

**Church of the Good Shepherd
Vestry Meeting Minutes
Tuesday, September 19, 2023**

The regular meeting of the Vestry of the Church of the Good Shepherd, Nashua, New Hampshire was held on September 19, 2023.

Attending in person were Pastor Kathy Boss; Deacon Nancy Meyer; Sue Corman, Senior Warden; Sandy Desharnais, Junior Warden; Sarah Patton, Kathy Cormier; Jackie Marshall, Jane Wilkins, Amy Cooley, Howard Titus

Absent were Susan Nutting, Beth Derderian, Amey Fuller and Doug Liles.

1. The meeting was **called to order** at 7:04 p.m. by Sue Corman.

Jackie Marshall led the Vestry in prayer before continuing with the meeting.

2. Pastor Kathy led the Vestry in a reflection based upon Matthew 20:1-16 and a passage from Henri Nouwen on fundraising and invited comparison of the two texts.

3. REPORTS

Rector's Report	<i>No report received</i>
Deacon's Report	<i>Report received and attached to minutes</i>
Sr. Warden's Report (Personnel, Finance, Nominating)	<i>No report received</i>
Jr. Warden's Report (Buildings and Grounds, Harless Scholarships)	<i>Report received and attached to minutes</i>
Clerk's Report	<i>No report received</i>
Treasurer's Report and Financial review	<i>Financials attached</i>
Fundraising Committee	<i>No report received</i>
Christian Education	<i>No report received</i>
Outreach Committee	<i>No report received</i>
Finance Committee	<i>No report received</i>
Stewardship Committee	<i>No report received</i>
Welcome/Support	<i>No report received</i>
Fellowship Committee	<i>No report received</i>

In lieu of written reports, oral updates were provided:

- Pastor Kathy advised that her interactions with unhoused community members have recently increased.
- A new music director was recently hired.
- Pastor Kathy has moved to Peterborough and reports that the commute is good.
- As part of her professional development, she is taking various

classes/seminars. She is also leaving the diocesan clergy development committee and joining the advisory board of Nashua Area Interfaith Council.

- Pastor Kathy also provided an update on Christian Education. There are currently 22 children in nursery school, with one child using the nursery. Pastor Kathy has reached out to newly baptized parents, and one parishioner will help with nursery staffing. The youth meeting on Sunday, September 17th was attended by approximately 16 youth in grades 8-12. In total there are approximately 30-40 kids in church.
- Since the junior warden's report was submitted, leaks have developed in the fellowship hall and AV closet. There is also damage to the paint and plaster on the west wall of the church that will need to be addressed.
- Sue Corman announced that she will complete her full Senior Warden term.
- Pastor Kathy provided an update on Susan Nutting and Amey Fuller.

MOTION: A motion was made by Sandy Desharnais to accept the reports into record, seconded by Kathy Cormier. The motion carried unanimously.

4. Financial Reports and Treasurer's Review.

In Amey Fuller's absence, Pastor Kathy reviewed the financials. When totals for August 2022 and August 2023 are compared, it appears that there is a large deficit. However, we did not receive diocesan grants this year, and the endowment will come in later this year. When those factors are accounted for, we are actually around \$3000 ahead in terms of income. The differential between budgeted and actual income is due in part to the fact that income was evenly split into 12 parts this year. CGS always experiences a drop-off in pledge income in July and August, with an increase at the end of the calendar year. There is still a concerning gap caused by some parishioners "aging out" of gifts.

\$4,000 dollars budgeted for fundraising is for the Harvest Festival – hopefully we can raise that amount.

We currently owe \$11,000 for our diocesan assessment. This is because the diocese allowed us to skip payments and reassess our situation at the end of the year. Based on discussions with the diocese, this amount may be forgiven.

The new music director has been added to the budget.

The property budget is \$27,000, of which \$26,000 was spent up front, but we do have additional property expenses coming up. A gift of \$5,000 covered expenses for kitchen repairs. Utilities expenditures are down, and partly covered by diocesan grant.

Pastor Kathy asked John to run reports to predict our deficit at end of year, projected as \$20,000, which is what we planned. Pastor Kathy would like to end the year without a deficit and is

contributing an extra \$1000 to that end. She invites the vestry to do the same as a vote of confidence in the mission of CGS. She will also approach new parishioners about pledging.

