



The vestry was called to order at 7:16 pm, once a quorum (2/3) was present.

Attendance

Nicholas Morris-Kliment (Rector)	X	Scottie Miller (Associate Rector)	X	Duncan Allen (Treasurer)	X	Stan Hitron (Warden)	X
David Carnahan (Clerk)	X	Joe Barr	X	Janet Haines	X	Martin Walter	X
Phil Trussell	X	Jeff Murphy	X	Stefano Migliuolo		Nardin Baker	X
Michael Niden	X	Patty Smith	X	Tim Lysaght	X	Denise DeGroff	
Linnea Wren	X	Kimberly Rocco	X				

Worship/Christian Learning Chair: Nick, Parliamentarian: Scottie

Prayer and Formation

We read and prayed, and analyzed the Magnificat, BCP, 139

Information/Report Questions/Clarification

Treasurer’s Report

1. Treasurer , See appendix A

We show an ~4% increase in pledge income as a result from this year’s ask. The notional budget shows an approximate \$35k deficit, modeled on the current staff configuration and expenses anticipated.

2. Giraffe award

The Vestry is asked to send Scottie their nominations in time for the January meeting. Nick will send a list of existing winners, who are ineligible.

Property

1. Water: The water service is now completed, and a new sidewalk panel was poured. The old service was sleeved with a new, smaller line.
2. Gas leaks: The pilots in the oven blow out, and they will smell, but is not particularly dangerous. There are additional small leaks in fittings to the boiler, which Devaney had replaced- they are working on it, hopefully on their dime. We need to replace the oven downstairs with a new one. That will cost between \$1,000 and \$10,000, depending on the type and size.
3. Dishwasher: A sterilizing dishwasher would be required to bring the kitchen up to code.
4. Boiler: The boiler’s condenser is leaking, and Devaney is working on a repair that may cost ~\$5k.
5. Expressions: Gave us a check of \$4k, when they owed us \$16k, so there is a \$12k default. They have been given two options to repay the debt, or face eviction. They used to have ~70 kids, and now there are 48 at Expressions. There was discussion about how we could evict a tenant and retain a Christian aspect to this action.



6. Property created a carryover budget for 2019, which is perpetually non-funded, but items stay on the list longer, with a few more surprises. In anticipation of the ~\$100k bequest, the property committee made a short list of priority property items that need to be taken care of. There are other priorities as well around the church, including returning fund to the endowment.
7. Joe then reviewed 61 Rosemary Street, 8,949sf. The house had decayed, and came on the market, so we bought it in 2006-2007. Expressions has used it as a playground, but it has not been significantly used. Phil ran a task force two years ago to determine what to do with the property. It has increased in value, but the lot is buildable lot by town standards, after Phil had a discussion with town official Dave Roche on Oct 15, 2016. Roche recently cast doubt on if the lot is conforming. We worked with a lawyer, Roy Kramer to negotiate with the town on this issue. Tim L. mentioned that we could, if we wanted, shave property from 65 Rosemary to create a buildable lot. We have a \$300,000 mortgage currently. The vestry entered into executive session to discuss this issue.

Stewardship

We have 105 of expected 140 pledges, totalling \$342k. The stewardship team is making calls this week to round up the last few pledges.

Action

A motion was made to withdraw up to \$25,000 from the endowment to cover the operational deficit in 2018. The motion passed.

Old business

Safechurch training- in person or online. Nardin will send out an email.

An existing policy about Safechurch from ~10 years ago was unearthed (thanks to Patty Smith) and it will be reviewed by Scottie.

Maryann to print new nametags- Nick.

Childrens' chairs and tables are needed here.

New Business

Parish Inventory

DATES TO REMEMBER

Monday, December 24: Pageant at 4pm; Hymn sing, 8.30pm; Candlelight Eucharist, 9:00pm

Tuesday, December 25: Christmas Day Eucharist with Hymns in the Chapel, 9:00am

Sunday, January 6: Feast of the Epiphany – Festive Eucharist with Special Music, 10:00am

Annual Meeting: Sunday, February 3, 2019 11.15am

Vestry Retreat: Friday/Saturday, March 1-2, Bethany House of Prayer, Arlington

Vestry: Tuesday, January 15, 7.15

Annual Meeting: Sunday, February 3, 2019 11.15am

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Closing

The meeting adjourned at 9:08.



