

December 14, 2021

Vestry Minutes



Members in attendance: Hal Evans, Kathy Field, Chris Goode, Susan Homar, Kathryn McLearn, David Neises, Lyndall Stanley, Suzanne Thomas, Trevor Walker, Adrienne Williams (Zoom), Rev. Kelly Steele, Rev. David Wantland.

Absent: Ken Hubbard, Sally Robinson

Also in Attendance: Doug Eberle, Finance Chair; Phil Snyder, Building and Grounds Committee; Pete Kastner, Treasurer; Aubrey Brawner; Ed Field, Planned Giving

- The meeting was called to order at 5:35 pm.
- David opened the meeting in prayer.
- Hal led the Vestry Covenant.
- The November minutes were unanimously approved via email

Reflection – Discussion (Appendix, 1 chart)

Kelly led a discussion on 2 points: for what should we be grateful and what top 2 priorities should the Vestry address in 2022. In summary, the Vestry enthusiastically praised a wide range of topics: for our dedicated, helpful leaders, especially Kelly and David; how we have come through Covid and 3 major staff turnovers; for Shirley Newhart as temporary choir director; continuing strengthening of finances; Susanne O'Day's amazing skills; Phil and Ken's successful projects on Building and Grounds and the Angels who helped fund the roof; outreach volunteers; vibrant spirituality; resilience and hope (appendix 1).

Top priorities for the Vestry in 2022 by consensus were growth, youth and eldercare. Others mentioned more diversity, acceptance of our flaws, having patience with growth, addressing how to bring people back to in-person worship and engagement, strengthening communication, developing a long term model for stewardship (appendix 1).

Kelly would like to establish a communication committee to 1st define who we are, what our goals are and how we want to be known. Then we can ask Luminare or other company for deliverables for website and marketing development.

Stewardship

Hal reported that as of Dec. 14, 2021, \$650,959 of the \$660,000 needed to “keep the ship afloat” has been pledged by 138 parishioners. In 2020, there were 141 pledgers. Jim Toedtman, stewardship chair, indicated we need more members as a base. One third of the 2022 pledges received thus far have come from 10 people and 1 person's pledge represents 9% of the income.

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Budget and Finance Discussion

Doug summarized that St. Peter's is in solid financial position at the end of November (Appendix 2, November 2021 Financial Reports) thanks to strong building rental income and decreased expenses from Tim McKee's departure as Music Director. The balance from the endowment funds after covering the live streaming allotment has been posted to the temporary restricted fund for Children and Youth.

Doug led the Vestry through a detailed discussion of the proposed 2022 budget (Appendix 3) from the Finance Committee meeting, December 9, 2021. The funds from the Paycheck Protection Plan (PPP) will roll over to 2022.

Action: Kathy made a motion that the Vestry approve the recommendation of the Finance Committee that the Vestry approve the 2022 "base" and "aspirational" budget as contained in the 2022 account level detail workbook provided to the Vestry. The "base" budget is approved as is, the "aspirational" budget requests are approved in total provided the current year pledge amount reaches or exceeds \$675,000 by the date of the annual meeting, January 23, 2022. The Vestry will prioritize the "aspirational" request expenditures and adopt an adjusted 2022 budget if the "aspirational" current year pledge amount is not achieved. The motion was unanimously approved by the Vestry.

Planned Giving

Ed Field led a discussion of ways to encourage planned giving. Hal mentioned that in the past the Key Society was a short list, primarily before 2003, of people who included St. Peter's in their wills. No threshold \$ amount was required. The consensus of the Vestry was that including a key on the name tags for a certain amount of planned giving would discourage diversity and possibly shift the pledge amounts of large givers away from pledge income. There was some interest in recognizing Key Society members on a plaque but it may create some issues if someone is left out. St. Peter's has never recognized the founding fathers/mission council in a plaque. The Vestry would like for the Planned Giving Committee to look carefully into past records and come back with more suggestions.

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Building and Grounds (Appendix 4)

Phil gave an update on recent improvements to lighting for the parking lots and walkways, the key system for more control of church access, sealant spayed on the Ark, locking of thermostats and Christmas lighting improvements. The Vestry praised the committee for their achievements in 2021.

Senior Warden's Report

Hal reported that he, Kathryn McLearn and Debbie Giordan have been working on a revision to St. Peter's by-laws to bring them up-to-date with current practices and procedures and to bring them in uniformity with the draft revision to the Diocese by-laws. Any proposed revisions or amendments to the by-laws of St. Peter's are required to be presented to the Vestry at a meeting prior to the meeting of the Vestry at which the proposed revisions or amendments are to be acted upon.

