

St. John's Episcopal Church
Sharon, PA
Vestry Minutes
April 10, 2017

Present: Al Seladi, Tracy Schliep, Matt Cizek, Robert Barletta, Adam Trambley, Keith Rowlands, Madge Tamber, Ron Tamber, Nick Baron, and Linda Houk.

Absent: Madge Tamber.

Evening Prayer: Vestry met in All Saints' Chapel for Evening Prayer at 6:30 pm.

Business Meeting: Vestry reconvened in the Upstairs Dining Room at 6:57 pm.

Review of Minutes: The March 13, 2017 minutes were reviewed. A motion was made by Schliep to approve and seconded by Barletta. Motion carried unanimously.

Vestry Reorganization: Due to the sudden passing of Gary Funderlich, Fr. Trambley nominated Keith Rowlands to finish out Funderlich's term as Senior Warden. There were no other nominations, and Rowlands was unanimously elected as Senior Warden.

Fr. Trambley opened nominations to fill Funderlich's term on Vestry through the end of 2018. M. Tamber nominated Nick Baron, and this was seconded by Barletta. Discussion ensued, and Barletta moved to close discussion, seconded by Schliep. Motion to close agreed upon unanimously. Schliep moved that we vote unanimously for Baron to fill the vacant position on the Vestry, and this was seconded by Cizek and approved unanimously.

Fr. Trambley nominated Baron to finish out Rowlands' term as Treasurer. No other nominations forwarded. Schliep moved that we appoint Baron to finish Rowlands' term as Treasurer, seconded by Rowlands. Approved unanimously.

Treasurer's Report: Treasurer's Report was reviewed and discussed. The balance sheets for March 2017 were reviewed. Rowlands made a motion to approve the report and balance sheets, seconded by Barletta. Approved unanimously.

Fr. Trambley and Dcn. Herald approached Huntington Bank about setting up an account for the Alms Fund to move funds from PNC Bank to Huntington. The rates, fees, and procedures are more favorable at Huntington, and a motion was made by Houk to set up an account at Huntington Bank for the Alms Fund under the EIN for St. John's with Fr. Trambley and Dcn. Herald as signatories on the account. This was seconded by Cizek and approved unanimously. Huntington needs an official form from the Church to do so, and Barletta agreed to draft something to be signed and given to the bank.

Information was distributed on Realm, a church management and financial accounting software is being suggested to replace our aging accounting and church management software. Realm is a cloud-based, turn-key system, and has enhanced functionality designed for our funding and financial needs and reporting. There is a \$300 setup fee and an ongoing fee of \$108 per month for the software. The software was suggested by the Diocesan staff as something they were using and others in the Diocese were using as well. The Diocese has offered training and assistance on the implementation and setup of Realm. We are looking at a May-July timeframe for migrating our financial information with a goal of closing out the old financial software by the end of 2017. Eventually we would move the church membership database to Realm as well. Barletta moved that we contract with ACS to subscribe to Realm and begin implementing the software. M. Tamber seconded, and this was approved anonymously.

The discussion next focused on how the Church processes payroll for our employees. Currently the Church Administrative Assistant processes the payroll by hand, and this takes a significant amount of time and effort on her part. We are currently the only parish in the Diocese processing payroll this way, and the Diocesan office has suggested we contract with ECCA to process our payroll. They come highly recommended and this could free up much time for the Administrative Assistant and cut down on errors in processing and legal compliance. Schliep moved that we contract with ECCA to provide payroll services moving forward. This was seconded by Baron, and approved anonymously.

Conflict Resolution Plan: Fr. Trambley has made a few minor changes to the Parish Conflict Resolution Plan. There are plans in the works to make a brochure of the plan that will summarize its points in a concise manner. Ciszek moved to approve the Plan, and this was seconded by Schliep. Approved unanimously.

Strategic Planning: Gary Funderlich was leading us in our strategic planning process, but due to his untimely passing, Fr. Trambley suggested that we regroup and reassess our plans. There has been a loss in momentum that will be hard to “get back on track” before the summer. Fr. Trambley suggested the following:

- We restart the strategic planning in September 2017 under the leadership of a Strategic Planning Committee.
- Choose a new person to lead the process. Fr. Trambley would rather not do this so he could participate. A few other suggestions were Michael Wachter or Ed Palansky.
- Explore the dynamics in moving from a pastoral to a programmatic church and what that means for St. John's by the Vestry as an exercise in planning.
- Move our Vestry meetings back to 7:00 PM, which was agreed upon unanimously.

It was also agreed upon that Fr. Trambley should approach Ed Palansky to see if he would be interested in leading this process. We will talk about who to have on the Strategic Planning Committee at the next Vestry meeting.

Policy on Giving Out Personal Funds at Parish Activities: Fr. Trambley talked about the need for a policy on giving out personal funds at parish activities. He appreciates that people want to help out, but emergency funding for those in need should come from the Alms Fund and not from individual parishioners. We do not want to set up false expectations and avoid future problems, so a policy may be necessary. He would like to revisit this at a future Vestry Meeting.

Rector's Updates: Fr. Trambley provided some updates, including:

- Diocesan Prayer Vigil went very well.
- Holy Week services, including:
 - Palm Sunday 8 and 10 am including procession with donkey at 10am service
 - Maundy Thursday 7:30 pm
 - Good Friday 7:30 pm
 - Easter Vigil 8 pm
 - Easter Sunday 8 and 10 am with Easter Egg Hunt and children's programming between services

Comments and Concerns: Vestry members brought forth the following at the end of the meeting:

M. Tamber announced that the Community Lunch is in fine financial health and would be donating \$1000 to ECS.

Barletta asked if there was any further discussion on creating a policy on guns in the Church. Since there have been no more incidents, it was decided to table this discussion indefinitely.

Schliep questioned what had become of the service for children and special needs individuals that Dcn. Herald was developing. Fr. Trambley reported that this was geared more towards families with small children, and will perhaps start in September with a 6 week pilot over 12 weeks.

M. Tamber announced that there are 2 children in the First Communion Class this year and will have their first communion at the end of May.

Houk asked about the church sign and when this work would begin. Fiske has not been back this year and is waiting for the weather to break; then the sign construction will commence.

Motion to adjourn meeting at 9:10 made by Baron, and seconded by Schliep. Passed unanimously.

Respectfully submitted on May 8, 2017 by Matthew Ciszek, Clerk.