Appendix A. Treasurer's Statement & Notional 2019 Budget

Christ Church Needham - November 2018 Treasurer's Statement	2018 Budget	2018 Actual	Actual - Budget	Actual/ Budget	2018 Annual Budget	Projected 2018 Year End	Difference
Revenue:							
Offerings							
Pledge Income and Regular Support	\$ 330,786	\$ 327,134	\$ (3,652)	98.9%	\$ 397,500	\$ 396,886	\$ (614)
Loose Plate	\$ 4,193	\$ 6,361	\$ 2,168	151.7%	\$ 5,168	\$ 7,250	\$ 2,082
Christmas & Easter Offerings	\$ 2,000	\$ 2,530	\$ 530	126.5%	\$ 5,200	\$ 6,000	\$ 800
Donations/Gifts	\$ 2,804	\$ 43,124	\$ 40,320	1537.9%	\$ 10,600	\$ 50,000	\$ 39,400
Diocesan Assistance (1730 music)	\$ -	\$ -	\$ -	#N/A	\$ -	\$ 6,000	\$ 6,000
Fund Raising Events	\$ 5,000	\$ 2,163	\$ (2,837)	43.3%	\$ 12,500	\$ 5,575	\$ (6,925)
Investment Income							
Facility Rental Income (<i>status quo</i>)	\$ 87,202	\$ 76,467	\$ (10,735)	87.7%	\$ 95,000	\$ 90,083	\$ (4,917)
Endowment Income	\$ 45,866	\$ 45,356	\$ (510)	98.9%	\$ 61,155	\$ 61,155	\$ -
Total Operating Revenue	\$ 477,851	\$ 503,135	\$ 25,284	105.3%	\$ 587,123	\$ 622,949	\$ 35,826
Expense:							
Operations & Education							
Child Care	\$ 1,996	\$ 2,040	\$ 44	102.2%	\$ 2,208	\$ 2,208	\$ -
Family Ministries	\$ 1,574	\$ 741	\$ (833)	47.1%	\$ 1,800	\$ 1,500	\$ (300)
Adult Education	\$ 150	\$ 100	\$ (50)	66.7%	\$ 150	\$ 150	\$ -
Holy Grounds	\$ 641	\$ 861	\$ 220	134.3%	\$ 700	\$ 1,000	\$ 300
Music	\$ 10,448	\$ 7,532	\$ (2,916)	72.1%	\$ 13,000	\$ 12,500	\$ (500)
Office Supplies & Expense	\$ 6,016	\$ 4,884	\$ (1,132)	81.2%	\$ 6,500	\$ 6,250	\$ (250)
Vestry	\$ 750	\$ 696	\$ (54)	92.8%	\$ 750	\$ 600	\$ (150)
Postage	\$ 1,409	\$ 1,248	\$ (161)	88.6%	\$ 1,650	\$ 1,650	\$ -
Stewardship & Planned Giving	\$ 300	\$ -	\$ (300)	0.0%	\$ 500	\$ 500	\$ -
Telephone	\$ 2,429	\$ 2,191	\$ (238)	90.2%	\$ 2,650	\$ 2,650	\$ -
Travel	\$ 3,850	\$ 4,425	\$ 575	114.9%	\$ 4,200	\$ 4,200	\$ -
Treasurer	\$ 15,750	\$ 15,752	\$ 2	100.0%	\$ 17,500	\$ 18,000	\$ 500
Worship	\$ 2,650	\$ 2,300	\$ (350)	86.8%	\$ 2,750	\$ 3,250	\$ 500
Altar Guild	\$ 458	\$ -	\$ (458)	0.0%	\$ 500	\$ 500	\$ -
Flowers	\$ -	\$ 1,066	\$ 1,066	#N/A	\$ -	\$ 500	\$ 500
