

**Church of the Good Shepherd  
Lexington, Kentucky  
Vestry Minutes**

**June 21, 2011**

The regular meeting of the Vestry of Good Shepherd Church was held on June 21, 2011, in the church Undercroft.

**Members Present**

Chuck Beal	Elizabeth Leppman
Jack Brown	Jon Linder
Lucy Cox	Winn Stephens
Kathy Gross	Graeme Wilson
Guy Huguelet	Martin Woodford
Graeme Lang	Sarah Charles Wright
Sarah Leer	

**Members Absent**

Chuck Goodpaster	Anne Helmers
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**Clergy Present**

The Rev. Ronald Pogue

**Guests Present**

Shane Satterly	Matt Wallace
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The meeting opened at 7:05 PM with meditation led by Graeme Lang.

**Minutes**

The minutes of the meeting of May 17, 2011, were approved by consensus.

**Checking In and Parish Spiritual Thermometer**

Ron Pogue reported that the program in which the youth group is participating as a mission trip in Chicago was the subject of an interview on WGN. Winn Stephens noted that his young son Will had recognized the picture of the church altar in materials he was working on. Ron Pogue also noted the two large funerals since last meeting, which were well attended with excellent contributions by ushers and other volunteers.

**Audit Report**

Shane Satterly and Matt Wallace presented the Audit Report for 2010 (Attachment A, parts 1-3). The Financial Statements (part 1) are fine with an unqualified audit. Shane Satterly explained process, which depends on sampling from the total transactions. They examine all material items and then sample immaterial items. He then reviewed the financial statements as presented. Auditor's Communication (part 2) noting that the process is not specifically designed to detect fraud, but they will notify if any is found; none was. The firm's Comments (part 3) are the same

as 2009, with internal controls the major concern because one person (Dale Chapman) has access to a lot of things. This is somewhat counterbalanced by Barbara Baldwin's role. Segregation of duties (e.g., having two check signers) is important. The report was unanimously accepted. After the Auditors left, Ron Pogue took up the Engagement letter for the next year. The cost would be \$11,500 plus out-of-pocket expenses. The letter was turned over to the Finance Committee for recommendations.

### **Finance Committee**

Chuck Beal presented the Financial Report for the end of May (Attachment B). The summer dip in contributions is rather large but will probably be made up later. There have been no new pledges since the last meeting; most new members had already pledged. There are still some challenges in the online giving system, including software issues, especially regarding acceptance of American Express. Ron Pogue would like to appoint a task force to work with company.

*Curate:* The Rev. Dominic Moore begins his work as curate on July 5. Chuck Beal presented the following resolution for housing allowance:

*The following resolution was duly adopted by the Vestry of The Church of the Good Shepherd at a regularly scheduled meeting held on June 21, 2011, a quorum being present.*

*Whereas, Section 107 of the Internal Revenue Code permits a minister of the gospel to exclude from gross income (in computing federal income taxes) a church-designated allowance paid to him/her as part of his/her compensation to the extent used by him/her for actual expenses in owning or renting a home; and*

*Whereas, The Rev. Dominic C. Moore is compensated by The Church of the Good Shepherd exclusively for services as a minister of the gospel; and*

*Whereas, The Church of the Good Shepherd does not provide Rev. Moore with a parsonage; therefore, it is hereby*

*Resolved, that the compensation paid to the Rev. Dominic C. Moore for the calendar year 2011 shall be \$19,057.50, of which \$8,000 is hereby designated to be a housing allowance pursuant to Section 107 of the Internal Revenue Code; and it is further*

*Resolved, that the designation of \$8,000 as a housing allowance shall apply to calendar year 2011 and all future years unless otherwise provided.*

The resolution was passed unanimously.

**Organ Committee:** In the initial fundraising phase \$248,520 has been pledged from 33 households from the Vestry, Organ Committee, Organ Capital Campaign Committee, and Rector Nominating Committee. In the present "quiet phase," 55-60 households are being contacted, with

pledges requested by mid-July. George Zack's talk given in church on June 19 is now on the web site and Facebook, with a link in this week's newsletter.

Ron Pogue raised the question that the difference in salaries between Elise Johnstone and Dominic More (Attachment C) be used to raise salaries of other staff members to levels comparable to other churches. The difference for 12 months is \$12,696. His proposal is that \$8,554 go to Deacon Lauren Villemuer, \$1,500 to Cindy McKee, and \$1,600 to Dale Chapman. This reallocation would be budget-neutral. The Vestry voted 12 in favor and 1 opposed for this proposal, which will go into effect in July.

