

Vestry Minutes – March 20, 2024
Submitted by the Clerk of the Vestry

Members in Attendance

Father Perry Mullins, Rector
Chris Mathew, Sr. Warden
Scott Patterson, Jr. Warden
Jackie White, Treasurer
Rebecca Little-De La Paz, Clerk
Julia Fox
EJ Nowak
Tye Stewart
Sara Hosford
Ray Murphy
Judy Shaw
Todd Snively
Courtney Williams, via Zoom

Members Not in Attendance

Michelle Hayden
Katrinka Clark

Non-Vestry Members in Attendance

Mother Katherine Heitmann, Vicar

Call to Order, Prayers, Consent Calendar

Fr. Perry opened the meeting at 7:16 pm and asked for prayer requests for specific individuals before offering a prayer. Sara Hosford read Isaiah 58:10 and discussed it with the vestry. Fr. Perry asked for the approval of the Consent Calendar, and hearing no objections, it was adopted.

Discussion

Continued discussions were had regarding the Mission & Vision work that is being done currently. Fr. Perry reminded the vestry that the point of the project will have the most to do with stating our identity as a church and what we are called into the world to do. The work being done by the vestry currently is the pre-work for the “big picture”. That comes later in the year when long range planning begins which will look to 5, 10 & 20 years ahead.

To date, 134 online surveys have been completed. Surveys are to be completed by each person in a family/household. The ability for people to complete surveys will continue for approximately 3 weeks and they are being resent in the weekly outgoing messages. Members questioned the number of youth (under 17 years old) responses submitted. At this time, 4 have been submitted. Margaret Kinnett will work with this group to complete during their next group meeting.

Once the surveys are closed, the information received will be reviewed and analyzed. Vestry members might be called on for assistance with this review. Once the information has been analyzed it will be presented to the vestry at the work day in April. Additionally, vestry will hear a presentation by Fr. Michael Mills, who will share the information that he obtained during the large group listening sessions he will have led in March & April.

The vestry teams for the small groups are defined as: Newcomers: Judy Shaw & Ray Murphy, Long Time Members: Todd Snively & Tye Stewart, Parents of Babies & Elementary age: Chris Mathew & Scott Patterson, Youth Group: Scott Patterson & Courtney Williams. Retirees: Katrinka Clark & Sarah Hosford, Ministry Leads: Chris Matthews & Tye Stewart, Leaders of our Outreach Partners: Julia Fox & EJ Nowak.

Father Michael Mills will be making a series of one-on-one Zoom calls with individual members of the parish also.

Vestry should email membership@stpetersmckinney.com, which will be directed to Sonya Riley, with a request for 15-20 contact emails based on the criteria which defines their groups. Fr. Perry suggested that vestry teams have a maximum of 20 individuals attend group meetings in order to allow for invitees' feedback. During the meeting, break up leadership within the team, one ask questions, the other record the responses by taking notes. As a group, it decided that it'd be ok for parishioners to attend multi group meetings, if they are invited. The meetings can occur outside of the church based on vestry teams' judgment. To verify availability & reserve space within the church's campus, contact Rebecca De La Paz.

Vestry spent time discussing ways to lead these group meetings. Fr. Perry outlined different methods which allow for back & forth communication; have a good opening question, use the SWOT method and include open-ended questions. The vestry teams had break out meetings to discuss the best method for leading their group meetings.

The vestry teams should schedule their group meetings to be concluded by the Vestry Retreat, April 27.

Finance Committee

Jackie White presented the overview of the annual audit process to the vestry. Typically, an outside CPA audit is done every three years with an in-house, internal control audit done on the off years, by a CPA. The Finance Committee feels that an internal control audit, accompanied with a financial review allows for better transparency and coverage than a full CPA GAAP audit because it is a set of procedures provided by the diocese, which includes the review of the financials as well as insurance coverages, procedures, etc. These types of reviews are not included in a standard GAAP audit. Due to the amount of revenue coming into the church annually, it is highly recommended that this process be done on an annual basis beginning with this year's audit of 2023 financials.

\$2500 is budgeted annually for the auditing expense, however an additional \$1500 for this process is expected. The audit would be scheduled during the upcoming summer months, the specific dates to be announced, once an auditor is secured. Our previous auditor has prior knowledge to access our spreadsheets, process and access to our system.

The Finance Committee put forward a motion to engage an outside CPA annually to perform the diocesan financial review; to engage an audit committee annually to perform the diocesan internal control review; and

to approve up to an additional \$1,500 for this year's audit, to be paid from unrestricted cash. The motion was made by Tye Stewart, and no second was needed because it came from committee. There was no further discussion, and the motion passed unanimously.

Jackie will reach out to Wendy the CPA, who performed the previous audit.

Further discussion was then had regarding possible recommendations of individuals to be part of the internal controls audit team. Individuals should have experience with spreadsheets and detail oriented, CPA credentials are not necessary. Currently, Judy Shaw has agreed to be part of the team.

Announcements & Adjournment

Mariana Pearson will be retiring by May 15, 2024. Currently, she is training Rebecca De La Paz on processing the monthly financials.

The Vestry Retreat is scheduled for April 27, 9 am to 2 pm. We are meeting at St Philips, 6400 Stonebrook Parkway, Frisco 75034. Request to be ready to dive in for 9 am with prayer and meeting which will until 12/12:30, with lunch following.

St Peter's will be hosting a CORE Community Conversation, a discernment session by Angela Richardson Woods, on May 19 at 3:30 pm which will be open to our church and the wider community.

Chris moved to adjourn at 9:13 pm, and Scott seconded. The motion carried, and the group closed in prayer.

Approved:

Date: 4-29-24
Signed: Rebecca De La Paz
Rebecca De La Paz, Clerk