

**ST ALBAN'S EPISCOPAL CHURCH VESTRY
MINUTES: JANUARY 10, 2004**

The January meeting of the vestry was held in conjunction with the Vestry Retreat at Camp Gravatt.

Present: Rector, Deacon, Lewis Brunson, Doug Catoe, Mary Cochran, Dianna Deaderick, Rose Delage, Mark FitzMaurice, Kim Frost, Libba Rhoad, Margaret Stafford

Absent: None

Guests: None

Following the morning devotional lead by Libba Rhoad, the Rector called the meeting to order.

Correspondence:

The Rector read thank-you notes from Jean and Dianna for their Christmas gifts. A roster of the 2004 vestry was distributed and corrections made.

Approval of Minutes:

The minutes of the December meeting were accepted as corrected.

Election of Officers:

Nominations were made for the vestry officers and the following were elected by acclamation:

Senior Warden	Dianna Deaderick
Junior Warden	Lewis Brunson
Treasurer	Mark FitzMaurice
Clerk	Libba Rhoad

The Vestry designated these four officers as authorized signators for St. Alban's South Trust Bank Corporate Resolution. The Vestry Clerk was designated as the corporate secretary.

Ministry Areas:

The Rector circulated a sign-up schedule of devotions for vestry meetings. This list will double as the vestry call list when electronic communication is not available. The list will be distributed prior to the next Vestry meeting.

The Rector circulated a sign-up schedule for counting the Sunday collection. It was agreed that Mark would count for the remainder of January with Melanie as training. The list will be distributed prior to the next Vestry meeting.

Volunteers were solicited for the vestry ministry areas. Libba presented a list of the current ministry/program areas and the organizations and ministries associated with each, as suggested by the Stewardship Committee. Several adjustments were made to the document, copy attached. The final responsibilities for 2004 are:

Lewis Brunson	Building Maintenance
Doug Catoe	Grounds Maintenance
Mary Cochran	Evangelism
Dianna Deaderick	Worship
Rose Delage	Outreach
Mark FitzMaurice	Finance
Kim Frost	Christian Formation
Libba Rhoad	Stewardship
Margaret Stafford	Fellowship

Libba agreed to email copies of the Time and Talent pledge consolidation compiled by the Stewardship Committee.

Treasurer's Report:

Melanie Dunnagan had prepared the final 2003 financial statements and provided copies via email prior to the meeting. The report was accepted for audit.

Melanie suggested that the vestry act to resolve/consolidate some small balance funds. The following actions were approved by acclamation:

1. \$24.00 will be moved from the Clergy Discretionary Account to the Nurturing Center account and a \$25.00 donation be made to the Nurturing Center to close that account.
2. \$19.58 of the Daffodil Festival Cookbook account will be moved to the Interior Design account to close it. The balance of the Daffodil account, as well as all future sales, will be moved into the general ECW account.
3. The balance in the Kairos account will be used to purchase cookie dough at the next opportunity to close that account.
4. The Freezer Fund will be re-named the Caregivers account and the funds will be made available for the work of that group.
5. The Interest account balance will be transferred to the Operating account. This will continued annually in January.
6. The balance in the Adopt-a-Family account will be donated to the Friends of Alexi Fund (information to be provided by Dianna Deaderick).
7. Any balance remaining in the Brick Fund after payment will be transferred to the Building Fund.
8. The Worship chair will approach the Altar Guild about their purchasing some needed items:
 - a. Additional prayer books and hymnals for the church
 - b. Liturgical calendars
 - c. New Revised Standard Version Gospel and Lectionary Books

Doug Catoe presented recommendations of the Audit Committee and the following were approved by acclamation:

1. The Treasurer and one other officer's signature will be required for checks exceeding \$500.
2. The Vestry will approve the members of the Lay Audit Committee.
3. The Treasurer will try to obtain a copy of the Manual of Business Practices recommended for use by Episcopal churches.

Old Business:

The vestry adopted the Core Values as presented. The issue was again raised as to whether this is a course of action to be pursued at this time, considering the finances. The Rector agreed to clarify the expense for discussion at the next meeting.

Libba Rhoad distributed copies of the "final" statistics of the Stewardship Campaign. Concerns were raised about the decrease in the amount pledged to the building fund. Libba will accentuate this in her Alert article. Also included in the report were recommendations for next year which were discussed.

The Budget for 2004 was accepted as revised. The overall shortfall was reduced by \$6900 though the following measures:

1. The increases projected for Stewardship, Utilities, Postage, Altar Supplies, and Choir Supplies were eliminated.
2. The allocation for weekly newspaper ads was eliminated from Advertising.
3. The allocation for a second youth minister was eliminated.
4. A new Lawn Contract was approved, reducing that allocation.
5. The Capital Improvements line item was eliminated.

The vestry agreed to revisit the budget in April and quarterly thereafter. This review will include a decision about whether the Diocesan Quota can continue at the same level, as this is the only area left if further reductions are necessary.

New Business:

Mark FitzMaurice, in his role as Webmaster, asked the vestry to consider the purpose of its Website. The vestry concluded that the Website is intended primarily to assist outsiders but could be a resource to church members as well. Mark agreed to:

1. Solicit via the Alert for information to be posted. Only information provided is posted.
2. Make changes to the map.
3. Post schedules as provided by the Rector (ushers, greeters, lectors, chalice bearers, acolytes). Acolytes' full names will not be used in response to concerns raised by parents.

The Rector lead a discussion about observing St. Alban's 30th anniversary in November 2004. It was agreed that due to Parish Meeting and Stewardship conflicts there would be no planned celebration, but that the Evangelism Committee would work on using the event for publicity (Faith Notes, etc.).

The Rector asked whether the vestry should subscribe to the Episcopal Life magazine. It was decided not to at this time due to lack of funds.

2004 Calendar:

The Rector lead a brainstorming session to develop a rough calendar of events for the year:

Event	Tentative Date
Chicken Bog	February 6
Sweetheart Luncheon	?
Pancake Supper	February 24
Lenten Program	?
Blood Drive	March 31
Seder	April 8
DOK Retreat	April 16-18
New member reception	April 18
Confirmation class	?
Sunday School end	May 21
VBS	June 13
Bishop/Confirmation	July 25
Ministry Fair	?
Sunday School kickoff	September 12
EYC kickoff	?
Convention	October ?
Parish Meeting	November ?

Next Meeting:

The vestry agreed to continue meeting monthly on the second Monday. The next meeting will be February 9th.

The meeting was concluded with the Celebration of Holy Eucharist.