The Book of Remembrance is not fully moved over into separate funds –still in process.

In response to a question regarding the totals for the Aging and Spirituality course, recovery dinner church, and solar project, Pastor Kathy stated that those expenses offset by grants and donations. It was suggested that we should show program fees as revenue in next year's budget to give a clearer picture of totals.

MOTION: A motion was made by **Jackie Marshall** to accept the financial reports as submitted and seconded by **Amy Cooley**. The motion carried unanimously.

5. VOTES.

- **To appoint Seth Bonvouloir as Youth Delegate to Diocesan Convention.** The term is 2 years, youth delegates may serve until they reach the age of 26. Diocese working to get people under 25 to participate.

MOTION: A motion was made by **Howard Titus** to appoint Seth Bonvouloir as youth delegate to the Diocesan Convention and seconded by **Jane Wilkins**. The motion carried unanimously.

- **Unscheduled Vote to amend/change bylaws to reflect the timing of annual meeting.** The CGS annual meeting currently takes place on the 3rd Sunday of January, which does not allow enough time to finalize the budget. Pastor Kathy and Sue Corman propose to change bylaws wording (Article 3.1, Meetings of the Congregation, Annual Meeting) to state Annual Meeting shall be held on a Sunday, no later than 1st Sunday in February.

A question was posed regarding our obligations to the diocese - will this language satisfy diocesan requirements for collecting information regarding assessments? Parochial reports are due at the diocese on March 1st, so we can still meet this deadline with this change to the meeting schedule.

MOTION: A motion was made by **Sandy Desharnais** to accept the amended language regarding annual meeting time and seconded by **Kathy Cormier**. The motion carried unanimously.

6. VESTRY QUESTION The Deeper "Why?"

Pastor Kathy is attending a fundraising seminar along with Chris Chadbourne and Johanna Graves. One of the items presented in the seminar stressed that fundraising appeals must get at 'why' we are here. She posed the question "Why do we do what we

do?” to the vestry to prompt us to think about what belief in us gets fed by this church. Other questions posed were “Where do you see God in what you are doing?” Pastor

Kathy would like to share these stories in fundraising appeals. Vestry and parish members can ponder these questions and send our answers to Pastor Kathy via email.

7. BUSINESS

- RenewalWorks Update – we have a link to the SLI survey that will be sent out to the congregation on 09/24/23. It will be sent to vestry members in advance. Paper copies of the survey will be made available to those who do not use computers. Our goal for participation is 90 parishioners. Vestry members were asked to take the survey and to encourage participation.
- 2. Nominating Committee – Sue Corman is heading up the nominating committee, with Kathy Cormier (midterm). Outgoing vestry members may also join the committee. Susan Nutting has put together a Call for Nominations for the parish with required qualifications and a nominating form. Sue Corman encourages vestry to forward names of candidates to compile a list. Sandy Desharnais has provided 6 names to Sue.
- 3. Outreach – Homeless/Transient Challenge – Pastor Kathy requests assistance in this outreach. CGS may need to come up with a policy to address the needs of the local unhoused population, balanced with CGS needs. There are a number of advocacy groups in Nashua working on this issue. Please let Pastor Kathy know if you would like to volunteer for these groups.
- 4. Time and Talent Sunday- This will be a panel format, with each speaker given 30 – 60 seconds to make their elevator pitch.
- 5. Coffee Hour – Signup is online. Vestry to sign up and encourage groups to sign up. Setup takes place before 9am and is left up until after the 10am service. Cleanup people are needed at 11:30am. If no one steps up, the next option will be a schedule to rotate through teams of people.

Upcoming events:

Suicide Prevention Walk on 09/23 – AFSP – Becky Lentz’ team “Joy in the Morning” will be walking. In addition, a new group is being formed at CGS to support suicide prevention efforts.

CROP walk is coming up on 10/22. CGS will have a team, coordinated by Diane Temple. Deacon Nancy is collecting donations.

Upon motion made by **Howard Titus** and seconded by **Jackie Marshall**, and hearing no objection, the meeting was adjourned at 8:37 pm., followed by the Lord’s Prayer.

Respectfully submitted
Sarah Patton
CGS Vestry
Attached: Reports

SEPTEMBER 2023 REPORTS TO THE VESTRY

Deacon's Report to Vestry September 2023

It has been a very busy summer! Let me hit the highlights.

