**St. Bartholomew’s Episcopal Church**

**Vestry Meeting Parish Office and Zoom Videoconference**

**Tuesday, December 17, 2024, 6:30 pm**

**PRESENT EXCUSED/ABSENT**

The Rev. Nina Bacas*, Rector* Polly Getz-Enos, *Chancellor*

Jerry Gray, *Senior Warden* JD Cowart, *Vice Chancellor*

Joseph Snodgrass, *Junior Warden* Sofia Grandinetti, *Youth Rep.*

Bill Angus, *Treasurer* Greg Moran

Anne Snyder*, Clerk,* remote

Helena Chan

Dan Crane

Parth Domke

David Goff

Brooke Grandinetti

Judy Macemon

Steve Natoli

Will Smith

Donna Watson

Annalisa Parker, Finance Committee

Paul Conry, Jill Henderson and Susan McCormick-Davis, Peace and Justice Ministry

**Gather Together:**

The vestry checked in. Dan offered an opening prayer.

**Consent Agenda:**

The consent agenda included the following items:

Approve Vestry Meeting Minutes of November 19, 2024

Approve November 2024 Financial Reports

With no objections, the vestry adopted the Consent Agenda as presented.

**Financial Discussion:**

* November Treasurer’s Report Bill Angus

See attached document, Treasurer's Report Month End November 30, 2024.pdf.

* For the month of November, income totaled $78,973, $5,794 less than October’s projection. The monthly result is attributed primarily to less than expected pledge income offset by greater than expected unpledged member contributions and music income. Bill praised the Music Ministry for their financial contribution to the church. YTD total income was $936,795, and $37,204 less than originally forecast primarily due to the timing of pledge receipts. We received an annual pledge of $25,000.
* November expenses totaling $82,973 were $9,903 less than budgeted and $926 less than the October forecast. This resulted in a net loss of ($4,001). YTD expense totaled $940,385, $64,824 less than budgeted due to understaffing and resulting in year-to-date net loss of ($3,590) which is $27,619 less than originally forecast.
* Accumulated Investment earnings of $15,070.
* The General Operating Fund balance sheet reflects liquid assets totaling $146,181 and payables and accrued expenses of $72,508. This results in $73,673 of available cash for operating reserves totaling $85,897, which is a cash deficit of $12,224 needed to fund those reserves.

**Motion:**  Accept the November 2024 Treasurer’s Report.

**The Motion was moved, seconded and unanimously approved.**

* Resolution for Check Signing Authority

**Motion:** Resolved to approve the 2025 Check Signing Authority for the following people: William Angus, Annalisa Parker, Teresa McCune, Jerry Gray and Joseph Snodgrass.

**The Motion was moved, seconded and unanimously approved.**

* 2025 Budget Summary – Information Only

See attached document, St. Bart’s 2025 Summary rough budget\_tem\_11Nov2024 (esp)\_tem11Dec2024.pdf

Bill discussed the report and each category under Income and Expenses. The total Proposed Income is $882,000. The Music Income and Facility Use Income has increased over 2024. Under Pastoral and Worship expenses, Jacob Robling’s salary is included for a full year. Under Administration, all employees will receive a 3% pay increase. The Episcopal Church Obligation is reduced compared to last year. The deficit is projected at $34,048.

See Motions under **Action Items**

**Rector’s Report:**

See attached document, 2024 December Rector's Report.pdf

Mother Nina shared the following:

Sacraments & Worship

-Funeral for Gail Short

-Jacob leads Evening Prayer T-W-Th at 5pm in the Sanctuary

-Celebrated the Virgin of Guadalupe at the Thursday Healing Eucharist

Welcome and Connect

-We have five young adult newcomers. Jacob is their primary contact, and Gaby Waldorf invites them to young adult fellowship gatherings.

-High percentage of newcomer participation in our pledge campaign.

Children & Youth

-Saint Nicholas made his annual visit

-Pageant rehearsals are underway

-Caroling in Seven Oaks last Sunday

Fellowship

-Attended an LGBTQ fellowship dinner and a post-5pm service dinner at Phil’s BBQ

Diocese

-Featured on the EDSD Faith-To-Go Podcast for Advent 1

-EDSD Director of Formation preached and led adult forum last Sunday

Communications

-Jacob has been making videos for our website and social media

-Included in the Zevely Zone on CBS-8 for the RB Tree & Menorah Lighting. Before my blessing, I also introduced our church

-Ramped up publicity for Advent and Christmas

-Gaby is posting on various Facebook groups

-John-Luke is posting on Facebook, Instagram and NextDoor

-Print ad in local papers on 12/12 and 12/19

Poway Chieftain ♣ RB & 4S Ranch News Journal ♣ Rancho Santa Fe News

-Beginning in January, we will have a monthly ¼ page ad in the Scripps Ranch newsletter, thanks to the donation of a parishioner who lives there

-Gary Nicolosi has published a new book and he sent me a copy. You are all invited to read it!