The HR committee for 2022 consists of Hal as HR chairman, Wyndie Eberle, Nancy Richards and Jim Morgan.

Chris Goode will compile the Annual Reports for the next Vestry Meeting, Jan. 20, 2022. The deadline for sending Chris outstanding reports is Jan. 9. Except for Doug's financial PowerPoint presentation, the rest of the reports will be reported orally during the Annual Meeting, Jan. 23, 2022.

Action #1:

Business credit card authorization:

Music Director Kathleen Turner has requested a St. Peter's credit card to facilitate purchases for St. Peter's programs and operations. This card replaces the card issued to the prior Music Director, Dr. Tim McKee.

Motion: The Finance Committee recommends Vestry approval for issuing a St. Peter's business credit card to Kathleen Turner for use in purchasing materials for St. Peter's programs and operations. The motion made by Hal was approved by the Vestry by email.

Action #2:

Given the year end projection of income and expenses for 2021, there is \$3,750 available for distribution as year-end bonuses for administrative staff and clergy. The specific amount of each individual bonus will be determined by the Priest-in-Charge.

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Motion: That the Vestry approve \$3,750 for staff and clergy bonuses for 2021. The motion made by Hal was approved by the Vestry by email.

Associate Priest's Report

David celebrated that Trevor and Pete will join the Pastoral Care Committee. The committee will keep track of the homebound and who is sick, prayer needs, flower delivery, greeters, advent calendar.

Priest-In-Charge's Report

Kelly gave an update on the following:

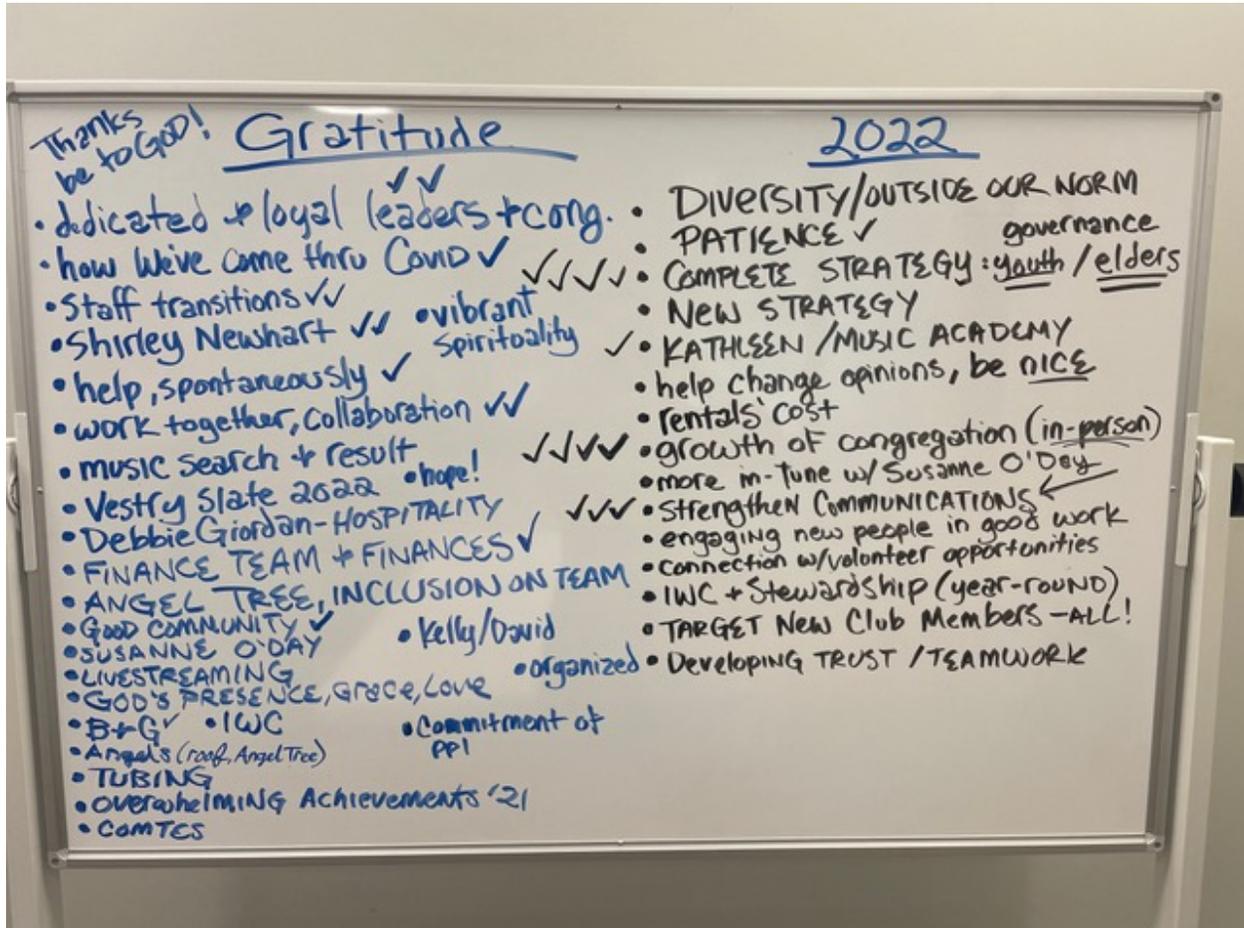
- a. Senior Warden for 2022 will be Kathy Field; the Junior Warden will be elected by the new Vestry in February.
- b. **Action: Hal moved that the Vestry approve the 2 Clergy Housing Allowance Resolutions for Kelly and David (Appendix 5).** The motion was unanimously approved by the Vestry.
- c. Vestry Calendar/Meetings:
 - i. Vestry meetings for 2022 will be held the 3rd Thursday of each month at 4:30 pm since Kathy can never attend the 3rd Tuesday of each month. All vestry members approved changing the meeting time to 4:30 pm as well. This will also give the finance committee more time.
 - ii. The last meeting for outgoing members will be Thursday, Jan. 20, 2022 at 4:30 pm
 - iii. Annual Meeting, January 23, 2022 (Breakfast & Election)
 - iv. Retreat on Feb. 18-19, 2022
 - v. The first regular meeting for the new Vestry is Thursday, March 24, 2022 at 4:30 pm

