

## St Mary's Episcopal Church, Aberfoyle

Rector: Revd. Richard Grosse

[www.stmarychurchaberfoyle.org.uk](http://www.stmarychurchaberfoyle.org.uk)

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### Minutes of Vestry Meeting

#### Held in the Church Room on 18 January 2012

**Present:** Mark Seymour (Chairman); Richard Grosse (Rector); Barbara Carruthers; Nick Cooke; Susan Forsyth; Philip Gaskell; Peter Joynson; Margie Stephen and David Thompson

1. The meeting commenced at 7.40 pm with a prayer.
2. **Apologies:** Jonny North and Anne Winther
3. **Minutes**

The Minutes of the meeting held on 19 October 2011 were approved, subject to the undernoted amendment and signed by the Chairman.

On p.3 at the end of the item Christmas Eve 24 December add: 'In particular it is felt some members do need to be able to partake in the Eucharist every Christmas Eve.'

#### 4. **Report & Accounts for Financial Year to 30 September 2011**

As referred to at 5.3 below the Report & Accounts were approved by Vestry to be signed by the Vestry Chairman, Secretary and Independent Examiner.

#### 5. **Financial Stewardship Team Report & Church Giving**

In a written report circulated to Vestry earlier on 18.01.12 the Treasurer noted that:

##### *5.1 Cash Flow*

Cash flow remains evenly poised at present, and there is currently a running balance of some £1,000 in the bank account.

##### *5.2 Fundraising – Michael Forsyth lecture 14<sup>th</sup> October 2011*

A total of 107 tickets were sold for this very popular event held in the Aberfoyle Memorial Hall. Total income including refreshments came to £598 and promotional and venue hire costs £102, giving a net surplus of £496 which will be ring fenced for future Renovation Fund outlays.

##### *5.3 St Mary's Annual Report & Accounts 2010-11*

Since circulating Vestry members with the draft document by e-mail on 18<sup>th</sup> December, I have only been asked to make two minor textual changes in the Trustees' Report. **Accordingly, I am now requesting Vestry's approval for the Report & Accounts to be signed off by the Vestry Chairman, Secretary and Independent Examiner.** Signed copies will be lodged with the Diocesan Office and OSCR. I will provide a summarised version of the Accounts for the next issue of the Linkage newsletter.

##### *5.4 Independent Financial Examiner*

As explained in my e-mail to Vestry dated 18<sup>th</sup> December, I would like to propose that Stephen Nisbet's role as Independent Examiner should be extended to cover the coming year – i.e. up to and including the signing of the 2012 Report & Accounts. His fee of £400 for the 2011 examination reflects a considerable amount of one-off work which will not be repeated in future years, but is still nearly 50% lower than Macfarlane Gray would have charged. Under this proposal, Mr Nisbet will set up a monthly spread sheet

financial reporting package to provide the relevant information in the format required for production of St Mary's annual receipts and payments accounts in future years. This will make my successor's job as Treasurer much easier and reduce our annual IFE fees further. *Vestry is asked to approve this proposal, subject to confirmation of the fee agreement for the 2012 examination.*

#### 5.5 Church Giving Fund

I am pleased to report that the special collections for the Fund from the Harvest Thanksgiving and Christmas Carols services totalled £613 including Gift Aid tax recoverable.

#### 5.6 Budget 2011-12

I am currently drafting a budget statement, showing 2011-12 budgeted receipts and payments compared to actual figures for the previous two years. The budget will make specific provision for additional expenditure anticipated under the implementation of the Mission Action Plan under the 'Casting the Net' programme. *I will circulate the initial draft budget statement for further comment later this week and will speak briefly on it at tonight's Vestry meeting.*

Regarding the proposal in 5.4 that Stephen Nisbet's appointment should be extended to cover the coming year up to and including the signing of the 2011-12 Report & Accounts this was agreed, subject to the Examiner's fee being acceptable. The Treasurer estimated the fee would be c. £300.

At 4.6 the question was asked as to what the additional expenditure under the Casting the Net programme represented. The Treasurer explained that this was for the provision of books for the proposed library and for materials for young people's activities.

## 6. Casting the Net: Mission Action Plan

6.1 The Chairman introduced the Plan emphasising that this is a living document with a continuing role well beyond the initial three year life span of the existing plan. Actions can be added to, amended or deleted as the Vestry decides at any stage in the future. It is intended that the Vestry reviews the plan every six months and that a Vestry member will be making a contribution at each Vestry meeting (see M.A.P. 7.4)

Philip Gaskell then outlined how the Plan was conceived, taking us through the document, highlighting key points, through to the arrangements for the M.A.P. launch service to be led by Bishop David on Sunday 5 February 2012.

