

ST. MARY'S EPISCOPAL CHURCH  
VESTRY MEETING in Person and via Zoom  
MINUTES  
December 16, 2021

**Present:** Senior Warden-Marlo Pratt, Treasurer-David Brierley, Clerk-Mattie Gustafson, Julie Zecher, Chris Winslow, Lee Ferreira, David Spengler, Dave Ferkinhoff, and the Rector- the Rev. Jennifer Pedrick.

Attending via Zoom - Junior Warden-George LeBlanc and Chris Bartlett.

Absent: Richard Updegrove, Peter Collins, Matt Spohn

Jennifer began the meeting at 6:01 p.m. by reading "For Celebration" from *To Bless the Space Between Us*, by John O'Donohue. Then we celebrated our year and our time together!

**Reports and Budget** - Treasurer – David B.

**Budget for 2022**

David presented the proposed budget for 2022.

- The pledge line has been adjusted up
- We are going to take some of this year's money and establish a "Restricted Reserve Fund" to help with unexpected and necessary expenses – primarily buildings and grounds issues.
- Apportionment is down this year
- Personnel expenses are up, mainly due to raises and health insurance.
- The estimated draw on the endowment comes out to 5.71%. HURRAY!!

David F. asked what was entailed in the line "COVID expenses." He remarked that there might be grants one can apply for to help with these expenses. He will look into it.

Dave B. made a motion to accept the proposed Budget for 2022 as presented. George L. seconded the motion. The motion and the budget passed.

Many thanks to David and all who worked so hard on the budget and all financial issues this year.

**Finance Committee**

We are going to rebrand the Finance Committee as the Finance Advisory Committee. This committee will meet at the request of the Rector or the Treasurer.

**Audit**

Chris B. will try to get it done by the end of the year.

**Annual Housing Allowance Motion –**

David B. made the following motion –

"Whereas, Internal Revenue Code Section 107, as well as the associated Regulation and Revenue Rulings, provide that the portion of a minister’s remuneration, designated as a rental/housing allowance by the employing church or other qualifying organization, is excludable from the minister’s gross income under Section 107 of the Code; and

Whereas, St. Mary's Episcopal Church of Portsmouth is a qualifying organization, Now, Therefore, be it Resolved that a portion of the compensation paid the Reverend Jennifer Pedrick during 2022 is designated as a rental/housing allowance in accordance with the provisions of Section 107 of the Internal Revenue Code as follows:

Fair Rental Value of Church provided parsonage	\$22,200
Utilities and related costs paid by St. Mary's	\$8,000
Total 2022 Designated Housing Allowance	\$30,200

Chris W. seconded the motion. The motion passed.

**Reports and Budget –** Jr. Warden – George L.

**Rectory Project**

The Rectory maintenance and repair project, consisting of painting the exterior, replacing shingles, repairing and replacing windows, sills and casings, will take place in the spring of 2022. He received 3 quotes and will formally accept the lowest one, from Bruno Painting, in order to lock in the price.

**Reports and Budget –** Co-chair of Stewardship – Chris W.

**Stewardship Campaign**

We have received 109 pledges so far, for a total of \$258,000, which already reflects an increase over last year. If those who pledged last year, but have not done so yet this year, do pledge, we can expect approximately \$9800 more.

Congratulations to Christine and Rita for their efforts in this year’s stewardship campaign.

**Updates – Jennifer**

**Historic Church Renovation**

Ron Machtley joined the meeting at 6:55. He shared his background with us and then talked about his work on the historic church. His investigation into the scope of work should be finished by January. Ron is aware of the emotional attachment that many members feel toward the church, and the sensitivity that people may have about any changes that are made. He asked us to think of effective ways of communicating with our members what the plans are. Our church is an historic building and we have a fiduciary obligation to make sure the building is kept up for future generations.

Some of his other major points were

- The need to hire a good general manager
- The importance of making sure that the “shell” of the church is sound, before proceeding to any major work inside.
- Contractors are very busy
- Supplies, etc. are being affected by inflation
- He is proposing signing a contract in March and beginning the work in April. Once the project starts, it should really be finished in 4-6 months.
- Fundraising should begin now.

### **Organ**

We have an old, digital model, that will need to be replaced in 2-3 years. While the building is undergoing major renovation is the best time to install a new organ -and prices will be going up significantly in the new year.

Jennifer made a motion that the Vestry use the income and growth only from the Parker Organ Fund to purchase a new organ console and audio system for the historic church which will cost \$67,341. Dave F. and B. seconded the motion. The motion passed.

### **Goals and Strategies**

We will be working on these in January and February.

### **Vestry Retreat**

A Vestry Retreat has been scheduled for February 18 and 19<sup>th</sup>, with Scott Gunn as leader. The Nominating Committee should let the folks who are being nominated for Vestry know about these dates, so they can “pencil them in.”

### **Consent Agenda**

A motion was made by Dave B. and seconded by Chris W. that we accept the Consent Agenda, consisting of the November Vestry Minutes and Treasurer’s Report. The motion passed.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,  
Mattie Gustafson, Clerk