

St. Peter's Episcopal Church
Vestry Regular Meeting – March 23, 2026
AGENDA

1. Adoption of Agenda

Formation

2. Order for Evening Prayer

Discussion

3. Approval of Minutes
4. New Vestry Member Introductions
5. Treasurer/Finance Report
6. Rector Report
7. Update on Source of Funds for Rector Home Loan
8. Safety Team Update and Next Steps
9. Junior Warden Transition and Selection Process

Action

10. Approve Rector Temporary Housing Expense Tax Gross Up

Information

11. Liaison Reports
12. Junior Warden Report
13. Senior Warden Report
14. Key Upcoming Dates:
 - a. Vestry Meet & Greet – April 12th @ 5:00 pm at Ken's Home
 - b. Coffee with the Vestry – April 26th (during coffee hour)
 - c. Finance 101 – April 27th @ 4:30 pm in Room 201
 - d. April Vestry Meeting – April 27th @ 5:30 pm in Room 201
 - e. Vestry Retreat – May 9th from 9 am – 2 pm, Location TBD

St. Peter's Episcopal Church

Vestry Regular Meeting Minutes

March 23, 2026

Members Present: Mtr. Sarah Minton, Ken Saitow (Senior Warden), Jim Carpenter (Junior Warden), Annette Bell (Clerk), Emily Haas, Jayne Jeney, Diane LoCastro, Connie McDaniel (Treasurer), Kathy McLean (via teleconference), John Myers, Ted Pappas, Laura Lee Skillman, Tracy Smythe, Trey Warren (via teleconference), Diane Woodside

Absent: Kevin Green

Mtr. Sarah called the meeting to order at 5:31 pm. Quorum was met.

Adoption of Agenda: Laura Lee moved and Jim seconded a motion to adopt the agenda as presented. Motion carried.

FORMATION

Mtr. Sarah presented the Order for Evening Prayer.

DISCUSSION

Approval of Minutes: The minutes from the January and February Vestry Meetings and the Annual Meeting were presented. Tracy moved and Diane W seconded a motion to approve the January and February Vestry Meeting minutes. Laura Lee moved and Diane L seconded a motion to approve the Annual Meeting minutes. Motion carried.

New Vestry Member Introductions: The new vestry members introduced themselves and shared why they chose to be nominated. Current members also shared what has brought them joy while serving.

Treasurer/Finance Report: Connie prepared and submitted seven financial statements, along with an analysis document, in advance of the meeting. She reported that the St. Peter's Episcopal Church Foundation distribution, which was a bit more than the expected \$57,000, arrived this month. To help new vestry members, Connie gave a short overview of the financial reports usually shared at meetings. Next month, there will be a one-hour session before the vestry meeting to go over the financial reports in more detail. All vestry questions were answered. Efforts will be made to get an accurate estimate of annual organ maintenance costs for the budget.

Rector Report: Mtr. Sarah has been reaching out to parish and community members and will continue to focus on building relationships. Connect Cards are coming back, and she has welcomed guests at church each Sunday. Our annual vestry retreat is scheduled for Saturday,

May 9, and vestry members will be commissioned on Sunday, May 10. She has encouraged vestry members to attend different services from time to time. Our new Director of Youth Ministry, Mallory Watkins, will begin in July. Mtr. Sarah reminded everyone about the roles of vestry members, the junior warden, and the senior warden. She asked vestry members to pray about the junior warden position and let her know if they are interested, hoping to fill that role by the next vestry meeting. She is also praying about the senior warden position and plans to decide by the vestry retreat. There was a discussion about starting a Buildings and Grounds committee, and Jim suggested creating a Junior Warden Committee similar to the Altar Guild. Holy Week starts this Sunday, with several events planned. The Easter Sunrise Service will be held on the Lutheran Church grounds. The week after Easter will be a quiet week, and the office will be closed, but an emergency line will be available.

Update on Source of Funds for Rector Home Loan: Funding sources for Mtr. Sarah's primary residence loan as agreed to in the Letter of Agreement were discussed. The bylaws of the St. Peter's Episcopal Church Foundation say the general quasi fund is only for emergencies, and the vestry did not see this as an emergency. After looking at several options, the vestry chose to use the Thackara Fund. They also talked about setting up a Rector Housing restricted fund for future home loans or to buy a rectory, but some members thought this could be too restrictive. No final decision was made on this idea.

Safety Team Update and Next Steps: Mtr. Sarah met with Mike Suddes, a parishioner with a strong security background, to begin forming a safety team for St. Peter's. Mike recommended hiring an off-duty police officer to be present on Sunday mornings, with an estimated annual cost of \$12,000. Diane W moved and Tracy seconded a motion to approve a budget of \$15,000 for a security officer for St. Peter's. Motion passed. Diane W also volunteered to serve as the contact between the safety team and the vestry.

Junior Warden Transition and Selection Process: See above

ACTION

Approve Rector Temporary Housing Expense Tax Gross Up: Shannon Sweeney, Director of People Services and a human resources expert with the Episcopal Diocese of Florida, advised that temporary housing allowances and moving expenses are now taxable. To help with this, the benefit amounts are usually increased so recipients do not have to pay the taxes themselves. For our situation, the taxes are expected to be between \$17,000 and \$20,000. Tracy moved and Laura Lee seconded a motion to approve up to \$20,000 in additional temporary housing and moving expenses to cover these taxes. Motion passed.

INFORMATION

Liaison Reports: Written reports from the Cemetery, Children's Ministry, Music Ministry, Parish Life, and Youth liaisons were shared and reviewed before the meeting. Diane W, who serves as the Children's Ministry Liaison, provided information about the Story Makers series now used in Children's Chapel for vestry members to review. This program, which is used across the country and includes all ages, is supported by a three-year grant. The series helps

children deal with challenges such as divorce or loss, and each week they receive a card with a Bible verse to take home.

Junior Warden Report: A detailed written report was distributed and reviewed prior to the meeting. Jim also shared the document '*A Primer for the St. Peter's Electronic Lock System,*' which gives step-by-step instructions for using the campus-wide electronic door-lock system. Additionally, the library AC unit needed repairs totaling \$2,500, which have been completed, and the unit is working properly.

Senior Warden Report: No report.

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- iv. April Vestry Meeting – April 27th @ 5:30 pm in Room 201
- v. Vestry Retreat – May 9th from 9 am – 2 pm, Location TBD
- vi. Vestry Commissioning May 10th at all services.

Tracy moved and Diane L seconded a motion to adjourn the meeting. Motion carried.

The meeting adjourned at 7:37 pm.

Respectfully Submitted,

Annette Bell, Clerk of the Vestry