

**St. Gregory the Great Episcopal Church**  
**Vestry Meeting Minutes**  
**12 March 2024 In-person**

**Present:** Vestry Members Amanda Aycock, John Barrett, Stacie Court, Gail Eilers, Lane Norton, Maggie Reinberger, Mark Richardson, Vicky Tavernier, Paul Welch, Shelby Welch; Treasurer Les House, Clerk Anna Thornton, Mother Nikki Mathis

**Absent:** Vestry Member Kate Avinger

**Devotional:** Maggie Reinberger

Mother Nikki opened in prayer. Maggie shared her experience in retreat and invited the group to contemplate and illustrate their interpretations of scripture. Reflections and observations were shared. Triads and prayer followed.

**Approval of Minutes:** Mother Nikki Mathis

Mother Nikki called the meeting to order at 7:10 pm. Minutes of the February meeting were sent to Vestry members via email prior. A motion was made and seconded to accept minutes as written; motion approved and carried.

**Financial Report:** Les House

Les distributed financial reports prior to meeting via email and hard copies. February 2024 revenues were \$42,248 while February expenses were \$32,662, resulting in a net total of \$9,586. A breakdown of the designated gifts fund was supplied. Les explained trends in giving, and it was reiterated that we need about \$52,000 more in pledges before we can lift the hiring freeze.

Les distributed a handout outlining the church inventory procedure. Inventory areas were assigned as follows:

Inventory Area	Finance Committee Members	Vestry Members
Sanctuary	Jeff Welch	Gail Eilers, Amanda Aycock
Christian Ed Bldg	Les House	Berni McCranie, Kate Avinger, (Jenifer Marquardt)
Parish Hall/Office	Jeff Welch and Les House	Paul Welch, Maggie Reinberger
Christian Ed Bldg Kitchen	Les House (with Parish Life)	Lane Norton
Parish Hall Kitchen	Jeff Welch (with Parish Life)	Shelby Welch
Fine Arts	Sheila Kelley	Vicky Tavernier
Buildings and Grounds	Mark Richardson	John Barrett
Music	Ray Robinson	Stacie Court

The Approval Authority for Expenditures (page four of Financial Policies) with current and revised wording was distributed, as follows:

**Current Wording: Fund and Designated Funds of St. Gregory the Great.** The Vestry retains all the Spending Authority for all funds. The Vestry may assign to Committee Chairs and Vestry Liaisons approval authority for expenditures from specific line items and designated funds. The Vestry shall make an Authorization Approval List in accordance with the Manual of Business Methods in Church Affairs. This Authorization Approval List must be kept up to date. Any single expenditure more than \$5,000 must be recommended by the Finance Committee and approved by the Vestry.

**Revised Wording: Funds and Designated Funds of St. Gregory the Great.** The Vestry retains spending authority for funds. Authorization for individual expenditures of \$5,000 or less by committees will normally be signed by the Committee chair and co-signed by the Vestry Liaison. In the absence of the Liaison, the expenditure may be co-signed by the Senior Warden, the Junior Warden, or the Treasurer. Any single expenditure of more than \$5,000 must be recommended by the Finance Committee and approved by the Vestry.

A motion was made and seconded to accept the revision; motion approved and carried.

Discussion to update the Vanguard signatories followed. A motion was made for the Vestry to state that Mark Richardson, Les House, and Jeff Welch would be on the new signature card. A motion was made and seconded to accept the new signatories; motion approved and carried.

**Parochial Report:** Mother Nikki

Mother Nikki reported on the Parochial Report, which stated the following:

- Active participants 349
- Active baptized members 225
- Communicants in good standing 199

Other statistics were referenced, and report was read to Vestry as required. The complete report may be accessed by contacting Kendall.

**Parish Life Report:** Shelby Welch

Shelby reminded everyone of Blue Jean Sunday which will be a workday April 14 following the 10:30 am service. Everyone is encouraged to wear blue jeans, bring work gloves, tools and help to clean the grounds. A light lunch will be served.

**Capital Improvements Campaign:** Stacie Court and Mark Richardson

Stacie reported that \$100,000 has been committed from thirteen units so far. There will be speakers during the Sunday services each month who will explain the various Capital Improvements Campaign

projects. The vestry suggested that the committee publish goal amounts and project amounts for the congregation to track (i.e. labyrinth \$20,000, organ \$300,000). Discussion took place concerning setting a monetary goal on the capital reserve and overall goal of the Capital Improvements Campaign.

**Building & Grounds Committee:** John Barrett and Mark Richardson

Stanfield Air Systems submitted a quote of \$1,200 for cleaning the ducts in the office and nursery portion of the Parish Hall. Building & Grounds Committee will acquire air purifiers after the duct cleaning for a total project cost of \$1,800. This duct cleaning is required as testing revealed active mold growth.

**Parish Security Committee:** John Barrett

John reported that the Parish Security Committee is still refining the Standard Operating Procedures (SOP's) and roles of responsibility with education and expectations. Discussion took place about door locks and doors with the consensus being that upkeep would fall to the Buildings & Grounds Committee.

**Rector's Report:** Mother Nikki Mathis

Mother Nikki reported that \$233 of the Rector's Discretionary Fund was utilized for outreach and utilities. Two couples have presented for weddings this year and one couple has presented for a wedding in 2025. It was noted that Saint Gregory's is becoming recognized as a safe space for diversity.

The youth Dungeon and Dragons (DnD) event was a success with six boys attending. Wade McGlamery has expressed that he would like to share his position with Matt Rogers, who has joined the parish and would like to join Wade in working with the youth. Matt is involved with "ArtReach 180" and would like to begin that program with the youth in January 2025. BlindSpot continues to grow with upwards of twenty young adults (20's & 30's) involved.

Mother Nikki explained that she is calling on the lay ministry for lay preachers with a goal of four lay people able to preach. She also stated that it is her goal to stay at Saint Gregory's for four more years (for a total of ten years) and to leave a solid lay ministry in place, better enabling the church to be able to maintain a fulltime rector.

**Stewardship Committee:** Amanda Aycock

Amanda shared that the Stewardship Committee needs more participation. There will be a committee meeting April 19 @ 3:30 pm.

**Other:**

Gail Eilers shared a suggestion from some parish members that the Vestry think about organizing and producing a new church directory.

The meeting closed with a benediction and was adjourned at 8:57 pm.

Respectfully submitted by Anna Thornton

**Addendum to Minutes:**

According to Les House, Treasurer and the Finance Committee, the church will be doing a certified accountant evaluation of Agreed Upon Procedure (AUP) this year because the full audit threshold was not met last year. An AUP costs approximately \$3,500 as opposed to last year's audit at \$10,000. (Exact cost will include incidental expenses.)

Having used Aldridge & Associates for AUP's and audits, SGGEC considers them the preferred provider for audit purposes. They have submitted an estimate of \$3,500 plus incidental expenses. Mark Richardson requested a Vestry email vote on March 14 for the sake of timing to meet the AUP deadline. Through email, a motion was made and seconded to hire Aldridge & Associates to conduct the AUP for \$3,500 plus incidentals. The motion was approved.