I continue to work closely with Pastor Kathy to provide pastoral care to parishioners and to many who call the office looking for help. One person I have been working with has gradually come back to services.

Companion Ministry has been expanded!

Members of the Companion Ministry team continue to visit homebound parishioners monthly. We currently have 7 visitors visiting 11 homebound parishioners.

We have one person who sends birthday cards. She sends about 30 each month which doesn't cover everyone but is a good chunk of the monthly birthdays.

Another person is sending cards to people on the parish prayer list, again about 30 cards are sent out each month. Occasionally she gets a return card thanking her, other times we learn of someone's death, and other times we get the card back undeliverable. We are working with Pastor Kathy, John and Susan Nutting to get the list updated.

When there are altar flowers we take them to the homebound, nursing home, or ill at home parishioners. These flowers are very well received. We wish we had flowers every week to distribute. We have two people who are available to deliver flowers in addition to the companion visitors.

We have begun a ministry at two long term care facilities – Aynsley Place and Courville at Nashua. Members of the Companion Ministry Team come to support the Lay Eucharistic Visitor leading the service and visit with the residents at the end of the service. We have found unaffiliated Episcopal and Church of England persons at both places and will provide pastoral services to them when needed. At the moment I have no LEVs so I will do the services at both places. I need more LEVs to continue and expand this ministry to an underserved and marginalized population. Please refer anyone interested to me. We hope to expand this ministry to more facilities when we have the LEVs needed to do so. We are publishing the dates of services in the upcoming events hoping that interested parishioners will join us.

The cards that the Sunday School children made in the spring were a hit when taken to the homebound. I have spoken with Kate Engel and the Sunday School will continue to make greeting cards for the homebound and nursing home residents.

Respite visitors – we have added limited respite care for caregivers unable to get out due to their caregiving responsibilities. Currently two caregivers are receiving benefits from this new service. One uses the time to get out for appointments and errands, the other enjoys the attention of our visitor to give her someone to talk with. There is 1 person providing respite and I would love to have more available.

As you can see this is a growing ministry for lay persons in our parish, currently there are 17 parishioners involved in Companion Ministry. Those involved find their ministry meaningful to their own spiritual life as well as to the person(s) served.

The **Aging & Spirituality** course has been greatly expanded thanks to the feedback from the first cohort of participants. The expanded course will be offered beginning September 26. We currently have 11 people signed up to take the course. Additionally, I meet monthly with the graduates of the course. We are covering material they want in greater depth as well as integrating what they learned in their lives. There are usually 6-8 grads attending.

I have had the opportunity to preach twice over the summer months.

I now am in the office 3 days a week – Monday, Tuesday, and Thursday. And of course, Sunday for the 10am service at church and the 4:30pm service at The Huntington at Nashua. I have had one vestry member attend a service at the Huntington and would love to have more of you come to meet the residents who attend.

In and around all of this I continue to participate in continuing education. I attend the Contemplative Prayer session and follow-up lunch/book discussion as well as online educational opportunities.

I continue to serve on the Nashua Home Host Network working to settle and support a mother and two children from the Congo. We are getting ready to sponsor two more members of the same family.

I attend Bishop/Clergy meetings, Bishop/Deacon meetings, and the Nashua Area Interfaith Network meetings.

I am grateful to Pastor Kathy and all the people of Good Shepherd for allowing and supporting my ministry. Thank you, thank you, thank you!!!

Yours in Christ,

Deacon Nancy

GROUNDS & MAINTENANCE

19 September 2023

1. New flooring for the entry stairs and hallway to the fellowship hall has been ordered and is expected to be installed this fall.
2. The quote for replacing corroded light post bases has been approved pending contractor.
3. Contractor agreement includes maintaining fellowship hall floor. This will no longer be reported.
4. Repointing touch-up of the exterior brick and granite found not to be an issue. Work is complete.
5. Maintenance calendar/schedule is being worked on.
6. The Annual Property Audit was started on 6 June and was completed in September.

Sandra Desharnais

Junior Warden

Esther Harless Scholarship Committee

19 September 2023

The Esther Harless Scholarship Committee consisting of Eileen Brunk, Leo Brunk and Sandra Desharnais awarded four scholarships in the amount of \$500 each. The well-deserved recipients were Leo Cooley, Aris Corman-O'Reilly, Ross Corman-O'Reilly, and Sophia Desilets.