Closing

Kathy closed the meeting with prayer.
This meeting was adjourned at 7:45 pm.
Respectfully submitted
Lyndall Stanley, secretary

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Appendix 1 – Vestry's 2021 Gratitude and suggested priorities for 2022



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Appendix 2



November 2021 Financial Reports

Notes from the Finance Committee Chair:

November total income was \$78 over budget, thanks to strong building rental income. Non-Pledge (Plate) income was 20.3% under budget; however, the budget amount was relatively high based on anticipated 2021 income. Pledge income was slightly under budget. We are ahead or on target of the revised budget for the first eleven months of the year and expenses are under budget. St. Peter's is in solid financial position at the end of November. The Year-to-Date (YTD) actual deficit is \$14,066, however the projected YTD deficit in the budget is \$66,009.

November 2021:

Non-pledge Income (Plate) was \$4,704, \$1,196 (-20.3%) under budget, and \$765 under November 2020 results. Pledge Income was \$345 (-1.2%) under budget and \$5,595 under November 2020 results, basically on budget. Monthly results are not indicative of continuing trends.

Total Income is \$78 (+0.2%) over budget thanks to increased building rental income. Expenses are 11.3% under the revised November budget. Personnel expenses are 10.3% under budget, primarily due to the reduction in Music Director salary and benefits. The Worship over budget amount is due to timing of instrument tuning and repair.

January – November 2021: Non-pledge Income (Plate) was \$8,364 (12.7%) above the revised budget and \$9,152 (14.0%) above January - November 2020 results. Most of this income is received via checks or on-line deposits rather than actual "plate" offerings during in-person worship.

Pledge Income was \$712 (0.1%) over budget and \$125,610 below January - November 2020 results, however the 2020 annual budget was much larger. 2021 budget amounts have been adjusted to reflect the revised 2021 budget.

Miscellaneous Income is over budget. Donations for use of Building income budget was adjusted to reflect new lease agreements and reasonable expectations for year-end results.

Total Income is \$12,593 (1.9%) over budget.

Expenses are 5.5% under budget with primary savings year to date in Office Expense and Personnel. 2021 expenses are \$58,641 (8.0%) under 2020 expenses even with the large increase in our Diocese Assessment in 2021. Electricity is over budget at this point but holding steady. The contract with 360 Clean is posted to a Janitorial Service detail expense account under B&G Maintenance Expenses, this contract has been terminated but was budgeted for the full year. B&G General Repair & Grounds are slightly over budget YTD. Gen'l Repair includes the altar area hand rail (\$1,100), power & lights for outdoor signs & outdoor receptables (Space Utilization request) (\$3,575), power washing (\$341) and other normal repair items. Grounds includes \$2k for pine straw.

