

**The Episcopal Parish Church of Saint Michael and All Angels**  
3233 Pacific View Drive Corona del Mar, CA, 92625

*The Rev'd Shane Scott-Hamblen, Presiding Officer*

**Minutes of the Vestry Meeting**

**13.November.2024. 5:00 pm**

**Present**

The Rev. Shane Scott-Hamblen

Clerk/Hospitality – Colette Spence

Finance/Stewardship - Sue Ahearn

Mission - Clyde Dodge

Membership/Growth/Diversity – Jim Headley

Building & Grounds - Open

Junior Warden – Julie Sheffield

Treasurer – Stacie Tibbetts

Communication/Advertise - Susan Brown

Finance/Stewardship - Cathay Dunlap

Building Project/Real Estate – James Mead

Education- Brooke Pauley

Senior Warden – Mark Peterson

Building Project/Real Estate - Jill Draffin

1. Opening Prayer read by Shane +, opening the meeting at 5:02 pm.
2. Minutes from the October 2024 Meeting were presented.

**Motion:** James moves to accept the October 2024 minutes with changes.  
Susan seconded the motion. Motion passed.

3. Reports

3.1 Rector's Report - Shane +

- Shane + mentioned that he is on the Bishop's Search committee. This will be good for networking.
- **Music:** The concerts were a big success. It helped us bond with the community. We need to do the same advertising for the Christmas Eve service as we did for the concerts. The "Jessie's Carol" will be unlike anything we have done before. Next concert will be April 4th or 5th. Coronation Mass for Easter. Lukas is more budget minded now that he understands the situation.
- **Gift:** Murray McClaren's son gifted us some money after her passing.
- **St. Michael Statue:** Shane+ acquired a 10 ft. statue of St. Michael. Not sure where we will put it. It is being appraised. Gift in Kind tax deduction. Stacie mentioned it should be added to insurance.
- **Donation:** Shane + was given a donation for Christmas. He met with a friend who is a lighting expert. Theme for the Christmas Eve service is "From Darkness to Light". The readings will go with the theme. Lighting expenses will come in under \$2,000.

- Advertising: All stops need to be pulled out for Christmas Eve advertising..
- \$\$ Increase for Music: Music Dept. is requesting a money increase. New Soprano is needed as Mary wants to retire. Also a higher cost of living increase (5%) for Lukas. Discussion followed.
- Budget: The budget is under consideration as we need to trim expenses wherever we can.

### 3.2 Treasurer's Report- Stacie Tibbetts Financial Report

- Stacie asked that we pass the financial report.
- Building Project: The project is asking for \$25,000. The members of the Building Project committee feel we will be able to recoup this money when we either lease or sell the land. Jamie thinks they have found a plan that he is excited about.
- Lukas's budget is not in the budget sent out.
- In December, be focused on the budget and set it.
- We need 4 candidates for the new Vestry members.

**Motion:** Jamie made a motion to accept November Treasurer's Report. Mark seconded the motion. Motion passed.

### 3.3 Senior Warden Report- Mark Peterson - defers to real estate report

### 3.4 Junior Warden Report- Julie Sheffield - nothing to report

### 3.5 Building Project/ Real Estate Report – James Mead & Jill Draffin- see report

### 3.6 Growth and Membership Report- Jim Headly

- Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis look at Jim's email and give feedback.
- How do we move forward with some of the suggestions? They will discuss and get back to us. (add Godly Play to the strengths)
- Our image..."Who are we and what are we selling?" "What do we stand for?"

\*Jamie had to leave at 7:00 pm and Stacie had to leave at 7:10pm

### 3.6 Communication Report– Susan Brown

- We will do full advertising for Christmas. Same as the concerts.
- Susan got a sandwich board which can be kept in front of the church with messages.

- Facebook Ads: We got a lot of good feedback on both Facebook and Instagram.
  - There will be fliers for Christmas Eve service.
  - Website is being revamped.
- 3.8 Education Report- Brooke Pauley
- Asked for help and prayers for our discussion regarding possible budget cuts..
- 3.9 Hospitality Report- Colette Spence
- Shane + suggested we offer something after the mass on Christmas Eve. Others thought people will want to hurry home.
- 3.10 Outreach/Mission Report- Clyde Dodge
- For November we are collecting beans and legumes.
  - Adopt a Family
- 3.11 Stewardship Report- Cathay Dunlap & Sue Aherns- report emailed
4. Other Business
- It will cost \$900 to repair the gym ceiling and power wash windows and cement.
  - Budget from Jill.
  - Mr Fitch, the carpenter, has not turned in an invoice for the altar and lectern. Talked about lighting and adding rails to steps around the altar.
- Motion:** Mark made a motion to have both the windows and and entry power washed. Sue seconded the motion. Motion passed.

Closing Prayer said by all. Meeting ended at ?