

St Andrew's Vestry Meeting December 19, 2023 - APPROVED

Gretchen Hayslip, Bill Yunker, Andrew Benson, David Gravelle, Susan Willbanks, Cris Blair, Mark Gargett, Dan Cassidy, Annalisa Conserti-Jones, Diane Santiago
Kevin Deffinbaugh (Bookkeeper), Rachel Herbert (Profile Committee), The Rev. Rachel Endicott, Bay Le Sage (Vestry Clerk)
Absent: Mike Hicks, Dorothy Gibson

6:35 David Gravelle-opening prayer

Rachel Herbert from Profile Committee- Ready to order CAT (congregational assessment tool) survey through Holy Cow \$500, February 9, 2024 closing date. First available on the 21 of January. Vestry will have updated contact information as of January 1, 2024. Will be announced at: services, annual meeting, and weekly newsletter. Will be online as well as paper copies available. People will be off to the side at coffee hour with laptops to help if needed. Profile committee will find someone to enter the data from paper copies. NOT Leslie.

Rachel Herbert leaves the meeting.

Motion to accept the November 19 2023 vestry minutes- Andrew Benson
David Gravelle Second
Passed, 1 abstention due to absence at the November Meeting

Kevin- October financials-\$3000+better than expected

Annalisa moves to approve October financials and November Special Funds Report
Mark Gargett-Second
Unanimously passed

Kevin-Update on stewardship- \$399,830 from 92 parishioners

Mark Gargett moves that we approve, on the suggestion of the finance committee, making an additional one-time payment as of 12/27/2023 from the so as to leave \$10,000 remaining in the account on the rental property to pay down the principle on the loan because interest rates are increasing
Dan Cassidy Second
Unanimously passed

Gretchen-Housing allowance for 2024 for the Rev. Rachel Endicott.
David Gravelle moves that we pass the motion that the housing allowance for 2024 for the Rev. Rachel Endicott will be \$3,898 per month.
Susan Wilbanks-Second
Unanimously passed

Rachel- Paul Chamberlain, an adult organ student, has been practicing regularly at St. Andrew's during Leslie's office hours. Proposes that we waive the usual rate again through 2024.
Mark Gargett moves that we waive the regular rate for using the church organ for student Paul Chamberlain through 2024
Dan Cassidy Seconds

Unanimously passed

Personnel manual update-

Annalisa moves that we update the personnel manual to reflect the policy for vacation for hourly employees, per the attached policy which has a beginning vacation of 2 weeks per year and additional time added yearly up to 10 years.

Cris-second

Unanimously passed

Gretchen-

Stewardship follow-up. Contact those who haven't pledged this year, but who have pledged in the past.

Rental rates for small rooms-conference rooms-

What is Reasonable? Cris, Gretchen, Leslie, and Rachel will look into this and make an executive decision. Still need an official host due to the need for safeguarding training and the need for a key holder.

Rachel- parish video on the website is outdated and needs to be shortened as well. Andrew produced and edited the video and offered to edit the video again to make it more up to date.

Rachel-

January 6, 2024 Epiphany party, Cris, Bay, Annalisa, and Gretchen to make cupcakes. Three cupcakes have large beans wrapped in foil stuffed in them under the frosting to choose the 3 kings for Sunday. 5:30 pm gathering with food at 6:00 pm. Chalk to bless people's homes will be given out at the party. Bay will ask Megan McInnis about crowns for the kings.

Leaving vestry in February- Bill Yunker, Cris Blair, Mike Hicks, Gretchen Hayslip. This group will recruit a slate of 4 vestry members and 4 convention delegates that will be voted on during the annual meeting. Convention delegates will vote for the new bishop of the Diocese of Olympia.

Gretchen- Columbarium update

Policies and understanding for columbarium are being updated and made into easily accessible forms. Prices etc. Joel will review. Checking with St. Paul's for guidance. Funds earned by the sale of places in the columbarium, will be kept in the Columbarium fund for its upkeep and care in perpetuity. Gretchen and Mark are working on this. Checking with Will Lewis who worked in a funeral home.

Closed 8:04 Rachel lead prayer.

Updated Personnel Manual policy about vacation leave

The new policy would be:

Vacation Leave

Vacation is provided for employee rest, rejuvenation and recreation.

- Employees working 20 or more hours per week will receive two weeks of their Full Time Equivalent (FTE) status of vacation in the first year of employment prorated for the percentage of the year worked. Starting in the second year of employment, employees would earn an additional one fifth of a week per year. For example, a .75 FTE employee would receive an additional six hours each year and a .5 FTE employee would receive an additional 4 hours per year. This would be capped at 4 weeks of vacation after 10 years of service.
 - o Those vacation hours will be allocated to the employee at the beginning of each year, January 1.
For example, an employee who works 30 hours per week (.75 FTE), in their second year of employment would receive 66 hours of vacation and in their third year of employment would receive 72 hours of vacation. These hours will be available on January 1 each year.
- Newly hired employees will receive a proportional amount of vacation based on their hire date.
 - o For example, if an eligible .75 FTE employee is hired on July 1, they will receive 30 hours of vacation (.5 X 60).
 - o New employees are eligible to use vacation after having completed three months of employment, unless otherwise agreed upon with the Rector in advance of hire.
- All vacation requests are subject to the Rector's approval.
 - o Each employee is to submit an annual request for vacation leave to the Rector at the beginning of each calendar year.
 - o Amended or new requests for vacation leave submitted later in the calendar year will be considered, however, potential conflicts may hinder approval.
- Holidays falling within an employee's scheduled vacation will not be charged as vacation.
- Should an employee become ill for at least 3 consecutive days during a scheduled vacation period, the working days of illness may be charged as sick leave.
 - o Presentation of a doctor's certificate may be required.
- Vacation leave received, but not taken at the end of each year will be forfeited.
- Upon termination, an employee will be compensated for any received, but unused vacation, except in the cases of involuntary termination resulting from misconduct.