Temporary Restricted Accounts (YTD): Rector's Discretionary Fund (RDF) revenue is due to the closing of the RDF checking account & transferring the funds; Maintenance Reserve Fund (MRF) revenue is due to the distribution of the Robert Tripp DDS Fund, a \$25K contribution & memorial gifts & a special \$100k gift for the roof; New Ministry – Technology Driven [NM-TD] (which now has a zero balance due to Endowment Fund distribution) expenses were primarily for the outdoor services and improvements for the Parish Hall; Designated Gifts activity was for Susan Malgrave's, Rev. Hunt's and Tim McKee's purses, the food drive and plant sale; Memorial (Gen) Fund activity was for Christmas decorations (outside) and Rev. Hunt's farewell picnic. The large MRF expense (\$247.5K) includes \$125K of currently surplus funds for the Maintenance Reserve Fund that were transferred from the checking account to an investment account. The sanctuary roof replacement project (\$88.2k) and engineering research on the Sanctuary HVAC system (\$20.2k) are the other major MRF expenditures. Expenditures from the RDF and Memorial (Gen) Fund include the transfers from these funds to the new Outreach Committee TRA (042-8042-0000), approved by the Vestry in August. The Children's & Youth Ministry fund reflects the Endowment Fund distribution and specific gifts. Some adjusting entries from the 2020 CPA review have not been posted at this point. These will be reflected in the December reports.

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APPENDIX 3: Finance Committee Vestry Action Items – December 9, 2021 Meeting

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Attendees: Regina Crofts, Doug Eberle, Hal Evans, Debbie Giordan, Pete Kastner, Steve Langston, John Sobke, Rev. Kelly Steele, Rev. David Wantland.

The following motion for Vestry action was approved at the Finance Committee meeting on December 9, 2021.

❖ 2022 Operating budget

The Finance Committee reviewed and approved a 2022 budget with two components. This is a different approach from prior years, when the Finance Committee recommended a “base” (“Keep the Ship Afloat”) budget and submitted several “requests” (Aspirational – “Set Sail With God”) for Vestry consideration. The 2022 proposal is to approve both a “base” and “aspirational” budget with the requested additional expenditures in the “aspirational” budget authorized only if the 2022 Stewardship campaign results meet or exceed the “aspirational” pledge total in the budget. The criteria would be that an additional \$25,000 in pledge income is received prior to the Annual Meeting on January 23, 2022. The Vestry could then authorize all of the “aspirational” expenditures or adopt an amended budget to include only some of the requests.

The “base” budget has a \$16,671 deficit (1.9%) and includes the following:

- Current year pledge income based on 2022 pledges received to date
- 6% salary increases for most non-clerical staff in January 2022; clerical staff increases are included based on their Letter Of Agreement expiration dates
- Expense amounts based on Staff, Committee/Guild chair and VOPC input

The “aspirational” budget includes:

- Current Year pledge income – an additional \$25,000
- Endowment Fund 2022 distribution for a Children’s Ministry staff position
- Children’s Ministry Director starting in August – part time @ 30 hours per week w/full benefits
- Finance Committee approved additional requests

A 2022 Budget Status memo with additional details, a 2022 ‘Aspirational’ Budget Requests memo with details on each request, and a 2022 Summary Budget are attached. The 2022 Detail budget workbook will be provided separately. The 2022 detail budget is what the Vestry approves.

Note: the anticipated funds from the Robert C. Tripp Fund distribution and The Market @ 3 West Ridge facilities use donation have not been included in the 2022 budget. In prior years, these funds were directed to the Maintenance Reserve Fund. The Finance Committee will recommend the posting of these monies to the Vestry when the funds are received.

Motion: The Finance Committee recommends Vestry approval of the 2022 “base” and “aspirational” budget as contained in the 2022 account level detail workbook provided to the Vestry. The “base” budget is approved as is, the “aspirational” budget requests are approved in total provided the current year pledge amount reaches or exceeds \$675,000 by the date of the annual meeting, January 23, 2022. The Vestry will prioritize the “aspirational” request expenditures and adopt an adjusted 2022 budget if the “aspirational” current year pledge amount is not achieved.