### **Transition Reports**

Winn Stephens presented the proof of the Brochure proof (Attachment D), which will go with letters acknowledging receipt of initial inquiries, along with a questionnaire for the potential candidate to complete. The Brochure includes the goals and challenges that the Vestry approved. Under "Good Shepherd Today" the last sentence will give the total for all outreach: "In 2010 our total Outreach expenditure was \$77,000, including \$28,000 raised in the annual Gala." Under "Our History and Traditions," the last sentence in the first paragraph, will read "...to replace our pipe organ." The Vestry unanimously approved the Brochure. Rector Nominating Form, through which parishioners may suggest potential candidates (Attachment E) was also unanimously approved. In Ministry Portfolio (Attachment F), the information to be entered into the national church's Transition web site, it was noted that there is no hyphen in Jefferts Schori, and on page 4, line 5 from the bottom, it should read "MLAFC illustrates God's love..." The last line on page 2 should read "2 & 3 year olds, Pre-K, Kindergarten." With these editorial changes, the Portfolio was unanimously accepted. Winn Stephens reported that it is expected to be up and open Monday, June 27. Kay Collier-McLaughlin has said to expect about 80 applications, about one-half of which will be viable. The position remains open for six weeks.

### **Liaison Reports**

**Stephen Ministers:** Lucy Cox had offered to investigate the status of the Stephen Ministers and reported that there are no active ones at present.

**Good Shepherd Day School:** The new executive director of the day school has married and is now Penny Bass.

**Refuge House:** Chuck Beal nominated the following new board members: Alice Dehner, David Helmers, Graeme Wilson, the Rev. Dominic Moore, and Chuck Beal. The Vestry unanimously elected them. Nancy Davis has retired, having served since 1990.

**Shepherd's House:** Guy Huguelet nominated board members with terms expiring in 1213 (Attachment G). They were elected by a vote of 12 in favor with 1 abstention. An offer for the fourth house for this program has been accepted.

**Senior Warden:** Kathy Gross thanked the Pogues for hosting the dinner to meet the Rev. Dominic Moore and his wife, Jesse. She would like to have a supper get-together at her home in August.

**Junior Warden:** Guy Huguelet reported that four bids have been received for roof work, and two bids for electrical work (lighting). The Curate's office has been painted and the carpets cleaned. The question was raised about repainting under rose window where water has leaked in and dripped. This will be addressed in connection with painting and other work at the Day School. A dead tree in the side yard of the church has also been cut down.

**Interim Rector.** The Rev. Ron Pogue reported.

*Janie Catron* for ordination to diaconate: Ron Pogue reported that Janie's ordination is scheduled in October and the Vestry unanimously approved, signing the form as it circulated.

*Organ campaign:* Returning to the capital campaign, packets of information are with capital campaign committee members to contact 55-60 households who may be in position to pledge \$10,000 or more. A short campaign addressing potential donors of \$5,000-\$10,000 will follow, and then the campaign will be opened to everyone. There is a possibility of making the antiphonal organ around Abbott Window (\$300,000) a memorial. This part of the project could be postponed if necessary, but that probably won't be necessary.

*Online directory:* There has not much progress, but it is not behind schedule. The church's integrated software package includes a membership database with demographics, interests, etc., and the contributions module interfaces with that. However, it doesn't have picture capabilities. Furthermore, the online contributions module doesn't work and is poorly laid out. Stanley Cox would be a good person for a task force to work on software and options for improvement, but more members are needed.

*Computer installation* is done and the system is working. An ongoing process of tweaking the web site continues.

*Personnel policies review:* Sarah Charles Wright knows that this needs doing, along with the by-laws, although it is not urgent. Ron Pogue plans to convene a school board meeting in July.

*Summer Service schedule:* Attendance at evening services is similar to last year. There have been no volunteers for Lay Eucharistic Ministers for Sunday evening. The Rev. Dominic Moore will be at this service regularly when he arrives.

*July meeting:* If a meeting is needed in July, the normal Tuesday date would be July 19.

### **Other business**

If the rector position goes up on the Web site on Monday, Winn Stephens will make announcement about the availability of Rector Nominating Forms in church.

Winn Stephens also raised the question of Dominic Moore's ordination with bishop leaving. Ron Pogue answered that provision will be made for a bishop to do ordinations, whether with an interim bishop or some other arrangement. In the selection of a new bishop, the Diocesan

Standing Committee receives names of nominees, which it presents 28 days before the electing convention; self-nominees must submit their names 21 days before the convention.

The meeting closed with prayer at 9:05 PM.

Respectfully submitted,

Elizabeth J. Leppman  
Clerk

Attachments:

- A) Auditor's reports:
  - 1. Financial Statements
  - 2. Auditor's Communication
  - 3. Auditor's letter
- B) Financial Report
- C) Salary adjustments for staff
- D) Transition Brochure
- E) Rector Nominating Form
- F) Ministry Portfolio
- G) Shepherd's House Board