, in January, April, July and October.

Information and Consent:

- A. The structure for the stairs is complete and the door is installed. Exterior coating and minor concrete work is needed.
- B. **Motion to continue as a Vestry of the Whole for the next year: Motion**, Leann Brooks, **Seconded**, Betsy Blank. **Passed.** This will have to be submitted to Bishop Lucinda, who has the final say.
- C. Discussion on disaster preparedness ensued. It was decided that Betsy Blank, Hunter Perry, Ann Holley and Mike Ferree will work together on developing a plan, which the Diocese has templates, guidelines and help for.
- D. It was announced, at the Diocesan Convention, that a portion of \$14,000, which was divided by three congregations, had been given to St. Luke's in response to their request for a \$10,000 grant. It is unknown how much St. Luke's will actually receive. Mike Ferree will look into it.
- E. The Finance Committee recommended moving the Rector Search into Special Services/Liturgy Support. **A motion was made to move the Rector Search into Special Services/Liturgy Support: Motion**, Betsy Blank, **Seconded**, Sally Ferree. **Passed.**

New Business: A discussion on the merits of two heaters needed for the Cottage resulted in: **A motion was made to allow up to \$600 for the heaters, after a consultation with Justin to purchase what will adequately heat the room. Motion**, Ann Holley, **Seconded**, Judy Lewis. **Passed.**

Treasurer's Report: Treasurer, Leann Brooks, went through the Balance Sheet and the Profit/Loss statements. (Please see the complete Financial Statements for more information.) Leann said Investments were doing well and funds from the collection plate have exploded. **Motion to accept the Financial Report, with thanks**, Hunter Perry, **Seconded**, Jeanne Owen.

Reports: Jr. Warden, Ann Holley, said she will keep 1-8 on the Draft Plan of the Breakup of the Junior Warden position. Joe McJimsey will be Team Leader for Building Maintenance and Roger Taber has agreed to be Team Leader for Grounds Maintenance.

Upcoming Events: The **Christmas Bazaar** is December 6, and the crafters have been busy working on items to sell. **Christmas Eve Lessons and Carols, at 4:00 pm**, are in the planning stages and everyone is encouraged to invite friends and family to this beautiful, beloved music-filled event. **Salvation Army Bell Ringing is on December 17 & 18.** Sign-ups are at the back of the church. **Blue Christmas Healing Service** will be on Tuesday, December 17, at noon. Everyone is invited.

Respectfully submitted by Alice Baker-Taber, Vestry Clerk

Junior Warden Report for November 2024

VOW meeting December 8, 2024

Report items

Done in November:

Administration: Changed payroll frequency. There was a charge of \$250 for the change. Payroll will be called in by Ann Holley on the 23 of each month and paid on the 30th. Mike Ferree signed the first document for the \$250 change charge and the second document For the new payroll frequency agreement.

~Further work on the Break Up of the Jr. Warden Position is the addition of safety assessments for the exterior to the grounds maintenance. Safety assessments will also be added to the to the building maintenance. The frequency of the inspections will depend on the Safety plan which Hunter, Betsy and I will work on in 2025.

~Finger printing will begin in 2025. The cost will be \$30.00 per person.

~After the emergency staircase passes inspection, we must transfer the point of contact for police and fire from Holly to Mike or Linzi.

Building: Staircase Report -Mike will report on that. He will present the awning project as well.

~The stair case needs to be painted.

~Improved sound in the church will be assessed for the 2025 budget.

~Work Day projects completed were the heater installation and the relocation and installation of the spot light cord over the piano.

~December jobs are restock and organize the pantry, contact and schedule the gas company to check our heater and stove(free). Roger and Mike will rebuild the leaking door to the roof in the Bell Tower. Brooks M. And Ann will relocate all Alter Guild items from the Bell Tower to the old office front room. Light bulbs donated by Holly Cooper need to be installed in the Undercroft.

Grounds: Work day was well attended. Roses were pruned and weeded. The roof was cleared along with the gutters and drains. More weeding and pruning are needed.

