

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Vestry Minutes

May 18, 2025

P – Present

Z – Zoom

E – Excused

A - Absent

Steve McNally - P	Gail Burgin	Mark Christophono - Z
Jaimie Deye- P	Katie Burns - P	Glenous Favata - P
Jerry Martz - P	Jennifer Hoelzer - E	Bill Fayerweather - E
Ken Ludwig - P	Ken Robinson - P	Donna Dick - P
The Rev. Dr. J. Paul Board - P		

Minutes taken by Donna Dick

Paul opened with prayer at 4:04 PM. No informal dialogue.

The April 2025 vestry minutes were reviewed, and 2 minor corrections were suggested.

**Motion to accept the April minutes with the 2 minor corrections was made by Ken Robinson and seconded by Glenous Favata. No further discussion. Passed unanimously.**

Kelly Trame, Chair of St. Paul's Stewardship Committee, invited to provide an overview of the Stewardship Committee's preliminary 2025 plan and goals. Kelly noted the committee's active members currently include Jerry Martz and herself. Kelly request Vestry to propose additional members to serve on the committee. Kelly also requested that Vestry propose a 2025 stewardship goal. Kelly left the Vestry meeting after her update. Highlights of Kelly's update are below:

- A. Vision and Objectives
  - i. Goal - to raise \$473,800 over a 3-month campaign while building a sustainable culture of generosity. (\$460,000 pledge goal with planning for a 3% pledge loss)
- B. Theological Foundation
  - i. Use TENS (The Episcopal Network for Stewardship) to root the campaign in spiritual growth
    - 1. Theme - "Tell Out My Soul"
- C. Strategic Phases
  - i. Preparation Phase (June - July)
  - ii. Education & Inspiration Phase (July - August)
  - iii. Commitment Phase (September - November)
    - 1. Hold Commitment Sunday with in-service pledge collection and blessing
    - 2. Encourage challenge or matching gifts to boost momentum
  - iv. Gratitude & Engagement Phase (ongoing beginning in January 2026)
    - 1. Actions include sending thank-you notes signed by rector and vestry, hosting a Gratitude Celebration event, sharing quarterly impact reports - how funds are being used, and having a stewardship report at the annual meeting, etc.
  - v. Planned Giving Launch (February 2026)

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Vestry Minutes

May 18, 2025

### II. Rector's Report

#### A. Housekeeping & Secretary

- i. Beginning May 30<sup>th</sup>, Thomas, who handles church cleaning, will be out for 6 weeks because of surgery. Paul will contact Wigbee Cleaning Service to arrange for someone to clean. Since the preschool will be on summer break the bathrooms will not need to be cleaned daily.
- ii. Ana Souza, our church secretary, will be out all of June as she will be visiting family in Brazil for approx. 5 weeks. Staff will handle related responsibilities during her absence.

#### B. Housing Allowance

- i. In December 2024, Vestry adopted the Resolution Authorizing Housing Allowance for Ordained Clergy for 2025: "Whereas The Rev. Dr. John Paul Board, III is employed as a minister of the Gospel by St. Paul's Episcopal Church, Maumee, Ohio which although providing a residence for him, does not provide the full cost of maintaining and furnishing such residence, the vestry resolves that \$10,000 (including in and forming part of the total remuneration) approved for the period January 1 - December 31, 2025 be designated a housing allowance within the meaning of that term, as used in Section 107 of the IRS Code of 1986."
- ii. Paul noted that he and Lori will be purchasing a home in Swanton, Ohio, and, as a result of this purchase, Paul requested Vestry to adopt a new resolution, namely the Resolution Authorizing Housing Allowance Mid-Year Modification for Ordained Clergy for 2025. Specifically, whereas the 2025 YTD housing allowance for the Rev. Dr. J. Paul Board through May 2025 has been \$4,233.02 of the annual total of \$10,000, Vestry determined the new housing allowance beginning June 1 should be \$2,000 per pay cycle for the remainder of the year with 15 pay cycles remaining. This amount shall be deducted from Board's normal remuneration. Thus, the new expected 2025 annual housing allowance will be \$30,000 + \$4,233.02 (previously paid) = \$34,233.

