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In attendance: Fr. Kresowaty, Steve Altman, John Banks, Tim Cox, Jody Gittiban, Darrell Glidewell, Susan Hekman, Ron Horton, Sara Beall, Kathy Jones, Stephen Vinson, Jim Swann, Peggy Pate Chris Troutt, Fr. Matkin, Nick Garefalos

Fr. Kresowaty called the meeting to order with prayer at 7:04 p.m.

**Approval of Minutes**

Minutes of the August vestry meeting were approved via email.

**Rector's Report**

- Re: Discretionary Fund rules and regulations from both the Manual of Business Methods in Church Affairs and the Clergy Tax. The IRS defines "charity" in very narrow terms. Also giving to the Discretionary Fund for a certain person or family will not be considered tax exempt for those giving. As a new budget is developed, certain line items must be put in or a very detailed list of what the discretionary funds may be used for within the IRS guidelines. This also affects if the staff receives Christmas Bonuses and how it is to be collected and distributed. The budget should have detailed information on how discretionary funds are spent.
- Brian Pickard, who has been in charge of the Canterbury Ministry, will be leaving at the end of November to attend Nashotah House. At present, the ministry of Canterbury is greatly diminished with only 2 non Episcopalians attending Compline. Fr. Matkin is checking to see if there is interest in a Canterbury Ministry, define who is in charge—diocese or parish – and perhaps develop the ministry with those who are interested.
- School has not yet filed for bankruptcy. Sue Yarger has been appointed by the school board president to be responsible for transcripts for the next four years.
- The school's lawyer, Ted Mack, has stated not to let anyone on the property. Our Chancellor further stated that we should have permission in writing from school board president Danny Smedley before anyone is allowed into Northbridge.
- Next month the church is expected to receive a proposal for a school, Children's Cultural Academy, that wishes to use our facilities.
- On Sunday, we welcomed Grace United Methodist Church to Cawthron Hall. We had a wonderful welcome for them and it was great fellowship with parishioners. Thanks to all who helped get the building ready for this ministry to take place.
- All ministries will need to begin preparing a proposed budget for 2008.
- Attendance is up, but giving is not. Sunday School has been well attended and there are eight youth in Confirmation Class.
- Many people have been working on the Celebrate Our Past—Prepare for Our Future campaign. Fr. Kresowaty has asked the Shepherd Team to consider staying together after the campaign to continue to call people and keep in touch throughout the year.
- The office computer lease was up and Fr. Matkin, Sharon and Pat have received new computers. The bookstore will lease a computer from Dell by reimbursing the Church.

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- Everyone is invited to the Blessings of the Animals on Wednesday, October 3<sup>rd</sup> at 6:00 p.m.
- On October 13<sup>th</sup> and 14<sup>th</sup> the advance commitment team will be having gatherings at Fr. Kresowaty's house.
- Fr. Matkin will be on vacation for two weeks in October and Fr. Kresowaty will be on vacation for two weeks in November.
- November 4<sup>th</sup> is the All Parish Event for the Capital Campaign and 60<sup>th</sup> Anniversary.
- Open enrollment for health insurance goes through December. Fr. Matkin's HMO was \$952 and is going up to \$1,057-1,172. Sharon's is at \$476 and will go to \$528-586. These will be effective January 1<sup>st</sup>. Fr. Kresowaty's has gone down from \$1,143 to \$933. An equivalent plan on the Diocesan Policy would cost \$1,758.

