



**The Episcopal Church of St. John the Baptist**  
Post Office Box 441 / 307 Federal Street  
Milton, Delaware 19968



[www.stjohnthebaptistmilton.org](http://www.stjohnthebaptistmilton.org)

**Vestry Minutes for The Episcopal Church of St John the Baptist**

**January 15, 2019**

**Present:** Jill Malloy, Sharon Lamando, Father Tom White, Scott Kresge, Jean Skocypec, Ted Palmer, Tom Sombar, and Ed Stout

Meeting was called to order by Senior Warden Jill Malloy.

Jill Malloy confirmed there was a quorum present.

Opening Prayer was given by Father Tom.

**Acceptance of December Minutes:** Motion was made by Sharon to accept December minutes and seconded by Ted, all were in favor.

**Treasurer's Report:** Tom gave the treasurer's report. (Copies attached). Tom reported that we are still somewhat in the red for 2019. Tom has reported the building fund account is accruing fees due to a low balance and will be closed in the next week. Tom advised the final budget has been revised since last meeting. The Suntrust account went up by \$39,000. Jill questioned that since a parishioner donated \$1,000 for the roof, would that be go directly to the roof loan. Her question was if we pay \$100 for the loan and we have received and payment for \$1,000, our payment would be \$1,100 for the loan. Tom responded that that was correct and would be paid once he receives a bill for the roof loan. Ted motioned to accept the report, Sharon second and all were in favor.

**Priest Comments:** Father Tom reported that Carol Somers partner John Green was in the hospital in Milford and asked for prayers. We are also praying for Clara as she recovers and Paul McDonough who is now out of the hospital. Father Tom also is praying for Eric who is on his way for his LifeWater mission trip. Father Tom also talked about how the vestry is the governing body and the most important part of this parish. He hopes we can put our own feelings aside to agree to disagree and follow the process. He is hopeful this is the year of harmony and we can continue to flourish and grow as a parish.

Father Tom has met with Deacon Paula and they have agreed to meet 4 times a year. This meeting was 1.5 hours. Deacon Paula will be working on a dissertation for certification over the next 6 months. The demands of her time will be dedicated to this certification. In addition, she senses Beebe is moving her toward full time as they expand their Chaplain presence. It was decided that Deacon Paula will no longer be preaching the 5<sup>th</sup> Sunday of each month and Father Tom has been visiting the homebound parishioners, Deacon Paula has not been visiting since Summer 2019. Deacon will continue to schedule but Father Tom has been sending more reminders. She will be sending reminders on Saturday for the following weeks schedule, not the next day. Deacon Paula will continue to be involved in the Bible studies. Father Tom is confident that she will continue to serve God's Buddies, but that has not been clarified with Deacon Paula. Deacon Paula is insistent that she no longer receives a stipend. She and Tom Waite have put all the money she was given as a stipend into an account and have used that money towards the church sign and other offerings. We will continue to cover expenses for other trainings for Diocesan Convention, for example. Anything that is required of her position will

continue to be covered by St. John the Baptist. Scott questioned about her potential of going full time and what that impact could be on the parish with regards to her serving. More hours will need to be reevaluated at that time.

## **COMMITTEE REPORTS**

Jill asked, in effort to expedite, if anyone has something to report to please report. Father Tom thanked Jean for putting together activity bags for Clara and Paul

Scott reported on behalf of Parish Communications that the IWC group that attended the meeting in November is going to meet the following week to review the meeting in November.

Scott also reported the directory is also moving forward with a pictorial. Scott reported that we will have more of an update next month.

### **Old Business:**

**Budget for 2020** – Tom advised this needs to be voted on in January or February. Scott asked for more time to review the numbers in order to vote.

**Stained Glass Lighting** – Mark will report next month

**Wharton Street Property** – Ted reported he called Judy and they are tickled that we are going to refinance the loan. Ted and Tom reported combining our loans into one for around \$80,000. There was discussion about combining the loans as we will be reducing the interest rates for both loans. This information was proposed by Judy Gregory at the Diocese. Ted will contact Judy again to explore the option of combining the loans.

Jill suggested that we have a special meeting to discuss just this once Ted gets further information.

