

ST. PAUL'S EPISCOPAL CHURCH

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

Vestry Minutes

December 16, 2025

P – Present
Z – Zoom
E – Excused
A - Absent

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

Minutes taken by Donna Dick

Paul opened with prayer at 7:02 PM. Informal dialogue followed.

The November 2025 vestry minutes were reviewed, and 3 corrections were suggested.

Motion to accept the November minutes as amended was made by Jaimie Deye and seconded by Ken Robinson. No further discussion. Passed unanimously.

- I. Rector's Report
 - A. Car & Rectory
 - i. Paul will turn in his car, a 2019 Jeep Cherokee with 70,000 miles, by December 31st, and it will be stored in the parsonage garage.
 - 1. Paul suggested that after his retirement the church can either sell the car or save it for the next rector.
 - 2. Ken Millen, General Manager at Charlie's Dodge, sold St. Paul's this car at very reasonable terms.
 - ii. Paul hopes to be out of the parsonage by December 31st. With no one living in the house, Paul said someone needs to check on the house at least once a week (e.g., flushing toilets and checking the space heater which needs to be left on to avoid pipes freezing). Paul has spoken with Todd Deye about doing this after he retires
 - B. CPG Conference
 - i. St. Paul's bookkeeper (Mariia) was invited to participate in the 3-day January 2026 CPG Conference in Texas where church pension plans will be discussed. The diocese will pay the majority of the cost, and St. Paul's will pay approximately \$500 for airfare, shuttle service to and from the airport, and food not covered by the conference.

A motion was made by Mark Christophono and seconded by Jaimie Deye for St. Paul's to pay approximately \$500 for Mariia to attend the January 2026 CPG Conference in Texas. This expenditure will be funded via the Operating Budget.

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- C. Paul had his exit interview with the Canon of the Ordinary, Jessie Dodson, on December 11th.
- II. Senior Warden's Report - Steve McNally
- A. On December 28th, the Canon of the Ordinary, Jessie Dodson, will attend both services for Paul's last Sunday and will specifically lead the Litany of Farewell.
 - B. On January 4th, retired priest Jeff Bunke will conduct both St. Paul's services.
 - C. On January 11th, the Canon of the Ordinary, Jessie Dodson, will preach and preside over both St. Paul's services, including a renewal of baptismal vows. She will also meet briefly with the vestry after attending coffee hour.
 - D. St. Paul's will need IT support upon Paul's retirement as Paul has personally handled technology-related support for many years.
 - i. All St. Paul's data is in the cloud.
 - ii. Steve obtained a quote for approx. \$4,000 per month from Arakya, a third party IT Help Desk services provider. Their model is to provide 24/7 support, which is more than St. Paul's currently needs.
 - iii. Steve contacted the Ohio Diocese (Rebecca Miller, Missioner for Operations) who recommended Quadstar, which provides IT support to the diocese and to many parishes. Quadstar is based in the Cleveland area. They typically provide support over the phone and perform onsite visits twice a year. We are currently providing details regarding St. Paul's infrastructure and devices as well as clarifying our needs so that Quadstar can provide a quote.
 - iv. Based on a recommendation from St. Paul's parishioner Brent Cousino, Steve contacted West Shore Media Systems. The owner will be coming to St. Paul's on December 18th to gain insight regarding our infrastructure, devices, and needs, and will then provide a quote accordingly.
 - v. Consistent with our stewardship messaging around giving of time and talent, there may be someone in the parish who is able to support St. Paul's IT needs. For example, Gail Burgin noted her husband Bruce retired from a career in IT and may be able to support St. Paul's.
 - E. Parish Administrator Position
 - i. The responsibilities of our current Parish Secretary have increased relative to her original job description. In conjunction with Father Paul's retirement, moreover, we intend to assign her even greater responsibility. To that end, Steve and Father Paul recommend creating a new Parish Administrator role and promoting our current parish secretary into this new role.
 - ii. Based on Steve's discussion with Ruth Mercer, Missioner for Human Resources, most parishes within the Ohio Diocese no longer employ parish secretaries. Rather, most parishes have redefined the role as parish administrator.
 - iii. Steve has been working with Father Paul and our parish secretary, including input from Ruth Mercer, to draft a St. Paul's Parish Administrator profile. Once he completes drafting this job description, Steve will share it with St. Paul's HR Committee for review and will then present it to Vestry for final approval, likely at the January 2026 Vestry meeting.

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A motion was made by Jerry Martz and seconded by Mark Christophono to elevate our Parish Secretary to the role of Parish Administrator effective January 1st, 2026, at a rate of \$22/hour. Passed unanimously.

A motion was made by Ken Robinson and seconded by Gail Burgin to provide a spot bonus of \$1,500 to our parish secretary, consistent with the increased responsibility she has already assumed over the last few months, payable on the next payroll. Passed unanimously.

