The Episcopal Church of – Church of the Holy Spirit, Plymouth

St. Mark's Church, Ashland

Vestry and Bishop's Committee Minutes

January 14, 2018

Present: Rev. Kelly Sundberg Seaman, Bob Cochran, Dick Osborne, Beno Lamontagne, Anne Hunnewell, Angie Criscuolo, Barbara Brooks, Kate Donahue, Christina Mason, Lew Overaker, Kathy Lennox, Kate Laucks, Deb Holland, Bea Thibeault, Richard Bennett, Paula Hancock, and Rev. Deacon Maryan Davis.

**Minutes:**The minutes from the December 10, 2017 meeting and the January 14, 2018 minutes will be emailed to all members of the CHS Vestry and the St. Mark's Bishop's Committee for their review. The minutes were deferred from the January 14, 2018 meeting and will be reviewed and approved at the Vestry/Bishop's Committee meeting on Sunday, February 11, 2018.

**Rev. Kelly**Report: Kelly's day off is Monday. She will commute from Hanover until sometime in February. She is understanding and working on how to bring administrative efficiency to our office life. Melissa is aware that she is no longer able to fulfill our necessary administrative support. The question is how to fulfill our present administrative support. Rev. Kelly is curious about our needs or desire for worship during the week. Are people interested in a midweek Eucharist or morning or midday prayer? We need to find a place to meet and a time for the service(s). Please let Rev. Kelly know.

Communications: CHS and St. Mark's together have 2 presences on the web. The CHS website has been updated. St. Mark's website still needs to be updated. It was suggested to contact Julia Belshaw (Mrs. Richard Belshaw) to see if she might assist us with the update of our websites Rev. Kelly would like to use Laura Simoe from Diocesan House to create an article welcoming Rev. Kelly to our communities.

**Deacon's Report:**Work on the prayer list is almost complete. For Lent we will be studying Jesus through the perspective of St. John's Gospel. Suggestion was made that the announcement page be done by a volunteer. It was suggested that the announcements come at the end of the service to reach the most parishioners and they will not disrupt our worship time. It is anticipated that we will have an additional employee part-time. The candidate will not be a parishioner. Pray for the people on our prayer list during the week.

**Deborah Holland, Senior Warden St.**Mark's: St, . Mark's has recently changed oil companies. We have moved from Ryzek Oil to Dead River Oil. We will maintain the same price for oil for this season but will negotiate the price for next year. There will be a Ham and Bean Supper in the spring.

**Christina Mason, Senior Warden CHS**: We have discovered that the recent paving of our parking lot at Griswold has changed water runoff near the Griswold building. It has resulted in water accumulating outside the front door of Griswold. We have found a small leak under the eaves of our new Griswold roof. We will contact Piper Paving to correct our water runoff problem. We will contact the company that replaced our roof recently to fix the leak under the eaves. We have water in the attic as a result of the eaves leak. We will speak with Bob Brooks to see if he will remove snow from the Griswold and CLC roofs with a snow rake. CHS Stewardship Drive. We have received 32 pledges totaling $52,711.

**CHS Treasurer's Reports 2017 (December)**: **CHS Operating Budget (Income):** $97,189. Property expenses have declined with the sale of our Main Street building. CHS requested $25,000 from the Diocese from the sale of a piece of property to Agway several years ago. The $25,000 was used to pay for our recent projects at Griswold: removal of tree, replacement of roof of Griswold and the paving of our parking lot at Griswold. CHS has one more payment of $880 to complete our payments for our Fair Share for 2017. CHS has a surplus of $5,598. CHS received $20,000 from the sale of our Main Street building. From those monies CHS paid $19,000 to pay off our mortgage for the 263 Highland Street property. CHS has a surplus of $1,000 for the calendar year 2017

**Concerns:**CHS needs priority of Melissa's time; CHS needs time to meet with Melissa relative to the church finances; CHS needs to determine our office hours and correct schedule of services at both sites. Julia Belshaw (Mrs. Richard Belshaw) could be contacted to update our present websites.