We received three thank you notes for the four scholarships.

Sandy Desharnais, Chair

	Actual Jan-Aug 2023	Budget Jan-Aug 2023	Actual Jan-Aug 2022	Budget Jan-Dec 2023	Notes
Revenues					
Commitment Income	\$ 207,678	\$ 233,333	\$ 215,875	\$ 350,000	A
Non-Pledge Income	\$ 14,909	\$ 13,037	\$ 15,844	\$ 24,516	
Special Commitments	\$ 6,065	\$ 4,617	\$ 3,833	\$ 7,617	
Loose Offerings	\$ 2,357	\$ 1,513	\$ 1,986	\$ 3,158	
Special Contributions	\$ 9,820	\$ 3,042	\$ 2,738	\$ 5,397	
Endowment	\$ -	\$ 20,000	\$ 20,000	\$ 61,806	B
Previous Budget Surplus	\$ -	\$ -	\$ 5,130	\$ -	
Building Use	\$ 8,130	\$ 8,230	\$ 8,699	\$ 12,429	
Fundraising	\$ 873	\$ 400	\$ -	\$ 4,000	
Diocesan Grants	\$ 7,766	\$ 2,500	\$ 26,250	\$ 5,000	
Total Revenues	\$ 257,599	\$ 286,672	\$ 300,357	\$ 473,923	
Expenses					
A) Clergy & Staff Salaries					
1) Rector	\$ 82,331	\$ 73,729	\$ 24,575	\$ 111,952	
4) Parish Administrator	\$ 41,303	\$ 40,529	\$ -	\$ 60,793	
5) Communications/Outreach	\$ 2,453	\$ 10,000	\$ -	\$ 15,000	
Total A) Clergy & Staff Salaries	\$ 126,087	\$ 124,257	\$ 104,130	\$ 187,745	
B) Church Overhead					
1) Staff Taxes	\$ 13,246	\$ 11,235	\$ 17,741	\$ 16,852	
3) Staff Pensions	\$ 621	\$ 4,181	\$ 4,796	\$ 6,271	
4)Health,WC, Disab, Life Ins.	\$ 1,043	\$ -	\$ 20,542	\$ 850	
5) Staff Development	\$ 315	\$ 1,333	\$ -	\$ 2,000	
Total B) Church Overhead	\$ 15,224	\$ 16,749	\$ 59,985	\$ 25,973	
C) Office Overhead					
1) Telephone & Internet	\$ 2,600	\$ 3,333	\$ 2,960	\$ 5,000	
2) Postage	\$ 1,854	\$ 2,067	\$ 2,217	\$ 3,200	
3) Copy & Print	\$ 4,494	\$ 4,567	\$ -	\$ 6,200	
4) Office Expenses	\$ 3,800	\$ 6,000	\$ 8,642	\$ 9,000	
7) Computer Expenses	\$ 6,806	\$ 7,698	\$ 7,455	\$ 11,547	
9) Safe Church Personnel Safety	\$ 167	\$ 400	\$ 10	\$ 500	
Total C) Office Overhead	\$ 19,720	\$ 24,065	\$ 53,249	\$ 35,447	
D) Diocesan Assessment					
1) Diocesan Assessment	\$ 33,705	\$ 49,576	\$ 44,748	\$ 74,364	C
Total D) Diocesan Assessment	\$ 33,705	\$ 49,576	\$ 44,748	\$ 74,364	
F) Worship					
1) Organist/Music Program	\$ 3,554	\$ 3,467	\$ 2,685	\$ 5,000	
2) Music Director	\$ 23,537	\$ 34,461	\$ 34,461	\$ 51,632	D
3) Supply Clergy	\$ 900	\$ 2,300	\$ -	\$ 3,300	
4) Altar Flowers	\$ 870	\$ -	\$ 267	\$ -	
5) Candles, Bread & Wine	\$ 648	\$ 494	\$ 405	\$ 659	
Total F) Worship	\$ 29,509	\$ 40,722	\$ 37,817	\$ 60,591	

