

**St. Stephen's Vestry Minutes**  
**January 22, 2022**

*Conducted via ZOOM platform due current surge in COVID.*

**Present:** Fr. Bailey Norman, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith III, Beth Reed, Sandi Robertson, Jim Rousey, Ashton Sims, Barbara Steele

**Absent:** None

**Call to Order:**

Fr. Bailey Norman called the meeting to order with prayer at 9:06 a.m.

**Approval of Consent Agenda:** Fr. Bailey Norman

**Approval of Minutes**

The minutes for December were missing the names of who proposed and seconded motions in three places. No one had notes to fill in the missing names. Fr. Bailey instructed Judith Delaney to fill in those names in the minutes. With those additions, the minutes were approved as submitted (Barbara Steele, Jim Rousey).

**LEADERSHIP REPORTS**

**Priest-in-Charge:** Fr. Bailey Norman

Over 20 parish members have reported COVID over the last week. Going to close office again this week since numbers are still fairly high. No one has gotten very sick – no hospitalization or COVID pneumonia. Hope to open for in-person church next Sunday.

**Finance Report:** Tom Clary

Approval of December 2021 Finance Statements --- The budget was underspent and over collected for the year so that financially the Parish was in very good shape at the end of 2021. The financial report was accepted unanimously.

Approval of 2022 Budget – After 2 finance committee meetings, a propose balanced budget was drafted for 2022. This is the largest budget ever proposed. Despite a very good stewardship campaign, the budget was balanced using endowment funds and some other funds. It includes a 2% staff salary. Most line items are the same as last year, and if cut, the cut was made by looking back at 2019-2021 to see that those funds weren't used.

Looking at permanently restricted funds on balance sheet, there were ~\$132K (interest from investments) which will be used to cover shortfall of ~\$116K to balance CY2022 budget.

A question was asked about how the funds for bookkeeper were accounted for in the 2022 budget? Cameron is going to retire so that his remaining salary will be used for the bookkeeper. If there is an overlap so both are on payroll at same time, additional funds will be required to cover. The assumption is that new bookkeeper will make less than current treasurer. Fr Bailey suggested that Mary Burl in the Diocesan Office be contacted about potential salary numbers for the bookkeeper position.

Low Felton commented that the budget for Buildings and Grounds is always a gamble. He indicated that there is already an issue that could eat up entire 2022 budget.

Bailey comments that often the budget is balanced on investment earnings. The question that is whether we want to have permanent clergy without relying on these earnings. Or do we have a series of curates? Given the budget crisis a few years ago, the Vestry needs to consider the path forward.

The 2022 budget as presented was unanimously approved.

**This ended the official business meeting. The Vestry began the RETREAT with no formal minutes taken. Topic on the Agenda for the retreat were as follows:**

- I. Getting to Know You – A Little Fun Social Game!
- II. “From Discernment to Discernment” – Discussion led by Fr. Bailey
- III. Discussion of Vestry Goals
  - a. By-Law Requirement
  - b. Brainstorming Goals for Parish for 2022
  - c. Brainstorming Goals for each of our Committees for 2022
- IV. Final Discussion – We will see if we cover everything and, if not, need to have another mini-retreat in February
- V. Adjournment

Respectfully submitted,  
Elizabeth D. Ellis, Secretary

Next Meeting: February 8, 2022