



THE EPISCOPAL PARISH CHURCH OF
ST. CLEMENT OF ROME,
& SS. ABSALOM JONES & MARTIN LUTHER KING, JR.
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VESTRY MEETING MINUTES FOR THE MONTH OF APRIL 2022

VESTRY MEETING MINUTES

The vestry met on April 3, 2022. Present for the meeting were: Kevin Smith, Rector; Vestry members Michelle Heyne, Tim Helming, Louise Briscoe, and Bobbie Pearson, which constitutes a quorum; and Roy Sparks, Treasurer.

A draft agenda was circulated by the Rector prior to the meeting; the Treasurer also forwarded a balance sheet and income statement through March 30.

The Rector opened the meeting. The Senior Warden listed agenda items and asked if there was anything to add.

1. Follow up – St. Clement’s 2040 Process

The Rector asked those present to share what they heard in the St. Clement’s 2040 process and/or what seemed particularly important. After we heard from everyone, the Rector and Senior Warden described the plan for following up on the process. There were a number of areas identified to build on and strengthen and the Rector and Wardens will be meeting as a strategic team. That team will meet more frequently than the vestry meets and will also gather more information about different areas, as needed. The function of the team is to prioritize and focus strategic initiatives. The team will come back to the vestry for feedback and decision making. The Senior Warden asked for any comments or concerns about the process. She also explained that this is a new way of operating for St. Clement’s and is in some ways a structure that fits a slightly bigger parish. She also said, though, that it’s the structure that seems to make the most sense given the significant amount of strategic work that needs to get progressed. She said it will be important to check in about how things are going and course-correct as needed.

Follow up item: The Rector/Wardens team will be meeting every two weeks through the end of May.

2. Nominations for Vestry Vacancy

Gail Scheible has resigned from the vestry for health reasons and the Vestry needs to appoint a replacement. We asked for nominations and agreed to follow up one by one with the people identified. We will stop the follow up process and submit the name of the first person who agrees to a vote of the vestry.

Follow up item:

Louise will contact the first person identified.

3. Treasurer's Report

The Treasurer submitted financial statements through March 30 to the vestry by email prior to the meeting. He noted that we have between 2-2-1/2 months' of expenses in the bank before the recent pledge increases. He noted we have received 14 increased pledges, most of which were fairly small, and 8 new pledges. His one concern is that a dozen or so pledgers haven't made any payments so far this year, and some have made lump sum payments. Our revised pledge income budget has gone from \$108K (which represented a deficit) to approximately \$130K, which represents a surplus. The \$130K includes approximately \$4,800 for paid choristers.

The Treasurer confirmed bank statements are retained physically and are available for inspection by the vestry.

Follow up items:

- Treasurer to consider options for a different bank since we are not earning anything on our money market balance due to fees.
- Need to update authorized signers to include: the Treasurer, Choirmaster, Wardens, and Mary M
- The Treasurer will convene an audit committee to complete review of the parish's finances by the end of June. He will have identified the people to serve on that committee by the next vestry meeting.

4. Central Membership Person, Parish Directory

Greeters will specifically try to notice when key regulars are missing on Sunday mornings. If they are missing for a couple of weeks, the greeter will let the Pastoral Care Committee know.

Greeters will also gently ask visitors if they've signed the guest book.

We need to transfer oversight of the parish directory to someone currently in the parish.

Follow up items:

- Michelle will send an email to the greeters about the new tasks this week (suggest asking only for name and email address).
- Kevin will follow up with Carl the week after next (when he's back from vacation) to get access and confirm capabilities of existing directory system.

5. Parish Calendar

The Senior Warden ordered a large dry-erase annual calendar that we can post in the parish hall to schedule events and keep those visible for everyone.

6. Parish Phone

The parish phone number currently forwards to Kevin's cell phone. Voice mails left on this number also generate an email with the voice mail content. The majority of calls are either solicitors or people who are not connected to the parish who need social services. Parish members have Kevin's direct phone number. Roy is the administrator of the phone system and will find out

what's needed to stop forwarding it to Kevin. We will also change the outgoing message to indicate calls will generally be returned within 48 hours and to provide city contact information for social services.

7. Minutes

The minutes were recorded on newsprint and reviewed and approved in real-time by those present.

Louise moved that that the meeting be adjourned; Michelle seconded the motion. The motion carried unanimously and the Rector adjourned the meeting.