The Finance Committee wishes to inform the Vestry of the following item:

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- ❖ Design – Space Utilization Committee Temporary Restricted Account (TRA)
Kathy Fields and Debbie Giordan requested a new Temporary Restricted Account (TRA) for the merged Design Committee and Space Utilization Task Force. Primarily the TRA would be used to track donations for and expenditures on Committee sponsored projects. There was extensive discussion, primarily on the boundaries and interaction among the Design-Space Utilization Committee and the Buildings & Grounds Committee. The Finance Committee supported the concept of the TRA and tabled action until next month. Further clarity on the responsibilities and interactions of the groups is required to develop a clear definition of the proposed TRA.

2022 Budget Status – December 2021

The 2022 budget story: strong Stewardship campaign, balanced 2021 operating budget, energized congregation, powerful aspirational budget message! The expense budget has been developed from review of 2021 expenditures and staff and organization chair input, along with VPOC assistance. The draft expense budget was fine-tuned with staff and committee & guild chair input prior to the December Finance Committee meeting. Medical insurance costs have increased 6.5% from 2021; dental is unchanged from 2021. Potential inflation has impacted many areas.

The Finance Committee is recommending Vestry approval of both a reasonably balanced 2022 “base” budget and the “aspirational” budget items. Expenditure on the “aspirational” items is dependent on successful conclusion of the 2022 Stewardship campaign prior to the Annual Meeting on January 23. Success is achieving the \$25,000 current year pledge income increase noted in the “aspirational” budget.

FC Recommended BASE (“Keeping the Ship Afloat”) budget:

| | | | |
|--|--------------------------------|-----------------------------------|---|
| Income | Non-Pledge, Pledge & Misc. | \$845,500 | Based on current pledge campaign results & estimations. Includes \$75K of PPP monies. \$30K Building rental |
| Expense – Base [continuing programs & activities] | Personnel | \$529,123 [61.4%] | January salary increases for key staff, increased medical insurance |
| | Outreach - Diocesan Assessment | \$22,000 + \$99,223 [14.1%] | Outreach focused on Music Academy & Eye Mission; Diocesan Assessment @12% of 3yr avg. operating income |
| | Worship & Music | \$19,250 [2.2%] | Includes Live Streaming support |
| | Programs | \$20,300 [2.4%] | Adult Ed, Youth Ed, Hospitality, Pastoral Care, Music Academy; includes \$7K for youth pilgrimage |

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| | | | |
|----------------------------|--|--------------------|---|
| | Administration, Communications, etc. | \$81,675 [9.5%] | Includes Stewardship & CC/Debit card fees, \$6K moving expense allocation |
| | B&G | \$75,600 [8.8%] | Increased utilities and general repair |
| | MRF | \$15,000 [1,7%] | Dedicated to building repair & replacement – Major projects |
| | Total | \$862,171 | |
| Base Budget Deficit | \$16,671 – 1.9% of expense budget | | |

Non-recurring expenses in BASE budget total \$16,000; J2A Pilgrimage - \$7K, Relocation - \$6K, Full Audit vs. CPA review - \$3K.

The FC recommended BASE budget includes the following items:

- Pledge income – 11% over 2021 pledge budget
- Non-Pledge income – continued strong support from contributors and new parishioners
- Misc. Income – \$30K Building rental, \$75K PPP monies

- Personnel – 6% staff COL increase targeted for January; Sunday nursery staff included for full year; potential clergy salary increases included
- Outreach – Music Academy and D.R. Eye Clinic mission (Gift of Sight) restored to 2020 levels
- Youth Ed – includes \$7,000 for St. Peter’s portion of the J2A pilgrimage
- Worship – includes \$8,000 for Live Streaming support
- Hospitality – increase for I-W-C; Coffee Hour, Parish Meals, etc. restored to 2020 levels
- Administration – includes \$6,000 max. relocation expense for new Music Director, reduced Office Expense, increased Telephone & Internet expenses, probable Property & Casualty insurance increase
- Stewardship – full audit required in 2022, \$3,000 increase
- Major Repair Expense contribution – funding restored to \$15K level
- B&G – Maintenance – Janitorial Service was eliminated, \$4,400 in 2021 budget