Technology	\$ 2,500	\$ 3,753	\$ 1,253	150.1%	\$ 2,750	\$ 4,000	\$ 1,250
Communications	\$ 902	\$ 681	\$ (221)	75.5%	\$ 1,250	\$ 1,250	\$ -
Fellowship	\$ 1,030	\$ 1,520	\$ 490	147.6%	\$ 1,400	\$ 1,900	\$ 500
Outreach*							
Community Concerns	\$ 3,500	\$ 7,000	\$ 3,500	200.0%	\$ 7,000	\$ 7,000	\$ -
Parish Partnership	\$ 3,876	\$ 3,852	\$ (24)	99.4%	\$ 3,876	\$ 3,876	\$ -
Payroll/ Taxes/ Insurance/ Pension							
Payroll Expense	\$ 251,109	\$ 248,246	\$ (2,863)	98.9%	\$ 275,900	\$ 275,900	\$ -
Taxes - Payroll	\$ 7,943	\$ 7,497	\$ (446)	94.4%	\$ 9,720	\$ 9,720	\$ -
Insurance - Health	\$ 21,300	\$ 22,368	\$ 1,068	105.0%	\$ 25,560	\$ 25,560	\$ -
Church Pension Premiums	\$ 35,521	\$ 28,068	\$ (7,453)	79.0%	\$ 38,750	\$ 38,750	\$ -
Continuing Education (Clergy)	\$ 2,291	\$ 1,368	\$ (923)	59.7%	\$ 2,500	\$ 2,500	\$ -
Property Improvements & Maintenance							
Building Repairs	\$ 16,270	\$ 38,790	\$ 22,520	238.4%	\$ 17,500	\$ 40,000	\$ 22,500
Building Maintenance	\$ 17,315	\$ 16,670	\$ (645)	96.3%	\$ 18,750	\$ 18,750	\$ -
Grounds	\$ 11,788	\$ 9,510	\$ (2,278)	80.7%	\$ 13,000	\$ 13,000	\$ -
Building Supplies	\$ 3,468	\$ 4,732	\$ 1,264	136.4%	\$ 3,800	\$ 4,800	\$ 1,000
Cleaning Service	\$ 17,875	\$ 16,670	\$ (1,205)	93.3%	\$ 19,500	\$ 19,500	\$ -
Electricity	\$ 4,000	\$ 6,556	\$ 2,556	163.9%	\$ 4,000	\$ 6,550	\$ 2,550
Heat (fuel - oil & gas)	\$ 10,333	\$ 9,719	\$ (614)	94.1%	\$ 12,250	\$ 13,500	\$ 1,250
Insurance - General	\$ 18,000	\$ 19,683	\$ 1,683	109.4%	\$ 24,000	\$ 25,000	\$ 1,000
Copier	\$ 4,635	\$ 4,766	\$ 131	102.8%	\$ 5,200	\$ 5,200	\$ -
Sewer & Water	\$ 3,892	\$ 2,352	\$ (1,540)	60.4%	\$ 4,200	\$ 3,200	\$ (1,000)
Repay Diocesan Green Loan	\$ 5,071	\$ 5,071	\$ -	100.0%	\$ 5,531	\$ 5,531	\$ -
Diocesan Assessment							
Diocesan Assessment	\$ 50,921	\$ 50,530	\$ (391)	99.2%	\$ 67,895	\$ 67,895	\$ -
Sub-Total Expense	\$ 541,961	\$ 553,238	\$ 11,277	102.1%	\$ 619,190	\$ 648,840	\$ 29,650
Contingency	\$ 3,480	\$ 2,000	\$ (1,480)	57.5%	\$ 3,867	\$ 3,867	\$ -
Total Operating Expense	\$ 545,441	\$ 555,238	\$ 9,797	101.8%	\$ 623,057	\$ 652,707	\$ 29,650
Operating Surplus (Deficit)	\$ (67,590)	\$ (52,103)	\$ 15,487		\$ (35,934)	\$ (29,758)	\$ 6,176



