

**ALL SAINTS' EPISCOPAL CHURCH  
608 JEFFERSON STREET  
TUPELO, MISSISSIPPI 38804**

**MINUTES OF JANUARY 11, 2010 VESTRY MEETING**

**PRESENT:**

The Rev. Paul J. Stephens	Deanna Alford	Peg Oakes
Fred Page, Sr. Warden	Wayne Averett	Fredda Robinson
Betty Lee Marshall, Jr. Warden	Lynn Bryan	Rhonda Saunders
Corky Springfield, Treasurer	Kaye Cannon	Cathy Sparks
	Nathan Duncan	Ann Springfield
Tommie Moore, Clerk	Smokey Livingston	Vicky Vance
Mary Lou Parks, Ass't. Treasurer		

**ABSENT:** Mike Fitzpatrick

The Rev. Paul Stephens opened the Vestry meeting with a prayer at 6:33 p.m.

**CHECK-IN**

**REVIEW OF MINUTES:**

The December Vestry minutes were reviewed.

**MOTION:** (Averett/Vance)

Approve December Vestry minutes as submitted.

**APPROVED.**

**TREASURER'S REPORT:**

Treasurer, Corky Springfield, reviewed our operating budget financial status for the year 2009. He reported that total income year to date was \$479,280 of a budget of \$477,260. He stated that total expenses for the year were \$467,254. Of those expenses, the "Physical Plant" costs were \$87,026 of a budget of \$84,952; Worship & Programs expenses were \$24,227 of a budget of \$27,460. Corky noted that the balance in the 2009 Pre-Paid Pledges account in the amount of \$8,386.27 were transferred to the operating account at the end of December. He reported that the balance in the Pre-Paid Pledges 2010 account is \$52,448.03.

**MOTION:** (Robinson/Bryan)

Approve the Treasurer's report as submitted.

**APPROVED.**

**CAPITAL CAMPAIGN TREASURER'S REPORT:**

On behalf of the Capital Campaign Treasurer, Rector Paul Stephens, advised that \$1,453,200 has been pledged to the "A Future With Hope" capital campaign. He stated that at the next Vestry meeting, Treasurer Mike Fitzpatrick, will advise how much money to pay on our loans.

**CHRISTIAN GROWTH COMMISSION:** No report

**CHRISTIAN SERVICE COMMISSION:** No report

**CHRISTIAN STEWARDSHIP COMMISSION:** No report

**JR. WARDEN REPORT:** No report

**SR. WARDEN REPORT:** No report

**RECTOR REPORT:**

Paul advised the Vestry that the gift of real property as a contribution by an All Saints' parishioner to the capital campaign has been jointly listed with realtors Stacy Carroll and Robin Walton for the asking price of \$45,000. Paul noted that the fourth and last Capital Campaign newsletter will be mailed this week. Paul reminded the Vestry that the Annual Meeting is scheduled for Sunday, January 17. He noted that outgoing Vestry members and the Jr. Warden will be responsible for counting the ballots at the meeting. On behalf of the parish, Paul expressed thanks for the work of the outgoing members: Betty Lee Marshall, Deanna Alford, Wayne Averett, Nathan Duncan, and Cathy Sparks.

**ADDITIONS TO THE AGENDA:** None

**BUSINESS**

**Approve job description for Organist/Choirmaster & Assistant for Liturgy & Music**

Paul advised the Vestry that in March, 2008, separate job descriptions were approved by the Vestry for the organist and the choir master. Since the hiring of Jessica Nelson as Organist/Choirmaster & Assistant for Liturgy & Music, Paul has been working with Jessica to revise and combine the job descriptions into one. He then gave an overview of the job description, noting that the "Core Competencies" section was a new addition to the description.

**MOTION:** (Oakes/Alford)

Approve job description for Organist/Choirmaster & Assistant for Liturgy & Music as submitted.

