

Vestry of St. Stephen's Episcopal Church
December 17, 2023 11:00 am

Present: Pam Senior, Suzanne Lambremont, Michelle Hall, Jim Johnson, Jim Liberatore, Connie Thompson, Kristi Lovelady, Lulu Holmes, Sandra Hathaway, Guy Goodson, Bruce Murphree, Rosemary Moore, Megan Copeland.

Absent: none

Meeting opened in prayer by Suzanne Lambremont

Formation and check-in: members shared personal thanksgivings and prayer requests; discussed family Christmas traditions

Appointments/Resignations – None

Rector discussion: moved/seconded/approved Bruce Murphree as Junior Warden
Use of findings of Holy Cow Survey instrument at annual parish meeting
Encouraging results; less chaos, more flexibility shown; publish highlights/negatives also
All current vestry(refresher course) and new members to participate in online vestry training
May we be able to live stream services again – have an offer for help but more volunteers
Necessary to cover each Sunday; relocate equipment downstairs for ease of use
Confirmation 3-24-24 – Palm Sunday – Bishop Doyle
Foundation Capital Repair/Replacement Grant – met and agreed to \$20,000 seed money designated for maintenance fund(items valued at \$500 and above installed in the church); church to contribute to this fund annually.

Financials: giving was up in November due to large one-time gift/otherwise flat;
giving always down in summer; more giving toward the end of 2023
financial statement/balance sheet examined/discussed with explanations as to how monies are received and listed in statements

**** Approved financial authorizations – see enclosed additional sheet****


Wardens' report: Lulu and Suzanne - \$210,000pledges YTD 2024
Stewardship: discussion on possible ID those who pledged and who didn't;
decided that information to remain confidential.
Removal of playground equipment and stone bridge repair pending – waiting on grant funds
Jan-March 2024
Interfaith Team plans – Sunday meal before service, reception afterwards; catered luncheon
Monday and reception after service; Peggy Bland in charge of publicity.
Welcome sign now installed; volunteers needed to change out the signs
Annual parish meeting assignments will be arranged by Suzanne, Bruce and Father Jim

Calendar: Dec. 24 – 10 am 4th Advent Holy Eucharist and 5:30 pm Christmas Eve service
Jan. 1 – Morning Prayer – Jim Johnson and Emmanuel
Jan. 7 – Angels meeting – Michelle Hall
Jan. 28 – Annual parish meeting

Next meeting: Sunday Jan. 21, 2024, 11:30 am

Meeting closed in prayer by Lulu Holmes

Respectfully submitted, Megan Copeland, Vestry Clerk



Megan Copeland

****Motion/2nd/approved to remove signatures and authorize new signatures for fiscal year 2024:**

ANNUAL FINANCIAL AUTHORIZATIONS

To be reviewed and submitted at the first meeting of a newly seated Vestry

This document to be used for the Fiscal Year 2024

Vestry Authorized Bank Signatories:

Working operations bank account:

Senior Warden: Suzanne Lambremont

Junior Warden: Bruce Murphree

Appointed Vestry Member: Rosemary Moore
Jim Liberatore

Rector's Discretionary Account:

Jim Liberatore

Senior Warden: Suzanne Lambremont

Treasurer

Kristi Lovelady

Finance Team Members

Treasurer

Senior Warden

Melanie Heartfield

Guy Goodson

Don Masters

Expense Approvals

Senior Warden

Junior Warden

Treasurer

Jim Liberatore

Parishioner Receipts

Melanie Heartfield

Accounting Clerk/Bookkeeper

Nina Worlow

Payroll Administrator

Wathen, DeShong, & Juncker, CPA

Quickbooks Access

Treasurer

Accounting Clerk/Bookkeeper

Wathen, DeShong & Juncker, CPA

Tessa Montelano (WDJ)

Whitney Blair (WDJ)

Jeremy Triska (WDJ)

Admin: Rosemary Moore

Reports only

Jim Liberatore

Receipts Administrator

Breeze Admin Access

Primary Admin:

Parish Administrator

Treasurer

Admin:

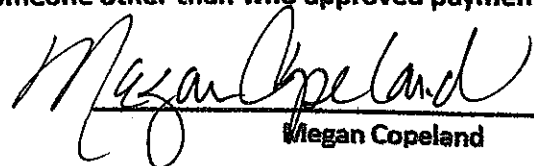
Senior Warden

Receipts Administrator

Payables Procedure:

1. Parish Administrator prepares bill/invoices for approval with documented amount and account to which each will be coded.
2. Payment amount and account authorized by one of above, with initials.
3. Checks for authorized payments prepared by bookkeeper or Treasure, but any officer, or priest, could prepare checks) for approved payments.
4. Checks signed by Vestry authorized signers (someone other than who approved payment).
5. Mailed by Parish Administrator.

Respectfully submitted, Megan Copeland Vestry Clerk



Megan Copeland