**Motion made by Ken Robinson to accept the new Housing Allowance for Rev. Dr. J. Paul Board beginning June 1, 2025, to be \$2,000 per pay cycle for the remainder of the year with 15 pay cycles remaining. This amount shall be deducted from Board's normal remuneration. The new expected annual housing allowance will be \$30,000 + \$4,233.02 (previously paid) = \$34,233. Jaimie Deye seconded the motion. Passed unanimously.**

#### C. Preschool

- i. Christy, St. Paul's Preschool Director, submitted anticipated enrollment for next school year (fall 2025 through spring 2026). She predicts, if enrollment was cut off today, the preschool would need to lay off 2 teachers, although 1 teacher is already not planning to return in the fall.
- ii. If 6 more students are enrolled over the summer, we would need the additional 2 teachers, meaning we would keep all current staff and need to hire an additional one because of the 1 teacher who plans to leave.
- iii. In early June, Paul, Steve and Ken will meet to discuss the pre-school enrollment problem.

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Vestry Minutes

May 18, 2025

- iv. There is a problem in the basement, specifically water is leaking in through the floor causing some issues under the carpet in one small corner. After looking at the area Paul determined that it could be fixed by cutting a piece of linoleum for the area and moving the art center and sand box center of the preschool to that area.

### D. Columbarium

- i. Goal is to expand the niches available in the Columbarium.
- ii. Paul noted that standard protocol is for vestry to establish an ad hoc committee to do research the cost and installation.

**A motion to establish a Columbarium ad hoc committee to research options to expand the number of niches in the Columbarium was made by Glenous Favata and seconded by Katy Burns. No further discussion. Passed unanimously.**

### III. Senior Warden's Report - Steve McNally

#### A. Task Force Transition Team

- i. In planning for the future of St. Paul's, it would benefit vestry to establish a task force to understand Paul's unique roles and responsibilities. This insight will help inform Vestry's expectations of a future Rector.
- ii. Jaimie Deye, Ken Robinson, Ken Ludwig, Todd Deye and Gerry Martz have offered to participate on this task force.

### IV. Junior Warden's Report - Jaimie Deye - no report

### V. Treasurer's Report – Ken Robinson

#### A. Financials

- i. Known issue with the Operating checking line on the balance sheet. Paul is attempting to determine the error. (In fact, the statement for operating checking showed more than \$80K.) Once corrected, we will determine if a withdrawal from the Operating Endowment is needed during the summer months.

#### B. The budget approved by Vestry in January and at the Annual Meeting in February is not specific on timing (i.e. it is an annualized number divided by 12). This makes it difficult to forecast and manage to the budget.

#### C. Miscellaneous notes:

- i. Pledge payments are on track and plate income is ahead of budget
- ii. EWP tuition appears behind; see note above
- iii. Medical insurance for the rector is over budget; need to determine if there have been any double payments
- iv. Church utilities are over budget
- v. There have been nearly \$18K in unbudgeted Under One Roof (UOR) food purchases funded by UOR's own checking.

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Vestry Minutes

May 18, 2025

- vi. The Finance Committee will perform a detailed review of the allocation of expenses to outreach (which impacts our Diocesan assessment). Such a detailed review hasn't been performed in over ten years and no one has underlying support for the current allocations. Targeted completion is this summer so new calculations can be made part of the budgeting process.
- D. Finance Policies
  - i. Finance Committee voted to endorse and recommend vestry approval on May 18.