**Newcomer's Report**

- [The Newcomers Ministry has greeted 16 newcomers since June; 12 have actually joined or are in the process of joining.](#)
- [Bridge to Membership is working with 12.](#)
- [Rally Day was very successful - resulting in 9 new members to the team.](#)
- Continuing [our "Lunch Bunch" on the first Sunday of each month](#) and it is always well received.
- [The only negative comment has been that the warm greeting didn't persist after the first month or so. As a result, Father K has suggested to the Shepherd Team that the calling tree for the Capital Campaign continue following the campaign and function as a communication link for the entire parish.](#)
- [Another new aspect of the Newcomers and Greeters Ministries will be to incorporate our youth as co-greeters at the door and potentially going out to the sidewalk to help elderly parishioners who are having trouble with the steps etc. into the Narthex and helping seat them if necessary.](#)

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**Events – Fr. Matkin**

**SEPTEMBER**

**9 Sunday School begins**

**9 Organ recital at St. Alban's, 3pm**

15 Kim/Kim Wedding

**23 Stewardship Event**

29 Mullins/Childers Wedding

**OCTOBER**

**3 St. Francis Mass and Pet Blessing on the lawn, 6pm**

6 FPU garage sale

**7 SAEC Town Hall**

13 Legate Due

**13-14 Advance Commitment Gatherings**

**14 All Youth Event**

25 Deanery Meeting at St. Laurence

27 Diocesan Mission Conference at St. Vincent's

**28 Trunk or Treat**

**NOVEMBER**

**1 All Saints' Day, 6:30 a.m.**

**2 All Souls' Day, 6:30 a.m., 6:30 p.m.**

**4 All Parish Event**

**5-9 Kountry Kitchen**

**11 Bishop's Visitation**

13 Legate Due

16-17 Diocesan Convention

18 First Communion

**21 Thanksgiving Eve, 6:30 p.m.**

Underlined items are Capital Campaign-related.

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**Worship Committee – Tim Cox, Peggy Pate, Steve Vinson**

- On Rally Day six ladies signed up for Altar Guild training that will begin September 26th and should end on Oct. 10th.
- New silver covers are in the process of being sewn to replace the old covers that are very worn and ragged. The names of the pieces are monogrammed on their cover so silver pieces will be returned to their correct place. Pictures are taken and will be placed in our photo album for referral in case the silver piece and cover are mismatched.
- Altar guild members will be encouraged to attend the Diocesan Annual Congress on Saturday, October 13th.
- Following a successful Rally Day, the Flower Guild is welcoming new members and will hold training sessions soon.
- All is well in the Music Makers and Cherub choirs. Membership is up this year and the students are doing a fine job. These choirs will sing at least once a month and many times twice a month, and many times our youth will sing with the adult choir.
- Order of St. Luke is meeting monthly and there are healing services twice a month.

**Christian Education – Sara Beall, Jim Swann**

- Our Christian Education classes have begun with good attendance among our Pre-K - youth.
- Sept - Nov are typically our most attended Sundays due to First/Early Communion and Confirmation preparation.
- Some lessons for students in 1st - 6th grades include stewardship in conjunction with our Capital Campaign during Sept and Oct.

**Youth Ministry – Peggy Pate, Darrell Glidewell, Jody Gittiban**

See Worship Committee report.

**Pastoral Care – Peggy Pate, Darrell Glidewell, Jody Gittiban**

No new Stephen Ministers signed up at Rally Day, but three new Lay Eucharistic Ministers signed up and there are now additional volunteers for hospital visitation.

**Outreach and Mission – Peggy Pate, Darrell Glidewell, Jody Gittiban**

Ron Horton reported on the Cursillo weekend. The attendees ranged in age from 34 to 84.

**School Committee Report – Susan Hekman**

See Rector's report.

**Treasurer's Report – Nick Garefalos, John Banks**

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- Pledge and Plate income for August was \$44,719.47. When corrected for annual prepaid pledges totaled \$45,366.13, well below the budgeted amount of \$50,498.00.
- August expenses were \$49,551.38, below the budgeted amount of \$52,889.00.
- Nick Garefalos has spoken with the diocese about reserve requirements for restricted funds designated for use for the columbarium and Marsee Memorial Garden.
- Audit fees will be increasing for the next audit. This is due to the requirement of attesting to the adequacy of the church's internal controls and processes. Office staff will need to begin preparing for the documentation requirements of the audit.
- Cost of tearing down the wall in Cawthron Hall is planned to be covered temporarily from the capital improvement fund until anticipated rental income is received.