**Dogfish Race** – Jill reported an email from Mark that registration for the race began in early April of 2019. That said we should be meeting with the group sooner rather than later to ensure the race is not finalized and we lose our voice.

Father Tom, Sharon and possibly Jill (depending on work schedule) were going to pull together the Mayor and a representative of Dogfish. Father Tom advised he has not met with the Mayor of Milton yet but will do so as the advice of Sharon, who will also get in touch with someone from Dogfish. Jill advised we need to involve Seaside Striders since they are the sponsors of the event. Jill would like to see the Chief of Police involved as well. Sharon and Jill decided the town manager might be a good option to include.

**Guidelines for Hall usage** – Ed, Mark and Jill met as Sharon was sick. As we did not have funds available, we waited to talk to vestry about what to charge. The committee has proposed raising Safe Harbor from \$1800/year to \$2600/year (\$60/month). The reason for this increase is because our monthly bills, including water, have increased and they have never had an increase in their payment for hall usage. There are concerns about liability of any group that use our building. Safe Harbor does have a liability insurance policy, but we are confident the other clubs do not have such a policy.

The Women's club is proposed to go from \$450 to \$600/year (\$50/month).

We do not have any idea what the stamp club is currently paying. Since they do utilize our kitchen, hall and have been witnessed using our supplies, we are proposing \$600/year. However, we are not confident this is fair as we do not have any documentation of what they have been paying.

Jean inquired at Goshen on behalf of the garden club who gives a donation of \$300/year, but Goshen does not charge anything.

Father Tom communicated the human element of the clubs for building use. Jill mentioned that is a consideration, but we need to protect ourselves as a parish from a business perspective. Father Tom does not want to insult anyone in the parish for building use.

Jill reported that we will be drawing up documents for these clubs. She also advised that Mike McNamara's key roster does not contain any point contact person for any of these groups. Father Tom suggested we obtain the proper contact for who has keys. Jill also advised that no one is writing on the calendar when groups will be meeting.

All agreed to raise Safe Harbor to \$2600 per year and raising the Women's Club to \$600 per year. When asked about the Stamp club Scott suggested they are a uniquely delicate situation. It was further suggested we meet with them and discuss the building use document. We want them to designate how much they are willing to donate, and it needs to be included in the building use document. Ted suggested we need to know for budgetary purposes.

Jill, Sharon, Ed and Mark will regroup and compose the documents.

**Lock on front door** – We will be contacting a locksmith to look at the front door. Jill will contact Major locksmith. Sharon will coordinate with the locksmith.

*Jill requested Father Tom and Scott to step out of the room.*

Sharon, Tom and Jill met and discussed how much Father Tom and Scott do for the parish. They are suggesting a 5% increase in salary for each of them and Tom is confident that this is acceptable in the budget and has been reflected in the budgeted for 2020.

Jill requested a motion to approve a 5% increase in salary for both Father Tom and Scott. Ted made a motion and Sharon second the motion, all were in favor. Ted pointed out that we did not have a quorum for this vote as Scott stepped out of the room. Jill mentioned that she was texting Mark to ask for a vote for the increase. Jill reported that Mark approved the vote.

*Father Tom and Scott were asked to rejoin the meeting.*

Once Father Tom and Scott rejoined the meeting, there was review and discussion surrounding the budget for 2020 and it does not appear clearly where Deacon Paula's stipend line item appears on the treasurer's report.

Ed will come up with the 'user friendly' version of the budget for presentation to the vestry and Tom will continue to use the version he is used to presenting.

Jill will work with Ed, Tom and Father Tom to come up with a budget for 2020 that can be passed in February.

**Women's Retreat** – Deacon Paula sent out an email without vestry permission or discussion for a women's retreat at Memorial house. Memorial house was also reserved, and invitations were sent to Caroline Brown and Cannon Martha Fitzpatrick. Deacon requested this would be announced after the first of the year. Jill responded to Deacon Paula stating nothing will go out without further information being provided to the vestry. Deacon Paula replied to Jill's email stating that she will provide enough information and her schedule prevented her from attending the vestry meeting. Father Tom received an email from Deacon Paula the morning of the vestry meeting. In this email, she stated the dates are Friday April 17 – Sunday April 19 and that this would be open to the women of our parish only, however, they will be encouraged to invite friends or relatives to the retreat. The cost for two nights and include 6 meals is \$275 per person. From Deacon Paula's fund, she will give \$50 per person for up to 15 people. This would include morning and evening prayers, a spiritually led art session conducted by Caroline Brown, time for private and corporate contemplative prayer and Martha Fitzpatrick will provide mass and the retreat would conclude with both Martha Fitzpatrick and Deacon Paula conclude the retreat leading Bible study.