Vacation:

-Away December 26 to January 2

* Resolution for Rector Housing Allowance 2025

See attached document, Vestry Resolution Submitted for Approval 2025 Housing, Nina Bacas.pdf

**Motion:** Whereas the Rev. Nina Bacas is employed as a minister of the Gospel by St. Bartholomew’s Episcopal Church, Poway, California, which does not provide a residence for her, **the Vestry resolves that $60,000 of her salary be designated a housing allowance in 2025 within the meaning of that term as used in Section 107 of the I.R.S. Code of 1986.**

**The Motion was moved, seconded and unanimously approved.**

See Motion under **Action Items**

**Discussion:**

* Ministry Liaison and Committee Reports
* Property Committee

See attached document, Property Committee December 2024 report to vestry.pdf

Joe was happy to report that Parking Lot Signage was currently being installed. It was discussed that some signs had a placement issue and that will be corrected.

Joe reported that the bids for the work identified below have been received and reviewed. The Finance Committee is recommending the lowest bidder, pending Vestry approval.

HVAC Bids. For the HVAC work - Aire Care Heating and Air,  $89,412.94

Wooden Trellis Dry Rot. For the Trellis and electrical work - Rivero Builders  $22,650

Carpet replacement (carpet squares). Three jobs; the stairway $4367.82, the upstairs hallway  $6191.45, and the large upstairs meeting room  $9273.32. Johnny on the Spot, (who installed the carpet squares in the Sanctuary and the Church office.)

Joe will provide members with bid proposals for review. The contractor award for each project will be approved at the January vestry meeting.

**MOTION:** Authorize expenditure of not-to-exceed $135,000 from Long Term Maintenance Reserve for Education Building heat pump replacements of 8 AC units ($92,000), Trellis repair ($22,000) and Carpet replacement in designated areas of Education Building ($20,000).

**The Motion was moved, seconded and approved with one against.**

Bill noted that the current balance in the Long Term Maintenance Reserves is $177K and the above expenditure would reduce the balance to $42K.

* Outreach

Judy discussed the following:

-St. Marks Christmas Eve Luncheon. St. Mark’s City Heights will hold its annual Joy to the World luncheon on Christmas Eve at 11:30 am. Volunteers are needed to cook, greet guests (people without housing), and serve food. Please arrive between 10 am and 11am. Eucharist celebrated by Bishop Susan begins at 11:30 am.

-Annual Report. The committee is drafting their 2024 Annual Report.

-Grant Application letter and form are being sent out to Outreach Partners. They are being asked to report back to St. Bart’s on the status of the project behind their grant request.

-The 2025 St. Bart’s Gala

See attached document, 2025 St. Bart’s Gala Budget.pdf

The Gala is set for Saturday, May 3, 2025, at the Country Club of Rancho Bernardo. The proposed budget is a working document that will provide for the down payment for the rental of the venue from the Outreach budget.

**MOTION:** Approve 2025 St. Bart’s Gala Budget.

**The Motion was moved, seconded and unanimously approved.**

* Strategic Plan Committee

Judy resent the 2025 Revised Strategic Plan update (final draft) to vestry members.

The Final (formatted) document will be sent prior to the January vestry meeting for approval by the members. The final will be presented to the parish at the Annual Meeting in January.

* Stewardship Committee

Judy updated the vestry that the 2025 Pledge total amount is $858,197 and 200 pledgers. Last year, the total pledge amount was $800,441 with 199 pledgers. We have received $60,000 more than last year. Phone calls will be made to remaining households who have not yet pledged.

* Music Ministry

See attached document, Music Ministry Vestry Report december 2024.pdf

-New Sanctuary speakers were purchased and installed. The music and A/V team are very satisfied with the speakers’ sound and the enhancement of the spoken word in the sanctuary

-Danielle Evans concert 11/22: packed audience to support Danielle and her amazing talent

-Advent Lessons and Carols 12/8

-Messiah Sing-along concerts 12/13 and 12/15

-A Christmas Carol 12/22, 4pm

-Christmas Eve Services

-2025 New Zealand Choir Tour Preparations

-2025 Musical Theatre Summer Camp Preparations

-1/11/25, 12-3pm Baby Shower for John-Luke and Michelle

-1/19/25, 4pm Section Lead Soirée concert

* Welcome and Connect Ministry

See attached document, Welcome and Connect Ministry December 2024 Vestry Report.pdf

Donna shared the December meeting Items discussed:

-Most of the discussion centered around getting the word out about St. Bart’s and preparing for greater attendance during the Advent and Christmas seasons.

-Advertisement: We have secured 1/4 page in the local newspapers announcing our Christmas services on Thursday, December 12 & 19. We have booked the same space for the Easter season 2025. A St. Bart’s ad will also appear each month. Information for the ads must be in by the 10th of each month.