6.2 The Mission Action Plan had been circulated in draft about the time of the last Annual Meeting and following the Congregational Mission Action Planning Workshop held on 29 October 2011. All were invited to comment on the draft Plan and offer their involvement.

Those named in the draft Plan have received a further draft to confirm that they are happy with their areas of Actions in Mission as detailed on the M.A.P. Most have responded positively.

6.3 The Minutes at 6.3 should be read in conjunction with the Mission Action Plan (as circulated)

Philip Gaskell then drew Vestry's attention to those Actions highlighted in red on the Mission Action Plan where there was still some uncertainty regarding those named in the 'By Whom' columns. These are: M.A.P. Actions **4.18**, **4.21** (although this could be organised by those decorating the Church if necessary), and **7B.10** – Anne Winther; and **7A.6** and **7B.13** – Margie Stephen.

Margie confirmed at this Vestry meeting her willingness to be involved as set out in the M.A.P. However, while she is willing to organise the Library some help would be needed – the Rector has offered to assist – and funding for new books (including a lectionary) would also be required. Margie Stephen also indicated her willingness to help the Rector with a Quiet Day (**7A.9**).

Regarding **4.23** - Titus Trust - Margie was exploring the possibility of William and Mary Allan, as representatives of the Trust, agreeing to talk to younger members of St Mary's. However, so far no response from Titus Trust has been received and this AiM remains tentative and uncertain at present.

*Action: Margie Stephen*

**7B.2:** Jean Sykes has requested some changes to the wording of the AiM and also more prominence given to Christian Aid in church in May annually when the fundraising appeal takes place.

**7B.10:** The use of the word 'audit' in AiM was questioned and that consideration be given to 'weaving into the service' the Eco-Congregation programme. If there is doubt as to how this might be done it was suggested this AiM could be omitted or deferred.

**7B.13:** Margie Stephen is keen to explore and support a ministry of healing, including attending such a service at Holy Trinity, Stirling in the first instance. (**7B.12**)

Vestry then turned its attention to the following four AiMs featured in the Agenda:

**4.11:** It was suggested that James Gardner would be an obvious choice if he was agreeable and eligible to join Vestry. However, it was pointed out that he had recently become a member of St Saviour's Vestry in Bridge of Allan. It was also recognised that he is already heavily committed to St Mary's. No other name was proposed.

**7A.4:** This AiM was agreed at the start of each Vestry meeting.

**7B.5:** The role of area contacts will be restored as set out in this AiM. However, the current list of contacts needs review and updating. Nick Cook and David Thompson to copy lists they have to the Chairman.

*Action: Nick Cooke, David Thompson*

**7B.14:** Discussion group with keynote speaker agreed in principle. Requires a lot of thoughtful planning which time-frame of Pentecost 2014 allows.

**M.A.P Page 1:** The front page introduction may need some slight expansion. Philip Gaskell will check other M.A.P.s to see if this is necessary.

*Action: Philip Gaskell*

#### 6.4 *Approval of Mission Action Plan*

Vestry unanimously approved the Mission Action Plan presented.

#### 6.5 *Launch Service for Mission Action Plan*

A service of Dedication of the Mission Action Plan conducted by The Most Revd. David Chillingworth, Primus and Bishop of St Andrews, Dunkeld and Dunblane will take place at St Mary's on Sunday 5 February 2012 at 11.15 am.

The facilitators will attend.

Hymns will be chosen by the Rector.

*Action: Richard Grosse*

The Mission Action Plan will be formally signed at the service by Bishop David? (Philip Gaskell to check) and by the Rector and Vestry Chairman.

*Action: Philip Gaskell*

Invitations to the service and lunch afterwards have been sent to the congregation.

Philip Gaskell has kindly offered to organise the lunch arrangements

*Action: Philip Gaskell*

The Secretary to keep Philip Gaskell advised of acceptances for catering purposes

*Action: David Thompson*

6.6 In conclusion the Chairman thanked Philip and Karen Gaskell for all they have done to bring the Mission Action Plan to fruition.

**7. A.O.C.B.**  
None

**8. Date of next Vestry Meeting**  
This will be held on Wednesday 18 April 2012 at 7.30 pm in the Church Room.

**9.** The meeting closed with prayer at 8.45 pm

Signed.....

Date.....