

## VESTRY MEETING November 14, 2023

**Present:** Rev. Cn Melinda Artman, Alice Bennett, Bruce Carpenter, Margaret Cole, Rev. Scott Harvey, Doreen Marshall, Betsy Schumacher, Diane Siebecker, Jeff Watson

**Absent:** Linda Murrelle

**Treasurer:** Bruce Carpenter

**Chairperson:** Rev. Cn Melinda Artman

### Opening Prayer

**Agenda:** Motion to accept the draft agenda made by Betsy. Second by Jeff. Motion carries. The main focus of the meeting is the 2024 Budget and Stewardship. Routine agenda items were not discussed.

**Minutes:** Motion to accept the October 10, 2023 minutes made by Bruce. Second by Jeff. Motion carries.

**Treasurer's Report:** Motion to accept the October Treasurer's Report made by Alice. Second by Jeff. Motion carries.

### Highlights:

- Year to date operating income is right on target.
- The 2024 budget was discussed.

### 2024 Budget Highlights:

- Reviewed Parish Administrator and Assistant Pastor salaries. Decided on a 3.2% cost of living raise for Jerry, Scott and Marcella.
- Discussion on changing cleaning services from Class A to Maria Layton for 10 hours a week. *Alice made a motion to hire Maria . Second by Jeff. Motion carries.*
- The Diocese has long suggested that all Parishes use a payroll service. A proposal was received by ADP. ADP will not only do the payroll, they will also make the monthly Federal Tax Deposits, the monthly PA Tax Deposits, file the quarterly tax returns for Federal, State and Local Taxes, and will issue year end W-2's and 1099's. ADP assumes all liability for any mistakes made. *Jeff made a motion to hire ADP. Second by Doreen. Motion carries.*
- Approximately \$17,000 deficit anticipated for 2024.

### Junior Warden's Report:

- The air conditioning units have been covered for the winter months. We have not heard from either contractor that we have contacted for quotes to replace the existing units.
- The boilers have been started for the heating season. Boiler #1 has developed a leak in addition to the leak that was repaired last year.

- We have replaced a battery for the alarm system in the sacristy.
- The lock on the ladies room door in the parish hall has been removed. *It is suggested the lock on the men's room door in the parish hall also be removed.*
- The door of the janitor's closet has been removed and sanded to prevent contact with the floor.
- The water damage in the downstairs closet has been determined to be old damage. The ceiling will be removed sometime this month.
- The phone number for the carpet cleaning service is as follows:  
Berry Enterprises 570-297-5500.
- The Dyson vacuum beater bar was replaced; the clutch is also bad in this machine. It is suggested the unit be replaced.

#### **Assistant Rector's Report:**

- Continuing with my second Pastoral Care Zoom class this Thursday, Compassion fatigue to compassion, through the Seminary that will be held every other month for six sessions.
- The next Family Service is scheduled for November 15<sup>th</sup>.
- Attended the Clergy Conference with the Diocese of Bethlehem on November 6-8<sup>th</sup> for mandatory Mental Health First Aid.
- Completed the Walking the Mourner's Path outside of Detroit for October 12-14<sup>th</sup>.
- Visited a parishioner at her home and provided Holy Eucharist on October 16<sup>th</sup>.
- Talked with a parishioner, and she is currently in Sayre Health Care and slowly improving.
- Talked with a parishioner and will be following-up this month.
- Have an appointment to visit a parishioner on November 15<sup>th</sup>.
- FYI. Had a Mission District meeting as the representative on October 16<sup>th</sup>.
- FYI. Had a first call retreat on October 22 to 24<sup>th</sup>.
- Coffee with Jesus is finishing the book *Love Wins* by Rob Bell. The Thursday night book discussion is also finishing this book.
- FYI. Role as Transitional Pastor in Horseheads:
  - They asked me to continue to be their Transitional Pastor.
  - Scheduled supply preachers for the month of December.
  - Asked to help lead their new council with a retreat in the New Year.

#### **New Business:**

- Stewardship letters signed for 2024 pledges
- Thank you notes signed for the Lawn Care teams.
- Goals for 2024 discussed. Reviewed 2019 goals including Fall Fair and Parish Park Fair.
  - Ideas for the area of FINANCE include use of the building by groups and celebration of the new windows.
  - In the area of WORSHIP include use of High Altar on the 3<sup>rd</sup> Sunday of every month and special occasions. Suggest the 5<sup>th</sup> Sunday of every month

have pot luck dinner with St. Johns Lutheran Church (there are 5 Sundays in 2024). Consider a Healing Service.

- For FELLOWSHIP: consider starting a men's group back up (was Sons of Joseph).
- For OUTREACH: Add food collection for two food pantries.

### **Compline**

**Adjourn:** motion made by Alice. Second by Jeff – 8:29 pm.

Next meeting is December 12, 2023 at 6:30 pm

Respectfully submitted,  
Diane Siebecker  
Clerk of Vestry



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