- iv. Steve suggested that Vestry have a get-together in January or February of 2026.
- v. Steve commented that the Stewardship drive was more successful this year and that the articles in the Communicant and the Sunday morning stewardship talks by vestry were beneficial for the parishioners.

III. Junior Warden's Report - Jaimie Deye

A. Vestry Nominations

- i. Three people have agreed to serve as part of the next vestry class. The fourth person has asked for more information about what the role of Vestry entails.

B. Worship Planning Team

- i. Brad Cresswell, Director of Music; Jane Weber, Organist; Jennifer Vasquez, Director of Christian Education; Jeff Bunke, Retired Episcopal Priest, Jonathan Ashton and Todd Deye, lay leaders, Steve McNally, Senior Warden, and Jaimie, Junior Warden, met last Sunday to organize and discuss the worship service through February 2026.

IV. Treasurer's Report – Ken Robinson

A. Finance Report

- i. There is some money still going into the Huntington bank account. Ken suspects it is pre-school tuition. He will coordinate with our bookkeeper to investigate why and correct the issue going forward.
- ii. We need to do some reclassification of expenses, e.g. portrait, coffee hour.
- iii. Pledge payments for 2025 are \$35,000 behind commitments year-to-date.
- iv. Historically, receipt of operating endowment gifts are more reliable than pledge receipts.

V. Committee Reports

A. Vestry

i. Stewardship - Jerry Martz

1. Our pledge drive for 2026 formally ended December 14th, though we will likely continue receiving pledges into the New Year
2. The goal for this year's stewardship drive (2026) was \$475,000.
3. To date, we have received \$219,000 in 2026 pledges compared to \$210,095 for 2025, representing an increase of approx. 4% vs. last year.
4. Specifically, we currently have 75 pledging units, including 39 who increased their pledge amounts vs. 2025, 9 new pledging units, and 24 with no change to their 2025 pledge amount.
5. Average pledge is \$2,923/unit based on 75 pledging units.

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- ii. Building and Grounds
 - 1. Sewer Inspection - St. Paul's may not qualify for the reimbursement that individual homeowners qualify for in Maumee. The City of Maumee is currently determining if we qualify and will let us know when a decision has been made.
 - 2. Landscaping - Jane Weber is donating the time she spent weeding at the church during the Summer/Fall of this year (i.e., she will not bill the church for these services). That said, Jane has informed us that she will not be performing these services in 2026.
 - A. We will need to develop a landscaping plan for 2026 at some point.
 - iii. Columbarium - Jamie Deye
 - 1. Jamie has a signed quote for the Columbarium updates
 - 2. Jamie will update the binder and will look at each person's entry.
 - iv. Communications - No Report
 - v. Human Resources - Jerry Martz
 - 1. The committee is working on updated Human Resources Manuals and Jerry will schedule a meeting to review it with the diocese (e.g., Ruth Mercer, Missioner of Human Resources) in 2026.
 - vi. Insurance - No Report
- B. Formation
- i. Christian Education - Glenous Favata
 - 1. Since the Holden Service is going on Wednesday evenings during Advent the Wednesday night Bible study is on hold until January 2026.
 - 2. Sunday school is going well.
 - ii. In Reach - No Report
 - 1. Pastoral Care
 - 2. Welcome
 - 3. Fellowship
 - iii. Outreach
 - 1. During the January 18th service, we intend to share land statement, the history of our area, and the process the committee used to create the statement. Jennifer Vasquez will do a homily that day, and the prayers and music will be aligned.
 - 2. During the February 1st service, we will focus on Migration with Dignity.
- C. Under One Roof - Katie Burns
- i. The Food Pantry has had several fund raisers and currently they have adequate funding.
- D. Preschool
- i. Preschool has an estimated surplus of \$17,000, and Director Cristy Seely would like to give the teachers a bonus accordingly.

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- ii. Steve and Father Paul suggested to Cristy that we should hold off on making a decision regarding potential bonuses until the end of the school year when we have the final preschool financial reporting. Vestry was aligned with this recommendation.

VI. Other Business

- A. During the November 2025 Vestry meeting, Ken Robinson reported that a checking account was opened using St. Paul's tax identification number for the EWP Parents Organization, and the only known signer was Cristy Seely, EWP Director. Based on further research, we learned that this checking account was opened prior to Cristy Seely being employed as the EWP Director.
- B. During the November 2025 Vestry meeting, in the Rector's Report, Father Paul noted that staff determined Jane Weber had been incorrectly setup in the lay pension fund. During December, staff determined Brad Creswell, Music Director, had also been incorrectly setup in the lay pension fund. In both cases, St. Paul's will stop making further contributions but will not reclaim amounts already contributed on their behalf.

The next regular Vestry meeting will be held on Tuesday, January 20, 2026

Motion to adjourn was made by Jerry Martz at 9:20 pm.

Respectfully submitted by Donna Dick, Clerk