

**Minutes of Vestry Meeting of St. Paul's Memorial Church  
December 15, 2015**

Members present: Charles Lancaster, Darren Ball, Anne Cressin, Vickie Gottlob, Anne Ribble, Daryl Russell, Lynne Weikart, Stephanie Bolton, Michele Allen, Paul Legrand

Members absent: Lloyd Snook

Staff present: Neal Goldsborough, Elaine Ellis Thomas, John Reid

Parishioners present: Christie Thomas

The Senior Warden called the meeting to order at 7:03 p.m., and devotions followed.

**ACTION:**

- The minutes of the previous meeting were approved with the following amendment to the action taken on employee healthcare:

For 2016, eligible full-time employees who “opt out” of health insurance coverage offered by St. Paul’s will be eligible to receive an opt-out allowance to **be determined**.

- The Vestry approved the following resolution regarding clergy housing allowance:

Whereas the Rev. C. Neal Goldsborough is employed as a minister of the Gospel by St. Paul’s Memorial Church in Charlottesville, Virginia, which does not provide a residence for him, the Vestry resolves that of the total annualized compensation to be paid to the Rev. Goldsborough during 2016, \$35,000 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986, and clarified by the Clergy Housing Allowance Clarification Act of 2002. The stated parsonage allowance will remain in effect unless modified and approved by the church.

Whereas the Rev. Elaine Ellis Thomas is employed as a minister of the Gospel by St. Paul’s Memorial Church in Charlottesville, Virginia, which does not provide a residence for her, the Vestry resolves that of the total annualized compensation to be paid to the Rev. Thomas during 2016, \$36,000 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986, and clarified by the Clergy Housing Allowance Clarification Act of 2002. The stated parsonage allowance will remain in effect unless modified and approved by the church.

Whereas the Rev. Dr. Heather Warren is employed as a part-time minister of the Gospel by St. Paul’s Memorial Church in Charlottesville, Virginia, which does not provide a residence for her, the Vestry resolves that of the total annualized compensation to be paid to the Rev. Warren during 2016, \$16,500 be designated a parsonage allowance within the meaning of that term as used in Section 107 of the IRS Code of 1986, and clarified by the Clergy Housing Allowance Clarification Act of 2002. The stated parsonage allowance will remain in effect unless modified and approved by the church.

- The Vestry authorized the replacement of the main electrical panel for the church as soon as possible, given the dangerous state of the panel as evaluated by an electrical engineer. Funds will come from the maintenance fund reserve, and work should take about 12 hours.

- The Vestry approved the 2016 budget presented by the Finance Committee, with the understanding that with the exception of payroll, the budget may be revised at the January meeting of the Vestry, taking into account pledges received by that date.
- Members of the Vestry volunteered to host themed tables at the Annual Meeting January 24.
- Several Vestry members volunteered to be trained as focus group facilitators to aid in the work of the Search Committee.

#### DISCUSSION:

- Charles Lancaster reported that two parishioners have agreed to be nominated for the upcoming vestry election, with two more still being sought. It was the sense of the Vestry that parents of young children should be represented on the Vestry if possible.
- The Interim Rector presented his report, mentioning his very positive impression of the staff and of recent parish events. He noted the importance of food as a center of parish life. He has met with the Rector Search Committee, but will limit his involvement to giving advice if asked. The Rector reminded the Vestry to pray for the Search Committee. He sees St. Paul's as a healthy parish which is dealing with issues common in the Episcopal Church: an aging membership and the challenge of serving busy young families with children. He commended the University ministry, citing impressive numbers at the 5:30 Sunday service. He also mentioned the potential for developing our connection to Westminster Canterbury (where we have 35 family units as members) and other retirement communities.
- Christie Thomas, Chair of the Search Committee, reported that the committee has met to receive orientation from diocesan consultant Mary Thorpe, and several times after that for the purpose of getting to know each other and developing a sense of the contribution each one brings to the work. The Committee plans to communicate with the parish on its plans and progress before Christmas and to finalize a plan of work by December 31. They will seek input from the parish early in 2016 through focus groups and surveys. It was suggested that parishioners could sign up for focus groups at the Annual Meeting on January 24 and that a report from the Search Committee could be included in the Annual Report. The committee has a budget of \$11,000 from the Transition Fund.
- Associate Rector Elaine Thomas gave her report, thanking Lloyd Snook for his cooking the turkeys for Thanksgiving Eve, and describing a busy Advent: the lively St. Nicholas Night, the Advent retreat with 53 in attendance, the Service of Lessons and Carols, the Christmas pageant involving an increased number of children, and the well-attended Skinner Scholar brunch, as well as the funerals of parishioners Julius Barclay and Chris Lee. The Senior Warden thanked Elaine for her work in coordinating the latter funeral (760 in attendance) with the clergy of Christ Church. Upcoming events include the service of the Longest Night on December 22, the procession of the Three Kings and the Yule Log Hunt on January 3, and the Epiphany service at 5:30 on January 6. Elaine reported that the Canterbury students will be raising money for a mission trip. The staff has been praying for individual parishioners and

letting them know by postcards. Elaine suggested that the Vestry could do this as well, starting in January.

- Parish Administrator John Reid reported that the city Board of Architectural Review has approved the plans for the pollinator garden. The proposed budget includes \$1000 for the garden. John estimated that the Creation Stewards will need to raise an additional \$2000. The St. Paul's cross will not be awarded this year, but these awards will be considered for possible continuation in the future.
- As of December 12, there are 54 parishioners who can be expected to pledge but have not done so. The estimated pledge total, including these late pledgers, is \$591,567.
- Junior Warden Darren Ball reported the permanent signs for the interior of the church should be here soon. Revised pew cards will be available after Christmas. Darren discussed the necessity of making the church a meeting place where our lives intersect. Michele Allen and Darren spoke of the necessity of getting more parishioners involved in an ongoing effort of inviting and welcoming newcomers. Darren reported that seven chairs have been purchased for the chapel.
- Anne Ribble reported there remain only two days not covered by volunteer writers for the Lenten devotional booklet.
- Treasurer Lynne Weikart distributed the financial report. She is optimistic about the end of the year, since Christmas offerings and end-of-year pledge payments will be coming in. Expenses have been controlled this year where possible. John Reid expects a better return from the appeal to alumni next year, due to more accurate addresses and an online presence.
- Lynne presented the proposed 2016 budget as prepared by the Finance Committee. It includes salaries which are just under the midpoint suggested by the diocese because living expenses are lower here than in Northern Virginia. There will be increased rental revenue from the Canterbury House. The value of rental of office space to IMPACT is now included in the Outreach part of the budget.

After concluding devotions, the meeting adjourned at 9:15 p.m.

Respectfully submitted,  
Vickie Gottlob, Register