St Luke's Episcopal Church
Balance Sheet
 As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
346773 · Pacific Premier Checking	
Operating Accounts	
100 · General Operating	1,537.99
200 · Donor Restricted Operating	
200-20 · Liturgical Support	15,987.85
Total 200 · Donor Restricted Operating	15,987.85
Total Operating Accounts	17,525.84
Non Operating Accounts	
400-10 · Vestry Designated Non-Op	
Vestry Desig Outreach Tithe	5.00
Total 400-10 · Vestry Designated Non-Op	5.00
400-20 · Donor Restricted Non-Op	
Bishops Discretionary	400.00
Capital Checking	10,743.75
Food Bank / L&F	150.00
Health Ministry	285.52
Hospitality	652.97
Landscaping	250.13
Rector's Discretionary	2,799.89
Undesignated Memorial	755.03
Youth Group - Restricted	250.00
Total 400-20 · Donor Restricted Non-Op	16,287.29
Total Non Operating Accounts	16,292.29
Total 346773 · Pacific Premier Checking	33,818.13
346757 · Pacific Premier Money Market	
General Operating MM	36,556.85
Operating Reserve MM	1,595.82
Total 346757 · Pacific Premier Money Market	38,152.67
Total Checking/Savings	71,970.80
Other Current Assets	
410002- · Diocesan Investment Trust	
009-01 · Trust & Endowment	21,275.40
009-02 · Bergen Unrestricted Bequest	60,521.87
009-03 · Reserve Funds	18,232.01
Total 410002- · Diocesan Investment Trust	100,029.28
Total Other Current Assets	100,029.28
Total Current Assets	172,000.08
TOTAL ASSETS	172,000.08
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	102,099.50
32000 · Unrestricted Net Assets	87,733.25
Net Income	-17,832.67
Total Equity	172,000.08
TOTAL LIABILITIES & EQUITY	172,000.08

St Luke's Episcopal Church Operating Profit & Loss Budget Performance November 2024

	Nov 24	Budget	Jan - Nov 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Operating Revenues					
03 · Regular Support					
Pledge and Regular giving Plate	1,485.00	4,150.00	50,205.00	45,650.00	49,800.00
Donor Restricted Operating Facility	101.40	150.00	2,683.85	1,650.00	1,800.00
Worship & Liturgy	0.00	0.00	100.00	0.00	0.00
Total Donor Restricted Operating	0.00	0.00	450.00	0.00	0.00
Other Unrestricted Gifts					
Christmas	0.00	0.00	0.00	0.00	200.00
Easter	0.00	0.00	100.00	200.00	200.00
Other Organization Donation Unrestricted Gifts	0.00	150.00	1,708.88	1,650.00	1,800.00
Total Other Unrestricted Gifts	0.00	150.00	2,558.88	1,850.00	2,200.00
Total 03 · Regular Support	1,586.40	4,450.00	55,897.73	49,150.00	53,800.00
04 · Investments used for Operations	0.00	0.00	0.00	0.00	0.00
05 · Other Operating Income					
Fundraising					
Bazaar Fundraiser					
Bazaar Income	170.00	0.00	170.00	0.00	0.00
Bazaar Expense	0.00	0.00	0.00	0.00	0.00
Total Bazaar Fundraiser	170.00	0.00	170.00	0.00	0.00
Plant Sale Fundraiser					
Plant Sale Income	0.00	0.00	1,269.00	2,000.00	2,000.00
Plant Sale Expense	0.00	0.00	0.00	0.00	0.00
Total Plant Sale Fundraiser	0.00	0.00	1,269.00	2,000.00	2,000.00
Rummage Sale Fundraiser					
Rummage sale Income	0.00	0.00	796.35	1,000.00	1,000.00
Rummage Sale Expense	0.00	0.00	0.00	0.00	0.00
Total Rummage Sale Fundraiser	0.00	0.00	796.35	1,000.00	1,000.00
05-01 · Outreach from Fundraising	0.00	0.00	0.00	0.00	0.00
Total Fundraising	170.00	0.00	2,235.35	3,000.00	3,000.00
Total 05 · Other Operating Income	170.00	0.00	2,235.35	3,000.00	3,000.00
06 · Bequest used for Operations	0.00	0.00	0.00	0.00	0.00
07 · Diocesan Assistance for Oper	0.00	0.00	0.00	0.00	0.00
Total Operating Revenues	1,756.40	4,450.00	58,133.08	52,150.00	56,800.00
Total Income	1,756.40	4,450.00	58,133.08	52,150.00	56,800.00
Expense					
Operating Expense					
12 · Fair Share	600.00	455.00	6,050.00	5,005.00	5,460.00
13 · Outreach from Operating Budget	100.00	100.00	1,100.00	1,100.00	1,200.00
14 · All Other Operating Exp					
Administrative					
Advertising	0.00	0.00	0.00	0.00	0.00
Fees	0.00	0.00	142.00	0.00	0.00
Conferences & Conventions	0.00	0.00	30.00	0.00	0.00
Copier Expense	162.04	190.00	2,353.42	2,090.00	2,280.00
Office Supplies	77.41	25.00	316.76	275.00	300.00
Parish Financial Review	0.00	0.00	0.00	350.00	350.00
Publications	33.66	5.00	86.16	55.00	60.00
Telephone & Internet	222.20	200.00	2,386.43	2,200.00	2,400.00
Total Administrative	495.31	420.00	5,314.77	4,970.00	5,390.00