**St. Mark's Treasurer's Report 2017**(December): There have been errors in financial numbers for years. Financial data has been found in the wrong item lines or categories. There have been bookkeeping errors for months; documentation is not available. St. Mark's needs to work with someone who is very familiar with parish finances and financial documentation Income from our Christmas Eve services assisted us to meet our expenses for December. With the church open year round our oil expenses have increased. Fuel costs going forward may be more expensive.

The Vestry/Bishop's Committee discussed the nomination slates for both congregations. The following slates were put forward:

**St. Mark's**

* Deborah Holland Senior Warden
* Kate Laucks (Junior Warden)
* Paula Hancock (Clerk)
* Bea/Dick Bennett – Co-Treasurers
* Kate Patten – Member at Large
* Shannon Inkel – Member at Large

**CHS**

* Christina Mason (2 years)
* Dick Osborne Junior Warden (3 year term)
* Bob Cochran Treasurer (1 year)
* Lew Overaker Clerk (1 year term)
* Angie Criscuolo (3 year term)
* Anne Hunnewell (1 yr. term)
* Kate Donahue (2 year term)
* Kathy Lennox (2 yr. term)
* Barbara Brooks (1 yr. Term)

Richard Bennett made a motion to officially join the congregations of St. Mark's and Church of the Holy Spirit into one parish. There was a second to this motion. A discussion of this motion followed. The following points were made: Concern that we are splitting people away from us emotionally. We don't want to lose more parishioners. We would like to take the joining of the congregations in small steps. This joining process needs to be gradual We will focus on joining through the summer of 2018. Resolution needs to be created to present to Diocesan Convention to complete the joining process. Both congregations will have a new Vestry/Bishop's Committee in January. The new Vestry/Bishop's Committee need to discuss the joining issue going forwardCHS is still losing parishioners. CHS parishioners were not happy when the Main Street building was sold.CHS is not ready to consider joining the two congregations. The pain resulting from the loss of parishioners at CHS and the loss of our Main Street building and its resulting pain needs to be addressed. The motion put forth at the January 14, 2018 Vestry/Bishop's Committee meeting relative to the joining of the two congregations will be tabled. The motion will be discussed further by the members of the new Vestry/Bishop's Committee.

**2018 Budget:**Bob Cochran, Bea Thibeault and Randy Dales put together a proposed 2018 budget. There are gaps in the proposed budget. There is a lack of understanding as to where the budget items came from and are the amounts accurate. **Kelly made a proposal that the proposed budget for 2018 to be presented to both congregations be the joint budget detailed in the third column of the present proposed 2018 budget. The joint budget detailed in the third column of the proposed 2018 budget would be the budget that the Vestry/Bishop's Committee would approve and present to the two congregations at their Annual Meetings. The individual parish budgets in columns 1 and 2 would be the supporting documentation for the proposed budget in column 3. The column 3 budget is the product of the 2 individual budgets detailed in columns 1 and 2.**

**Budget Concerns:**St. Mark's does not have a clear picture of their pledges for 2018. There is a lack of clarity of the treasurer's reports. CHS would like to approve the individual budgets (columns 1 and 2) as the proposed budget to be voted on at Annual Meeting. There are still gaps in the individual budgets and the budgets aren't resolved. Bea advised that the St. Mark's budget is not an accurate budgetTherefore the joint budget can't be approved. **The Annual Meetings may have to be postponed.** **As announced in the Jan. 19 e-news, CHS and St. Marks annual meetings can take place as previously scheduled. We have learned that budgets can be considered at a later date. The St. Mark's Annual Meeting will take place on Sunday, January 21, 2018. The CHS Annual Meeting will take place on Sunday, January 28, 2018.**Motion was made and seconded to table the proposed 2018 budget until our Vestry/Bishop's Committee meeting in February.

**Upcoming**Events: St.**Mark's Annual, Sunday, January 21, 2018; CHS Annual Meeting Sunday, January 28, 2018;**Community Breakfast Ashland – Saturday, January 27 8-9 AM; ECW Meeting, Thursday, February 1; February V/BC Exec week of February 4; February V/BC meeting Sunday, February 11, 2018 – Plymouth; Ash Wednesday, Wednesday, February 14; Vestry/BC Retreat TBD March 2018

**Adjournment**

A motion was made and seconded to adjourn. The meeting adjourned at 12:45 PM.

Respectfully submitted,

Paula Hancock