

MISSION COMMITTEE MEETING MINUTES

January 12, 2025

In attendance: Kevin Sangster, Andy Listman, Pat Schaffer, Al King, and Lillian Knott.

Apologies for Absence: Darlene Watson and Denise King

The meeting was called to order at 11:10 a.m. with prayer said by all.

Minutes: Review of last month's minutes. No corrections were made to the minutes. A Motion to adopt the minutes was made by Andy Listman and seconded by Al King. All were in favor and the Motion passed.

Correspondence and Announcements:

Annual Meeting & Elections - Sunday, January 26, 2025. All annual meeting reports are needed no later than January 19, 2025.

Treasurer's Reports:

December Report: Kevin presented the report. He pointed out that the Statement of Activities showed the extra check payment of \$100 sent to the GIFT program for May 2024. As Denise explained last month, the payment was reflected in the Treasurer's Summary for May 2024, but the check was never sent. The correction was now made only on Realm and in the checkbook, hence the extra \$100 in the Statement of Activities for December.

Kevin mentioned that we have been reimbursed the TD Bank fee that was assessed for our depositing cash from the Basket Auction that exceeded the monthly cash handling limit. That credit will reflect on the January report.

Pat Schaffer made a Motion to accept the Treasurer's Report as presented and it was seconded by Andy Listman. All were in favor and the Motion passed.

Annual Financial Report: Kevin shared that we ended the year with a net surplus of \$17,944.71 versus \$2,820 as budgeted because we exceeded our revenue targets, taking in \$139,862.77 versus \$128,862.88 budgeted; and our expenses were less than budgeted, which saw us spending \$121,918.06 versus \$126,042.88 as budgeted.

Senior Warden's Report: Kevin thanked everyone on the Mission Committee, including Pat Knott who is on a leave of absence and Margaret McCafferty who resigned last November, for their contributions over the past year. He encouraged everyone to continue working hard as we officially close out the year at our upcoming Annual Meeting and get going with the new administrative year.

He also indicated that his family has donated a new lectern with the church's logo to the church to be used for onsite and offsite events as necessary.

Junior Warden's Report: Al is in contact with South Jersey Gas for them to come out and check the gas meter and the inside to see if there is anything from their end that is contributing to our huge energy usage/gas bills. Andy suggested that Al consider getting incremental gas readings so we could get a better sense of our usage to determine if there is something going on at particular times/on days when our usage increases. Kevin also mentioned to Al that he contacted a contractor that is affiliated with South Jersey Gas that can come out to do a free energy audit to help us determine how we are currently using the gas and recommend ways in which we can reduce our usage/our gas expense. This is a no-obligation audit, so we do not need to commit to doing any business with them. Andy also pointed out that given the age of our boilers, we may want to start getting some estimates in the spring, and we could determine if we get new boilers once the winter season is over or wait until the new building construction is done, if they can last that long.

Andy has purchased as a donation to the church some new thermostats to be installed to help us better monitor and measure our energy usage, particularly in the church. Andy attempted to install them last week, but he needed access to the outside units and did not have the keys at the time to get to those units. He will attempt another time now that he has access to the keys.

Al reached out to the locksmith again, but his contact is still reaching out to some safe specialists to see if they can find a way to get us to open the safe.

Nomination: Kevin reported that there are three seats on the Mission Committee and the Junior Warden seats to be filled at the Annual Meeting. Also, three delegates and three deputies to Convention, as well as six delegates to Convocation. Nominations have been received for only the junior warden position, the 2-year unexpired seat, and one of the two 3-year seats. Al King has not yet been renominated for the Junior Warden position and Andy Listman for the 3-year seat, but both said they will wait until the day of the Annual Meeting where they will make themselves available for nomination if no one else is nominated for either of those two positions.

Fundraising: Lillian reported that the Fundraising Committee exceeded the \$15,000 goal set for 2024, coming in at over \$16,000. While the Raffle reported a profit of \$4,226 (didn't meet the \$5,000 goal), the Basket Auction outperformed in some areas to make up for that. We registered a \$15 deficit in the sale of the Wawa Hoagie coupons, but there are still 125 unsold coupons from 2024, so all of those sold in 2025 will be profit.