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FC Recommended ASPRATIONAL (“Set Sail With God”) budget:

| | | | |
|---|---|----------|--|
| Income | Additional Pledge | \$25,000 | Pledge commitments above the BASE budget amount – indication of commitment to Children’s Ministry |
| | Endowment Fund distribution | \$24,000 | Recorded only when Children’s Ministry expenditures are recorded |
| | | | p. 4 of 6 |
| Expense – Aspirational [new programs & activities or increased support for current activities] | Personnel – Children’s Ministry | \$24,000 | 30 hours/week starting in August with full benefits |
| | Music Program | \$4,250 | Additional support for section leaders/ guest musicians; increases for supply organists, music purchase, increased tuning & repair of pianos |
| | Advertising | \$1,000 | Increase Christmas & Easter mailings, social media advertising |
| | Programs / Staff Continuing education | \$3,250 | Hospitality & Pastoral Care. Adult Ed, Staff Continuing Education |
| | Planned Giving | \$2,500 | 2022 activities, including Thank You party |
| Aspirational Budget Deficit | \$2,811 Additional pledge income exceeds additional expenses excluding Children’s Ministry | | |

A 2022 mid-year budget review/revision is planned. This would be like the 2021 process.

In the event pledge income is insufficient to achieve the FC recommended “aspirational” operating budget, then the Finance Committee will recommend potential expense reductions to the Vestry. In the past some of these reductions have included:

- Elimination or reduction of the operating budget contribution to the Maintenance Reserve Fund – a potential \$15,000 saving
- Reduction / Elimination of Hospitality expenditures – Coffee Hour, Parish Meals, etc. – making these activities self-funding from parish donations – max \$2,550 reduction
- Eliminating Vestry Expense - \$1,000 savings
- Reducing the Music Program budget
- Reducing support for the Music Academy

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2022 “Aspirational” Budget Requests – Dec 2021

The primary Aspirational 2022 budget item is for the reestablishment of an effective Children & Youth Ministry. This has been discussed at multiple Vestry meetings and will not be addressed in this document.

The following aspirational request items have been specifically included in the 2022 budget submissions from the various staff or committee/guild chairs and their VPOCs.

Personnel: **Included in “base” FC recommended budget**

The DRAFT base budget included 6% salary increases mid-year (3% annualized) for the Parish Administrator (Susanne), Bookkeeper (Regina), Youth Director (Matt) and Event Assistant (Nate). Nate received an increase in July 2021, Susanne, Regina and Matt received a 3% increase in January 2021. Susanne’s hours were increased in July 2021.

| Account | Base Budget | Request Amount | Description |
|---|-------------|-------------------|---|
| Staff Salary and Benefit (Pension, FICA) accounts | | \$2,156 0.436% | 6% salary increase for Susanne, Regina and Matt effective January 2022. Continues pattern of salary increases effective at the beginning of the year. Nate’s increase would be effective in July. |
| Event Assistant salary and benefit amounts | | Addl \$870 | Increase Nate’s hourly rate from \$18 to \$19 (5.6%) effective January 2022 – replaces July increase. |

Note: *The Finance Committee decided this was a critical, high priority request and therefore moved these budgeted increases into the Finance Committee recommended “Base” budget and removed them from the “Aspirational” budget. The personnel expenses remaining in the Aspirational” budget are for the Children’s Ministry Director salary & full benefits for a new hire starting in August 2022 at \$25/hour and 30 hours per week.*

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Music Program: **High priority**

Requests are in support of the new Music Director.

| Account | Base Budget | Request Amount | Description |
|--|-------------|----------------|---|
| Salary Choir Section Leaders [001-1867-0330] | \$16,500 | \$2,500 | Allocation for guest musicians; could be a new distinct expense account. Sometimes funded in the past from the Wheaton Memorial Music Fund TRA |
| Salary-Supply Organist [001-1867-0320] | \$1,000 | \$500 | Support for vacation, continuing education, etc. |
| Music Supplies [001-1867-1800] | \$750 | \$250 | Purchase of new music |
| Repairs & Tuning Music instruments [001-1867-1801] | \$5,000 | \$1,000 | St. Peter's has multiple pianos that have not been tuned. Some of these could be repositioned for more effective use. There are also electric keyboards in addition to regular organ maintenance. |

Planned Giving: **Medium priority**

The Planned Giving campaign encompasses commitments to the St. Peter's Endowment, the Building Fund (Maintenance Reserve Fund) and unallocated bequests. Funding for this effort is therefore more appropriately sourced from the operating budget rather than from the Endowment Fund itself.

| Account | Base Budget | Request Amount | Description |
|--------------------------------|-------------|----------------|---|
| Planned Giving [001-1867-3700] | \$0 | \$2,500 | Campaign expenses, including a Thank You party for donors |