Scott pointed out that April 19<sup>th</sup> is Deacon Paula's day to serve St. John the Baptist and that the retreat takes Deacon Paula away from her duties at St. John the Baptist and potentially take parishioners away from our mass. Sharon suggested a 2-day (1 night) retreat to see what the interest is and gauge that for future years. Father Tom suggested we, as a parish, think about forming a women's group and then see

if there is interest in the future for a retreat. Jean suggested we propose a 2-day (1 night) retreat and Father Tom will present this to Deacon Paula.

Father Tom reported that part of his discussions with Deacon Paula was his hope for her to be successful. That said, he stressed the need for her to communicate more effectively.

**Parish Administrator / Secretary** – Father Tom suggested that we may be in a need to hire a parish administrator in secretary. His concern is that Scott is currently acting as a parish administrator full time but is concerned that he will not be able to do this for a long time. Father Tom suggested we start budget planning to include a secretary in the future. When asked for thoughts/comments, Scott stepped out of the room for open discussion. Many agreed that we should start budgeting and Tom agreed to include this into a budget. Jill asked for a motion to create a line item for \$200/month for a parish administrator. Sharon so moved the motion and Ted second the motion. All were in favor. Jill also requested Tom to revise the budget to reflect this line item addition.

*Father Tom requested Ed to step out of the room.*

Father Tom is suggesting that we give part of what we are budgeting to Scott in appreciation for all that Scott does currently as parish administrator/secretary. His suggestion was \$50/month as a gesture of good faith. Father Tom mentioned that Rob had suggested Susan Mattia as an administrator/secretary. With her proven organization skills with the choir documents and given that she has available time, this might be a good fit. This would be if Scott is willing to give up all or some of the administrative responsibilities.

Ted mentioned that we need to break these suggestions into 2 groups. First, should we give Scott additional money per month to show appreciation for all he does in his current position. Jill mentioned we need to create job descriptions if we are putting together a separate job as an administrator. This is coming as Scott has mentioned to Father Tom that he is looking to give up parish administration by June 2020. Scott feels his musical expertise is suffering as a result of being overextended.

Ted suggested we make a motion to put \$200/month aside for parish administrator. Of this money, \$100/month would go to Scott in appreciation of all he is currently doing for administration and the remaining \$100/month would be budgeted to hire someone else to do administrative/secretarial work in the future, if or when Scott would have to relinquish those duties. Sharon seconded the motion and since there was no quorum, Jill called Mark and described the motion. Mark voted yes over the phone.

*Scott and Ed rejoined the room*

Jill described to Scott what was decided and voted on while he and Ed were out of the room. Scott advised that he is doing it for free now. Scott did comment that he and Jill discussed creating job descriptions and the vestry needs to create in the future.

**Church Security** – Sharon advised that she called Mike McNamara and he advised that, as usher, the side door is locked once Father Tom and the Eucharistic Ministers have left to go to the front of the church for procession. Mike said he stays there until the Sr. Warden is done with announcements and then he comes into church. He further suggested that all the doors remained locked and if someone is late, they will have to knock and someone at the back of the church will have to open the door. Sharon has concerns that we need to be proactive with security and we want our parishioners to feel safe. Jill mentioned that having the door locked may be a fire issue. Scott talked about a security issue where the side door can only be locked with a key and cannot be locked quickly. Father Tom suggested we have coverage on someone who can always be in the church with a concealed carry permit. After much discussion, it was decided that the church doors will not be locked during service.

**Correspondence** – Jill read a letter of appreciation from Father Tom addressed to the vestry in appreciation of the yearly bonus and all the vestry does.

**An Executive Session was called:**

**Motion to Adjourn:** Ted made a motion to adjourn, Sharon seconded the motion. All were in favor.

Next meeting will be held February 19 at 7:00pm.

Respectfully submitted by Mark Owen, Clerk of the vestry.