St Luke's Episcopal Church Operating Profit & Loss Budget Performance November 2024

	Nov 24	Budget	Jan - Nov 24	YTD Budget	Annual Budget
Facility					
Building Maintenance	0.00	550.00	2,562.42	6,050.00	6,600.00
Insurance	0.00	0.00	5,774.75	5,271.00	7,028.00
Landscape Maintenance	0.00	12.50	4,905.00	137.50	150.00
Property Tax	0.00	400.00	385.24	785.00	785.00
Technology	0.00	33.33	228.08	366.66	400.00
Utilities	344.98	300.00	3,801.86	3,300.00	3,600.00
Total Facility	344.98	1,295.83	17,657.35	15,910.16	18,563.00
Program					
Christian Formation	0.00	133.33	0.00	1,466.63	1,599.96
Stewardship	0.00	0.00	0.00	0.00	0.00
Worship Service Expense					
Altar Supplies and Flowers	0.00	41.67	0.00	458.37	500.04
Music	0.00	20.00	148.40	220.00	240.00
Supply Clergy Compensation	1,116.58	900.00	9,731.30	9,900.00	10,800.00
Total Worship Service Expense	1,116.58	961.67	9,879.70	10,578.37	11,540.04
Total Program	1,116.58	1,095.00	9,879.70	12,045.00	13,140.00
Personnel Expenses					
Worker's Comp	0.00	33.00	503.02	363.00	396.00
Staff					
Custodial Wages	370.00	210.00	2,842.26	2,310.00	2,520.00
Musician Wages	872.00	400.00	3,387.50	4,400.00	4,800.00
Office Administrator Wages	1,040.80	783.00	9,191.36	8,613.00	9,396.00
Staff PR Processing	26.25	41.42	412.95	455.62	497.04
Staff PR Taxes (SS & Medicare)	174.63	105.08	1,166.22	1,155.88	1,260.96
Total Staff	2,483.68	1,539.50	17,000.29	16,934.50	18,474.00
Clergy					
Clergy Search	0.00	0.00	1,744.74	1,200.00	1,200.00
Clergy Salary	718.02	803.00	2,154.00	2,409.00	3,212.00
Clergy Housing Allowance	1,129.27	1,375.00	3,387.87	4,125.00	5,500.00
Clergy Payroll Taxes	36.13	140.00	108.39	420.00	560.00
Clergy Payroll Processing	8.75	10.00	14.35	30.00	40.00
Clergy Medical	0.00	0.00	0.00	0.00	0.00
Clergy Dental	0.00	0.00	0.00	0.00	0.00
Clergy Retirement	0.00	390.00	0.00	1,170.00	1,560.00
Clergy Auto Expense	0.00	50.00	0.00	150.00	200.00
Clergy Continuing Education	0.00	50.00	0.00	150.00	200.00
Total Clergy	1,892.17	2,818.00	7,409.35	9,654.00	12,472.00
Total Personnel Expenses	4,375.85	4,390.50	24,912.66	26,951.50	31,342.00
Total 14 - All Other Operating Exp	6,332.72	7,201.33	57,764.48	59,876.66	68,435.00
Total Operating Expense	7,032.72	7,756.33	64,914.48	65,981.66	75,095.00
Total Expense	7,032.72	7,756.33	64,914.48	65,981.66	75,095.00
Net Ordinary Income	-5,276.32	-3,306.33	-6,781.40	-13,831.66	-18,295.00
Net Income	-5,276.32	-3,306.33	-6,781.40	-13,831.66	-18,295.00