Adult Education: **Medium priority**

| Account | Base Budget | Request Amount | Description |
|---------------------------------|-------------|----------------|---|
| Adult Education [001-1867-2675] | \$1,500 | \$500 | Guest speaker honoraria (typically \$300 is baseline for those who receive one). Additionally - purchase of supplies for special Lenten workshops or wreath supplies for the first Sunday in Advent |

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Administration - Communications:

Medium priority

| Account | Base Budget | Request Amount | Description |
|-----------------------------|--------------------|-----------------------|--|
| Advertising [001-1867-3300] | \$1,500 | \$1,000 | 2 mailings a year for Christmas/Easter like we are doing for the tubing, this will likely be \$1000 each time. Plus any signage or online advertising. |

Staff Continuing Education:

Medium priority

St. Peter's budgets for continuing education expenditures for the clergy and Music Director. The amounts are specified in their Letters of Agreement (LOA). The amounts are small thus restricting the types and duration of the courses / seminars / conferences / etc. that would be fully reimbursed.

| Account | Base Budget | Request Amount | Description |
|---|--------------------|-----------------------|--|
| Cont. Ed - Priest [001-1867-0761] | \$750 | \$750 | Expand types of and duration of the courses / seminars / conferences / etc. that would be fully reimbursed |
| Cont. Ed – Assoc Priest [001-1867-0762] | \$750 | \$750 | Expand types of and duration of the courses / seminars / conferences / etc. that would be fully reimbursed |
| Cont. Ed – Music Director [001-1867-0763] | \$500 | \$750 | Expand types of and duration of the courses / seminars / conferences / etc. that would be fully reimbursed |

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St. Peter's **2022 Budget Summary** **December 2021 Vestry Approved**

| Area | 2021 Budget | 2021 YE Forecast | 2022 Base Budget | Adjustment a | 2022 Aspirational Budget | Comment |
|---|----------------|------------------|------------------|---------------|--------------------------|--|
| INCOME | | | | | | |
| Non-Pledge contributions | 80,000 | 85,000 | 80,000 | | 80,000 | 2021-22 continuing newcomers |
| Pledge Payments | 594,000 | 593,780 | 660,000 | 25,000 | 685,000 | 2022 - 10% incr over 2021 |
| Miscellaneous income | 106,250 | 69,073 | 105,500 | 24,000 | 129,500 | 2022-increased building rental, St. Thomas Youth (\$0k); Reserves; AB-Endowment |
| Total Income | 780,250 | 747,853 | 845,500 | 49,000 | 894,500 | Base-Includes prior year surplus/reserves; \$65,250 over 2021 budget |
| Total Income x/PPP | 718,250 | 725,853 | 770,500 | | | Base-\$52,250 over 2021 budget excluding PPP monies |
| EXPENSE | | | | | | |
| Outreach | 5,500 | 3,000 | 22,000 | 0 | 22,000 | D.R. Eye Clinic (\$15k) & \$4k for Music Academy, \$3k for CDF contribution |
| Diocese Assessment | 84,296 | 84,296 | 99,223 | 0 | 99,223 | 2021 - 10% of 3 yr. avg income; 2022 - 12%, + \$16,732 |
| Adult Education | 2,000 | 1,150 | 2,000 | 500 | 2,500 | |
| Youth Education | 3,130 | 1,500 | 10,250 | 0 | 10,250 | Includes J2A Pilgrimage (\$7k); restore Children's pgm funding |
| Hospitality | 3,550 | 1,550 | 5,050 | 250 | 5,300 | I-W-C & Name tags; Coffee Hour, Parish Meals |
| Pastoral Care | 250 | 350 | 750 | 250 | 1,000 | |
| Administration | 55,625 | 53,850 | 64,175 | | 64,175 | Payroll service, ACS & Realm; telephone sys & internet, P&C insurance |
| Communications | 1,850 | 1,750 | 2,250 | 1,000 | 3,250 | Increase advertising |
| Worship & Music | 24,025 | 27,050 | 19,250 | 1,250 | 20,500 | Altar, Music supplies & repair, livestream support & license fees |
| Stewardship | 12,050 | 11,750 | 15,250 | | 15,250 | Full audit in 2022 |
| Other excl Music Academy | 1,500 | 750 | 1,500 | 2,500 | 4,000 | AB-Planned Giving |
| Other - Music Academy | 1,500 | 100 | 750 | 0 | 750 | resume support - \$4k from Outreach |
| Major Repair Reserve contribution | 0 | 0 | 15,000 | | 15,000 | MRF Workbook suggests a \$36k contribution; 2019 - 2022 direct funding from other sources; 2022 restore 2020 contrib level |
| B&G - Energy | 39,750 | 41,250 | 42,250 | | 42,250 | |
| B&G - Maintenance | 33,700 | 33,743 | 32,600 | | 32,600 | Incr cleaning/disinfecting supplies, repair expenses |
| B&G - Design Comm & Memorial Garden | 500 | 925 | 750 | | 750 | |
| Total Expense excl Personnel | 269,226 | 263,014 | 333,048 | 5,750 | 338,798 | |
| Personnel | 510,855 | 484,326 | 529,123 | 29,390 | 558,513 | Youth Dir reduced 40%, medical & dental ins incr 6%; Key staff salary increases, starting Jan 1 & Nursery full year; AB-potential Children Dir 30hr/wk w/benefits starting 1 Aug |
| Total Expense | 780,081 | 747,340 | 862,171 | 35,140 | 897,311 | Base - \$82,090 over 2021 revised budget Aspirational - \$117,230 over revised 2021 budget |
| INCOME less EXPENSE | 169 | 513 | (16,671) | | (2,811) | |
| Note: | | | | | | |
| Prepared with input from staff, clergy, committee & guild chairs; Finance Committee recommendation for Vestry approval. | | | | | | |

