

St. James' Episcopal Church, Glastonbury

December 14, 2022

Vestry Meeting Minutes

Present: Mitch Chester, Rich Connell, Bob Dugger, Rev. Don Hamer, Becky Lee, Deb O'Donnell, Joyce Reynolds, Cheryl Turner, Ralph Urban

Absent: Alison Banker, Don Gardner

Call to Order: 7:05 PM

Opening Prayer: Deb O'Donnell

1. Approval of Vestry Meeting Minutes for November 30, 2022, submitted by Rich Connell. Motion to accept the minutes with corrections: Bob Dugger, second Ralph Urban. The minutes were unanimously approved by the vestry.
2. Nursery Room Attendant was interviewed by Deb O'Donnell and Joyce Reynolds on December 14, 2022.

A motion was presented by Deb O'Donnell that we offer the current candidate the position of Nursery Room Attendant pending a background check, references, and the completion of Safe Church Training. \$2500 to be added to the current budget to support this position. Becky Lee second. The motion was unanimously approved by the Vestry.

3. (3) Copy machine Lease agreements were previously reviewed by Mitch Chester (Taskaifa, Cannon and Ubeo). The recommendation is that St James enter a contract for a copier, with a lease agreement and service contract with Canon. A motion was presented by Ralph to accept the recommendation and to add \$2800 to the budget to support both the lease and service contract. Rich Connell second. The vestry voted unanimously to accept the motion as proposed.
4. A motion was presented by Ralph Urban to purchase "Constant Contact" a soft ware program that will enhance our website, and permit an easier more professional look to newsletters, etc. The contracted cost is \$45.00 per month. The motion was seconded by Bob Dugger. The Vestry accepted the motion and voted to approve unanimously.

5. Copies of the By-Laws were distributed to members to review and confirm the requirements and terms for Vestry officers and members.

- Discussion: "Vestry members must be 18-years of age."
- "The senior warden and the Rector shall jointly chair the Vestry meetings"

After a thorough discussion, and several proposed changes in language throughout the document, it was concluded that each Vestry member should review their copy of the existing By-Laws and propose suggested changes. Changes may be submitted to Deb O'Donnell. Further discussion and a vote approving any proposed changes in By-Laws will be deferred to the next Vestry Meeting in January.

Becky Lee and Rich Connell are leaving the Vestry in January 2023 after each completing a three-year term. A nomination Committee has been formed to nominate their replacements on Vestry, and for one additional member to serve on Vestry. Membership for this committee: Becky Lee, Rich Connell, and Deb O'Donnell.

As defined in the By-Laws, a Junior Warden may serve a term of three years. As a result, Mitch Chester has completed a three-year term as the Junior Warden. Don Gardner will be nominated as the next Junior Warden, with Mitch Chester serving Don's remaining term on Vestry.

6. Budget: Bob Dugger

A detailed proposed 2023 budget was presented by Treasurer, Bob Dugger, as proposed by the Finance Committee.

- 2023 decreased to a current 59 pledges (19 are still unaccounted and will be contacted via telephone to explore their commitment to making a pledge for 2023.)
- 2023 Proposed Operating Pledge Income: \$210,000 (2022 - \$232,431)  
printed spreadsheets detailing income and expenses for the year were provided for the discussion
- The Vestry recommended adding a \$5000 budget to Faith N Action for the 2023 year
- Allocations from the Joining Jesus Account were reviewed for 2020 and 2021.  
Request has been made for a detailed spending account from Joining Jesus for 2022.

## 7. Important Dates

- Vestry Retreat January 6 and 7, 2023 at St James with leadership by Rev Don Hamer and Gail Lebert
- January 11, 2023, Deb O'Donnell and Bishop Laura meet to prepare for the Bishop's visit to St James
- January 22, 2023, Sunday visit by Bishop Laura to meet with the congregation and with the Vestry
- Annual Meeting January 29, 2023

Meeting Adjourned: 9:30 PM

Closing Prayer