-John-Luke manages our website; Gaby and Jacob manage the social media ads. Mother Nina continues to be the face of St. Bart’s in the community. She will participate in the lighting of the Christmas tree and Menorah in the RB shopping center. Her interview will appear in the community and TV news.

-Preparations: Steve said that he had secured additional ushers and greeters for all the services. He will look into securing volunteers for traffic control in the parking lot and directing the overflow to the parking lot next door. Signage will be posted in the parking lot. He will also contact Mike Fuqua about vests for the volunteers.

-The red envelopes will be ready to hand out to newcomers at all of the services. Inside, the newcomers will find information about our Children and Youth programs, a postcard with service times and 2025 events, an updated tri-fold brochure and a letter from Mother Nina. Jacob will create the new brochure.

* Amend Articles of Incorporation Status

The Finance Committee recommended, and vestry approved that we engage a law firm, For Purpose Law Group, who works with nonprofits and is familiar with the requirements to file the change. Bill reported that all articles and amendments are under review by FPLG.

* Peace and Justice Ministry

See attached document, Peace and Justice Ministry Mission statement December 2024.pdf

Parth shared that the Peace and Justice Ministry began at St. Bart’s in July of 2017 to live out our Baptismal Covenant and be peace makers. Since we have done work in the field of Environmental Stewardship, held three annual Season of Creation Celebrations, work in Racial Justice through film discussions and Sacred Ground series. Held Community Conversations with Incarnation Lutheran, on Zoom, on Racial Justice, Civil Disobedience, LGBTQ issues and Faith & Politics. Have worked with the EDSD on Racial Justice, Creation Care and Gun Violence Prevention.

**Motion:** Vestry commission Peace and Justice as a distinct ministry, both conceptually and strategically, a ministry focused on Racial Justice, Environmental Stewardship, Gun Violence Prevention, LGBTQ and Immigration and other Peace and Justice issues as identified.

**The Motion was moved, seconded and unanimously approved.**

* Personnel

See attached document, December Personnel Committee Report.pdf

Dan shared the Personnel Committee quarterly meeting in December:

-Attendees were Terry McCune, Judy Macemon, Karen Briggs, Dan Crane, Jerry Gray, Mother Nina Bacas. Discussion for the meeting centered on employee reviews and process. Additionally possible staffing requirements for 2025.

-Dan announced after 8 years of leading the personnel committee he is stepping down. With Mother Nina’s and the committee’s blessing replacing Dan will be Karen Briggs. Karen is a human resource professional and currently is Vice President of Human Resources and Workforce Development at Rady Children's Hospital-San Diego.

See Motions under **Action Items**

**New Business:**

* Parking Volunteers needed for Christmas Eve services.
* Commercial Kitchen location ideas. Mark Davis has provided a proposal to alter the Parish Administration Building to install a kitchen on one side of the office.
* Vestry Election Candidates. Jerry asked outgoing vestry members Dan Crane, Parth Domke, Brooke Grandinetti, and Will Smith to reach out to parishioners who would be a good choice to run for vestry.

**Action Items:**

**MOTION: Accept the November 2024 Treasurer’s Report.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Resolved to approve the 2025 Check Signing Authority for the following people: William Angus, Annalisa Parker, Teresa McCune, Jerry Gray and Joseph Snodgrass.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Whereas the Rev. Nina Bacas is employed as a minister of the Gospel by St. Bartholomew’s Episcopal Church, Poway, California, which does not provide a residence for her,** **the Vestry resolves that $60,000 of her salary be designated a housing allowance in 2025 within the meaning of that term as used in Section 107 of the I.R.S. Code of 1986.**

The motion was moved, seconded, and unanimously approved.

**MOTION: Authorize expenditure of not-to-exceed $135,000 from Long Term Maintenance Reserve for Education Building heat pump replacements of 8 AC units ($92,000), Trellis repair ($22,000) and Carpet replacement in designated areas of Education Building ($20,000).**

The motion was moved, seconded and approved, with one vote against.

**MOTION: Approve 2025 St. Bart’s Gala Budget.**

The motion was moved, seconded and unanimously approved.

**MOTION: Vestry commission Peace and Justice as a distinct ministry, both conceptually and strategically, a ministry focused on Racial Justice, Environmental Stewardship, Gun Violence Prevention, LGBTQ and Immigration and other Peace and Justice issues as identified.**

The motion was moved, seconded and unanimously approved.

**Closing Prayer:**

Helena closed the meeting with a prayer.

**Adjournment:**

The meeting was adjourned at 8:56 pm.

**Future Meeting/Events:**

Vestry Meeting, Tuesday, January 21, 2024, 6:30 pm.

Annual Parish Meeting, Sanctuary, January 26, 2025, 11 am.

Respectfully submitted,

Anne M. Snyder,

Vestry Clerk