**Stewardship Committee – Stephen Vinson, Jim Swann**

- The committee met on September 12, 2007. The main activity of the meeting was to establish the makeup of the Annual Pledge Card for the 2008 campaign. Jim Swann reported on the status of the telephone calls to the parish members.
- The Narrative Budget write-up and accompanying pie chart of giving will be included in the information packet for the Capital Campaign to be distributed in late September.
- There will be no regular meeting held in October.
- Once the annual pledge cards are turned in November 4, the committee will meet regularly to write thank you notes to each pledging family or individual.

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**Junior Warden's Report – Tim Cox**

<b>Cawthron Hall repairs</b>			
reconnect a/c	\$ 135.00		
repair toilets & flooring	\$ 500.00		
repair water heater & leak	\$ 140.00		
cleaning of carpets	\$ 100.00		
new a/c unit	\$ 1,850.00		
remove wall & replace door	\$ 1,420.00		
materials & lights	\$ 299.55		
Parking lot lighting	\$ 318.00		
	<b>\$ 4,762.55</b>	12 months	\$ 396.88
Rent	\$ 7,500.00	12	\$ 625.00

- Frost Bank requested access to North Bridge and we referred them to Ted Mack, attorney for the school.
- We had a welcome reception for Grace United this past Sunday after the 10:30 service. We had about 20 parishioners attending. Thank you to all who set up and cleaned after a warm reception.
- The air conditioning for the bookstore was replaced. The bookstore paid for the work.

**Communications Committee – Sara Beall**

No report.

**Chancellor's Report — Chris Troutt**

No report.

**Development Committee Report – Steve Altman, John Banks, Darrell Glidewell**

- Capital Campaign packets will be available at church on Sunday, September 30. Packets not picked up will be mailed to parishioners' home addresses.
- All church event will be at the Arlington Museum of Art on Sunday, November 4 at 6:30.
- The vestry will need to approve capital campaign expenditures over \$5,000. These expenditures will be paid from the Capital Campaign Account of St. Alban's Episcopal Church.

**Nominations & Personnel – Jody Gittiban**

Nomination and Personnel committee met on September 13 to begin the process generating names for potential vestry and convention delegates.

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**Secretaries Report – Fr. Matkin**

- Average Sunday attendance for 2007 YTD: 302
- Transfers in: 6
- Baptisms: 1
- Marriages: 1
- Transfers out: 4
- Births: 0
- Deaths: 1

**Old Business**

- 1) Capital Funds Drive / All Parish Event November 4, 2007 – see Development Committee report
- 2) Youth Minister – Fr. Kresowaty has interviewed two candidates.
- 3) Mineral Rights – Kathy Jones and John Banks hosted a meeting of 65 or so neighbors to the church. 30% of neighbors have already signed mineral rights leases. Some of the remaining neighbors are coming together to potentially negotiate a better deal. Lease negotiations are currently in process, in concert with the church's neighbors.
- 4) Marsee Memorial Garden

**New Business**

- 1) Canterbury Ministry - see Rector's report.
- 2) Defibrillators /Senior Warden – the Senior Warden has spoken to the donor, who is working with a sales representative to get a purchase price for the defibrillators.
- 3) Audit cost – see Finance report.
- 4) State Bank Signatures/Hadawi handling Stock – documents were signed to remove the former treasurer from bank accounts. Steve Altman moved that the vestry authorize the Senior Warden and Junior Warden to establish a brokerage account at Wachovia Securities in order to hold stock donated for the Capital Campaign. Ron Horton seconded. All approved. John Banks abstained.
- 5) Health Insurance – see Rector's report.
- 6) Time to make Budget Requests - see Rector's report.
- 7) Other

**Closing Prayer and Adjournment**

Fr. Kresowaty closed with prayer at 8:58.

Respectfully submitted by,

Carolyn Dobbs