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Appendix 4, Building and Grounds

REPORT TO THE ST. PETERS CHURCH VESTRY

BUILDING AND GROUNDS COMMITTEE

December 14, 2021

SUMMARY

The power company was contacted to repair three of the parking lots lights.

The Ark has been sprayed with sealer to protect the wood and natural color.

The inoperative lights on the covered walkway between the parish building and the choir entrance have been replaced new LED fixtures.

The key system for the church is ongoing to give better access and control of the buildings. The new keys are waiting for back ordered key blanks.

All the thermostats in the Church have been locked and programed for the winter season.

The Courtyard 20-amp outdoor receptables have been installed along the iron fence for the Christmas Lights.

The Christmas Lights in the courtyard have been checked as far as the ones installed and they are working.

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Appendix 5: (2 resolutions)

Vestry Resolution for Kelly's Clergy Housing Allowance

The following resolution is presented to the Clergy, Wardens, and Vestry of St. Peter's Episcopal Church for consideration at the Regular Meeting of the Vestry on December 14, 2021.

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designated allowance paid to them as part of their compensation to the extent used by them for actual expenses in owning or renting a home; and

Whereas, The Reverend Kelly Steele is compensated by the Wardens and Vestry of St. Peter's Episcopal Church (henceforth, St. Peter's) exclusively for services as a minister of the gospel; and

Whereas, St. Peter's does not provide The Rev. Steele with a rectory, therefore, it is hereby

Resolved, that the total cash compensation paid to The Rev. Steele for calendar year 2022 shall include

\$18,000.00 that is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$18,000.00 as a housing allowance shall apply to calendar year 2022 and all future years unless otherwise provided.

We, the undersigned, acknowledge that the above resolution was duly adopted by the Priest-In-Charge, Wardens, and Vestry of St. Peter's Episcopal Church at a regularly scheduled meeting of the Vestry held on December 14, 2021, a quorum being present.

Priest-In-Charge's Signature

Date

Senior Warden's Signature

Date

December 14, 2021

Vestry Minutes



Vestry Resolution for David's Clergy Housing Allowance

The following resolution is presented to the Clergy, Wardens, and Vestry of St. Peter's Episcopal Church for consideration at the Regular Meeting of the Vestry on December 14, 2021.

Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income a church-designated allowance paid to them as part of their compensation to the extent used by them for actual expenses in owning or renting a home; and

Whereas, The Reverend David Wantland is compensated by the Wardens and Vestry of St. Peter's

Episcopal Church (henceforth, St. Peter's) exclusively for services as a minister of the gospel; and

Whereas, St. Peter's does not provide The Rev. Wantland with a rectory, therefore, it is hereby

Resolved, that the total cash compensation paid to The Rev. Wantland for calendar year 2022 shall include \$30,000.00 that is hereby designated to be a housing allowance; and it is further

Resolved, that the designation of \$30,000.00 as a housing allowance shall apply to calendar year 2022 and all future years unless otherwise provided.

We, the undersigned, acknowledge that the above resolution was duly adopted by the Priest-In-Charge, Wardens, and Vestry of St. Peter's Episcopal Church at a regularly scheduled meeting of the Vestry held on December 14, 2021, a quorum being present.

Priest-In-Charge's Signature

Date

Senior Warden's Signature

Date