Building Committee: Kevin mentioned that we are still waiting to get the architectural drawings. He's reached out to the architect via e-mail and cell phone for an update but has not heard anything back. He will reach out to the office on Monday to see if he can get an update. If the drawings are in before the Annual Meeting, we will present them then for feedback from our parishioners. Thereafter, the Building Committee will meet to discuss and provide any feedback to the architect for revision/finalization.

Once the final drawings have been received, we will submit them to the Diocesan Architectural Committee for consideration/approval, after which we engage the services of a site engineer to begin the next steps of ensuring the design can be accommodated on the site and that other code

requirements can be satisfied. Estimates have been received from two engineering companies, but we want to get the drawings finalized first before we engage an engineer for the next step.

Old/Unfinished Business:

Audit: Pat Schaffer mentioned that the person who does her taxes and who used to do the audit for the string band could possibly do our audit. Kevin asked her to check and let us know.

Deacon LOA: The Diocese is still preparing a letter of agreement (LOA) between Bruce Cecchini and The Church of the Good Shepherd for Bruce's appointment by the Bishop to serve as our Deacon. There were some errors in the initial draft, so it is being reworked. Bruce does not wish to be compensated by the church and only wishes to be reimbursed for certain travel expenses other than any travels in and around town to visit the sick and shut-ins. Bruce had asked for a possible Deacon Discretionary Fund, and Kevin suggested that could relate to Outreach and Evangelism, which is one ministry where it is intended for Bruce to assist with. Kevin suggested that we will discuss this more once the LOA is arrived at.

HVAC Maintenance Agreement – Al is still working on getting an agreement in writing from Patrick Kilpatrick. Kevin has received an estimate for \$900 from Atmostemp for two services each year. He's awaiting another estimate from CBM Heating and Air Conditioning and hopes we can have all three estimates by our next meeting so we can decide then.

Spring Fundraiser: Kevin suggested we consider a 50/50 raffle for the spring. We would print tickets as we've done for the Basket Auction and Christmas Raffle and sell as wide and far as usual. Lillian will check with the borough to ensure we can do this as a stand-alone event.

Portraits of Priests: Kevin asked for any recommendation for a photo studio where we can get the pictures of our former priests prepared for installation on the wall of the Sunday School Room. Pat Schaffer recommended Print Kreations on Route 73. Kevin will reach out to see if they can get the portraits done for us.

New Business:

Time and Talent Pledges: Kevin noted that a few parishioners have volunteered to help with ministries for 2025. After the Annual Meeting when all the committee chairs are back in place, we will seek to engage the volunteers.

Excess Funds in our Savings: Kevin suggested that the excess money in our savings could be retained to help cover the expenses of the preliminary work on the building expansion plans and to cover the deficit in the 2025 Budget. To the extent we still have extra money sitting there, we could make a one-off deposit into the DIT.

Streaming/Overhead Monitor Help: Kevin said he needs someone to help with the streaming and overhead monitor operation during services. He suggested we could

probably find a young person to do so, as it could be fun for them and could serve to get them to attend church. If we cannot find someone to attend and go it for free, we could probably offer a small stipend, like \$20 per service.

Vision 2029: Kevin presented an updated strategic plan for the church. He indicated that it captures information from our 1996 Five-Year Plan, which has not been fully accomplished despite several updates and new plans since. Vision 2029 has three strategic goals: 1) To expand and upgrade our physical plant; 2) To grow our membership and increase involvement in ministry and community life; and 3) To increase our financial resources. For each strategic goal are five strategic objectives, and five strategies to accomplish the goals and objectives.

The Plan was put to a vote for adoption, and all were in favor. The Plan will be presented at the Annual Meeting for further discussion with the wider congregation.

Adjournment: A Motion was made by Andy Listman to end the meeting and was seconded by Lillian Knot. All were in favor and the Motion passed.

The meeting ended at 12:58 p.m. with prayer said by all.

Respectfully submitted,

Kevin Sangster

Acting Secretary,
Mission Committee

Mission Comm Mtng – January 12, 2025