**APPROVED.**

**Discussion of Facility Use Policy**

Paul reminded the Vestry that on November 10, 2008 they approved a Facilities Use Policy that outlined fees and usage guidelines for the new facility. He stated that after reviewing the policy, he recommended to the Vestry that the following sentence be deleted from the policy: "*The Vestry has determined that the facilities will not be available for private children's functions such as birthday parties.*" Paul stated that not allowing children's birthday parties sends the wrong message to the congregation and feels unwelcoming. He noted that all use of the facilities, whether by parishioners or non-parishioners, is at the discretion of the Rector, and that he will use that discretion wisely.

**MOTION:** (Livingston/Cannon)

Approve deletion of sentence "*The Vestry has determined that the facilities will not be available for private children's functions such as birthday parties.*" from the Facilities Use Policy.

**APPROVED.**

### **Discussion of 2010 Budget**

On behalf of the Budget Committee, Paul opened the discussion by giving an overview of the budget. He advised the Vestry that the Budget Committee was presenting and recommending a balanced budget for 2010. Paul stated that we have received \$479,165 in pledges for 2010. The committee recommended budgeting \$5,600 for "Plate"; \$1,560 for "Intended Gifts"; and \$400 for "Facility Use Fees". He noted that the increase in the Rector's package was due to an expected increase in insurance premiums (health insurance being obtained through his wife's employment as a teacher in the TPSD); otherwise no increase in stipend or other benefits was proposed. Continuing the overview, Paul reported that in this budget, the staff would receive a 4% salary increase. He stated that in the Organist/Choirmaster salary package, the salary was tied to the American Guild of Organists salary schedule for a person of similar education and experience working 15 hours per week less the annual cost of health insurance (premium being equal to \$1,934.90). Paul explained that the insurance premium is part of her salary, but have been allocated on a separate line as the church will deduct the funds from her salary and write the check to the insurance company. Paul continued the overview of the budget noting that \$90,000 was allocated for "Physical Plant" and Worship & Programs were increased by \$3,400. Paul reminded the Vestry that when they were outlining goals for the 2010 budget, they hoped to be able to fund the position of a curate beginning in June, 2010. Paul noted that the Diocese of Mississippi would fund \$5,000 of the \$42,739.33 partial year curate salary, leaving All Saints' to fund the balance of the salary package of \$37,739.33. Paul advised that after reviewing each line item in the budget, the Budget Committee recommended the removal of funding for the curate in order to balance the 2010 budget. It was the consensus of the Vestry to look for other ways to fund the position of curate during 2010. It was also noted that a significant portion of the surplus from 2009, will be used to balance the 2010 budget. After a brief discussion, the following motion was made:

**MOTION:** (Marshall/Duncan)

Approve 2010 budget as submitted.

**APPROVED.**

### **Discussion of combination lock on outside Parish Hall door**

Betty Lee Marshall reminded the Vestry that at their December meeting, they voted to table the discussion regarding installing a combination lock on the outside Parish Hall door, to see what the financial status was as of year-end. Noting that 2009 will most likely end with a surplus that will be used to balance the 2010 budget, Betty Lee questioned 1.) Whether we wanted to install a combination lock on the outside Parish Hall door? and 2.) How to fund the installation of a combination lock in the amount of \$1,567.14? Lynn Bryan agreed to further research the installation of the combination lock on the Parish Hall door. After a brief discussion, the following motion was made:

**MOTION:** (Bryan/Oakes)

Approve the installation of a combination lock on the Parish Hall outside door. Revisit the funding of the installation, once Lynn Bryan has reported back to the Vestry on installation options.

**APPROVED. 8 in favor 4 against 1 abstention**

**CHECK-OUT**

With no further business the Vestry meeting was adjourned The Rev. Paul Stephens closed with a prayer at 7:35 p.m.

Submitted by Tommie Moore, Clerk of the Vestry

**ATTACHMENTS TO MINUTES OF THE JANUARY MEETING:**

Financial Report 12/31/09

Organist/Choirmaster & Assistant for Liturgy & Music

Facilities Use Policy

2010 budget