G) Building & Grounds					
1) Property	\$ 26,639	\$ 16,795	\$ 15,747	\$ 27,000	E
2) Utilities	\$ 21,519	\$ 24,764	\$ 23,762	\$ 37,573	F
3) Insurance	\$ 5,245	\$ 4,756	\$ 4,745	\$ 9,500	
4) Sexton Salary	\$ 7,103	\$ 8,400	\$ 2,700	\$ 12,600	G
5) Cleaning Company	\$ -	\$ -	\$ 4,664	\$ -	
Total G) Building & Grounds	\$ 60,506	\$ 54,715	\$ 51,617	\$ 86,673	
H) Christian Education					
1) Adult	\$ 2,684	\$ 406	\$ 312	\$ 600	H
2) Children	\$ 551	\$ 500	\$ 29	\$ 700	
3) Youth	\$ 570	\$ 166	\$ 269	\$ 500	
4) Youth Director Salary	\$ 5,451	\$ 5,451	\$ 4,932	\$ 9,085	
5) Sunday School Coordinator	\$ 5,371	\$ 5,371	\$ -	\$ 8,951	
6) Nursery	\$ -	\$ 667	\$ -	\$ 1,000	
Total H) Christian Education	\$ 14,628	\$ 12,561	\$ 5,543	\$ 20,836	
I) Other Programs & Org.					
1) Fellowship & Special Events	\$ 401	\$ 1,833	\$ 203	\$ 2,700	
2) Stewardship	\$ 138	\$ 387	\$ 312	\$ 410	
Total I) Other Programs & Org.	\$ 539	\$ 2,220	\$ 514	\$ 3,110	
Total Expenses	\$ 301,403	\$ 324,865	\$ 360,061	\$ 494,739	
Net Total	\$ (43,804)	\$ (38,192)	\$ (59,704)	\$ (20,816)	
A - Pledges down by 20K YTD, see Cash Analysis.					
B - No transfer in Aug, but will in Sept, Oct, Nov.					
C - Still owe 11K from skipped payments per Diocese approval.					
D - Expect to be underbudget for year by 15K					
E - Larger expenditures offset by Special Contributions					
F- Solar compete, still under budget for year					
G - Cleaning Company working well					
H - Includes Recovery Dinner/Adult Ed offset by grants and class fees					

Operating Cash Balance as of Aug 1 , 2023	\$	12,990.66
Aug Income	\$	25,987.35
Aug Expenses	\$	(32,515.90)
Aug Expenses not cleared	\$	1,973.28
Operating Cash Balance as of Aug 31, 2023	\$	8,435.39

Book of Remembrance			8/31/2023
Hall	Nash	Solar	Total BOR
\$ 16,759.10	\$ 6,965.81	\$ 36,896.00	\$ 60,620.91

Admin Fund		8/31/2023
Unrestricted	Restricted	Total Admin
\$ 17,729.37	\$ 14,027.22	\$ 31,756.59

Commitment Income	Budget	Actual	Diff	(Ahead)/ Behind YTD
Jan	\$ 29,167	\$ 24,992	\$ 4,175	\$ 4,175
Feb	\$ 29,167	\$ 26,323	\$ 2,844	\$ 7,019
Mar	\$ 29,167	\$ 32,088	\$ (2,921)	\$ 4,098
Apr	\$ 29,167	\$ 26,038	\$ 3,129	\$ 7,227
May	\$ 29,167	\$ 26,893	\$ 2,274	\$ 9,502
Jun	\$ 29,167	\$ 24,892	\$ 4,275	\$ 13,777
Jul	\$ 29,167	\$ 27,498	\$ 1,669	\$ 15,446
Aug	\$ 29,167	\$ 24,431	\$ 4,736	\$ 20,182

	Balance		
Assets	8/31/2023		
Operating Checking	\$ 8,435.39		
Admin Fund (Unrestricted portion)	\$ 17,729.37		
Short term Receivables (90 Days)	\$ 99,743.04		
Outstanding checks	\$ 1,973.28		
Total Assets	\$127,881.08		
Liabilities & Net Assets			
Liabilities			
Building Loan with Diocese	\$20,000.00	\$8,453 available	
Line of Credit	\$33,232.95		
Total Liabilities	\$53,232.95		
Net Assets			
Book of Remembrance (Restricted)	\$ 60,620.91		
Admin Fund (Restricted)	\$ 14,027.22		
Total Net Assets	\$ 74,648.13		
Total Liabilities & Net Assets	\$ 127,881.08		

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