NOTIONAL 2019 BAU Budget 12/12/2018	2018 Budget	Projected 2018 Year End	Notional 2019	Notes for 2019
Revenue :				
Offerings				
Pledge Income and Regular Support	\$ 397,500	\$ 396,886	\$ 411,600	12/11/18 forecast
Loose Plate	\$ 5,168	\$ 7,250	\$ 5,287	
Christmas & Easter Offerings	\$ 5,200	\$ 6,000	\$ 5,320	
Donations/Gifts	\$ 10,600	\$ 50,000	\$ 10,844	no extra campaign
Diocesan Assistance (1730 music)	\$ -	\$ 6,000	\$ -	
Section Leaders Donations	\$ -	\$ -	\$ 20,000	diocese wants included
Fund Raising Events	\$ 12,500	\$ 5,575	\$ 5,000	
Investment Income				
Facility Rental Income (<i>status quo</i>)	\$ 95,000	\$ 90,083	\$ 87,500	Exp done 6/30, not replaced
Endowment Income	\$ 61,155	\$ 61,155	\$ 64,000	Includes new bequest
Total Operating Revenue	\$ 587,123	\$ 622,949	\$ 609,550	
Expense :				
Operations & Education				
Child Care	\$ 2,208	\$ 2,208	\$ 2,250	
Family Ministries	\$ 1,800	\$ 1,500	\$ 1,800	
Adult Education	\$ 150	\$ 150	\$ 150	
Holy Grounds	\$ 700	\$ 1,000	\$ 800	
Music	\$ 13,000	\$ 12,500	\$ 13,325	
Section Leaders	\$ -	\$ -	\$ 20,000	diocese wants included
Office Supplies & Expense	\$ 6,500	\$ 6,250	\$ 6,500	
Vestry	\$ 750	\$ 600	\$ 775	
Postage	\$ 1,650	\$ 1,650	\$ 1,691	
Stewardship & Planned Giving	\$ 500	\$ 500	\$ 550	
Telephone	\$ 2,650	\$ 2,650	\$ 2,720	
Travel	\$ 4,200	\$ 4,200	\$ 4,200	
Treasurer	\$ 17,500	\$ 18,000	\$ 18,450	
Worship	\$ 2,750	\$ 3,250	\$ 3,250	
Altar Guild	\$ 500	\$ 500	\$ 500	
Flowers	\$ -	\$ 500	\$ -	
Sundry - Clergy	\$ -	\$ -	\$ 500	new
Technology	\$ 2,750	\$ 4,000	\$ 2,819	
Communications	\$ 1,250	\$ 1,250	\$ 1,281	
Fellowship	\$ 1,400	\$ 1,900	\$ 1,750	
Outreach*				
Community Concerns	\$ 7,000	\$ 7,000	\$ 7,000	
Parish Partnership	\$ 3,876	\$ 3,876	\$ 4,000	
Payroll/ Taxes/ Insurance/ Pension				
Payroll Expense	\$ 275,900	\$ 275,900	\$ 282,798	no change in staff configuration
Taxes - Payroll	\$ 9,720	\$ 9,720	\$ 9,963	
Insurance - Health	\$ 25,560	\$ 25,560	\$ 26,838	
Church Pension Premiums	\$ 38,750	\$ 38,750	\$ 39,719	
Continuing Education (Clergy)	\$ 2,500	\$ 2,500	\$ 2,500	
Property Improvements & Maintenance				
Building Repairs	\$ 17,500	\$ 40,000	\$ 14,580	partial; unfunded projects \$26,030
Building Maintenance	\$ 18,750	\$ 18,750	\$ 20,750	new inspections, contracts
Grounds	\$ 13,000	\$ 13,000	\$ 13,325	
Building Supplies	\$ 3,800	\$ 4,800	\$ 4,100	
Cleaning Service	\$ 19,500	\$ 19,500	\$ 20,000	
Electricity	\$ 4,000	\$ 6,550	\$ 4,000	
Heat (fuel - oil & gas)	\$ 12,250	\$ 13,500	\$ 12,500	
Insurance - General	\$ 24,000	\$ 25,000	\$ 26,000	
Copier	\$ 5,200	\$ 5,200	\$ 4,800	new copier, better deal
Sewer & Water	\$ 4,200	\$ 3,200	\$ 3,750	
Repay Diocesan Green Loan	\$ 5,531	\$ 5,531	\$ 5,531	
Diocesan Assessment				
Diocesan Assessment	\$ 67,895	\$ 67,895	\$ 57,167	3-year lagged formula (1 clergy)
Sub-Total Expense	\$ 619,190	\$ 648,840	\$ 642,632	
Contingency	\$ 3,867	\$ 3,867	\$ 2,589	
Total Operating Expense	\$ 623,057	\$ 652,707	\$ 645,220	
Operating Surplus (Deficit)	\$ (35,934)	\$ (29,758)	\$ (35,670)	