**Motion made by Ken Robinson, on behalf of the St. Paul's Finance Committee, to adopt the revised St. Paul's Financial Policies & Procedures document as provided in the Vestry pre-read materials. No second required as this motion came from committee. No further discussion. Passed unanimously.**

- E. Update on transitioning of banking relationships
  - i. Ken Robinson noted that he and Steve have met with Waterford Bank and Signature Bank. Both institutions are local and would only provide banking services (i.e., we would need to engage a separate investments advisor for our endowments).
  - ii. Ken Robinson noted he and will also meet with PNC Bank, a national bank which also can perform investment services.
  - iii. We hope to transition away from Huntington Bank this summer as their service levels continue to degrade.
- F. Quick update on Finance Forecasting Project
  - i. Bill Fayerweather has begun this work and it will be expedited now with a full capture of data in Excel. This will be a three-year look back to help us identify revenue and spending patterns, including seasonality.
  - ii. Consistent with prior years, cash flow will be getting tight over the summer. Thus, given the challenges we had last year with Huntington authorizing disbursements from the trust, we need to be very clear on timing
- G. Assistant Treasurer Position
  - i. Ken Robinson noted that the Finance Committee recommends creating a St. Paul's Assistant Treasurer position, authorized as the Treasurer's designate to have and use access to ACS for the purposes of pulling data and reports at the Treasurer's direction and to communicate with the vendor to resolve questions of system capability and to receive tech support. Any files will be shared with the Treasurer prior to distribution to anyone with the exception of the Rector and Wardens. Ken further noted the Finance Committee recommends Vestry appoint Bruce Burgin to this newly created position and that Bruce is specifically not authorized to make entries into ACS should read-only access not be available. Should there be any expense related to this access, the Finance Committee will request an amendment to the budget as an essential business expense. Finally, Ken requested to draft a formal St. Paul's Assistant Treasurer job profile and provide to Vestry at a future date for approval.

**Motion made by Ken Robinson to create a new St. Paul's Assistant Treasurer position and to appoint Bruce Burgin to this position, with the following conditions and responsibilities:**

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | [www.stpaulsmaumee.org](http://www.stpaulsmaumee.org)

## Vestry Minutes

May 18, 2025

**RESOLVED**, that Bruce Burgin is appointed assistant treasurer and is authorized as the Treasurer's designate to have and use access to ACS for the purposes of pulling data and reports at the Treasurer's direction and is authorized to communicate with the vendor to resolve questions of system capability and to receive tech support. Any files will be shared with the Treasurer prior to distribution to anyone with the exception of the Rector and Wardens.

**And be it further RESOLVED**, that Bruce Burgin is specifically not authorized to make entries into ACS should read-only access not be available.

**No second required as this motion came from committee. No further discussion. Passed with one abstention.**

**Motion to accept the Treasurer's Report was made by Jaimie Deye and seconded by Jerry Martz. No further discussion. Passed unanimously.**

### VI. Committee Reports

#### A. Vestry

i. Communications - No report

ii. Stewardship – See above.

iii. Insurance - No report

iv. Human Resources - No report

v. Building and Grounds

1. Sump Pump failed. We need a commercial solution. Ken Ludwig has been going to church several times a day to empty the water. Approximate cost of a new pump is \$3,500 plus labor. Perrysburg Plumbing gave us a quote, but it is not for a commercial sump pump. HELM is a company that, although not local, should be considered.

vi. Strategic Planning - No report

#### B. Formation

i. Christian Education

1. We need more volunteers for VBS
2. Sunday school has steady attendance
3. Bible study continues

ii. Inreach

iii. Outreach

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | [www.stpaulsmaumee.org](http://www.stpaulsmaumee.org)

## Vestry Minutes

May 18, 2025

1. Cooking class had approximately 20 - 25 people attend. Will continue to hold class once a month for next several months

C. Under One Roof

- i. Won an award from SAE
- ii. The new Safe is coming
- iii. Total current funding \$108,000, including CDs

D. Preschool

VII. Other Business

A. Still working on Land Statement

- i. Members of committee are taking an 8-week course

The next regular Vestry meeting will be held on June 17, 2025.

**Motion to adjourn was made by Ken Robinson at 6:10 pm.**

Respectfully submitted by Donna Dick  
Clerk for May 2025