

Trinity Church Pawtuxet  
Vestry Meeting Minutes November 12, 2024

**In Attendance:**

Mother Susan Wrathall

Class of 2024: Gail Anderson, Dawn O'Hara, Margaret Thomas-Senior Warden,

Class of 2025: Rob Duncanson- Junior Warden, Ann Walter-Treasurer, Bill Caldwell,  
Donna Tobin,

Class of 2026: Kevin Cliff, Carol Deming, Ginny Simms- Secretary/Clerk

Absent: Wayne Barnes

The meeting was opened in prayer by Mother Susan.

October 2024 minutes were unanimously approved pending 3 grammatical corrections.

Ginny shared the 2 thank-you notes received from the Edgewood Food Pantry. Trinity supplied 181.2 lbs of donations in July, and 173.6 lbs of donations in Sept.

**Reports:**

Priest-In-Charge: Mother Susan shared that last Sunday (11/10) was Marcia and Everett Lima's last time at Trinity. She prayed with them as they are planning on returning to St. Martin's congregation which has been their spiritual home in the past.

She reported on the worship schedule for Christmas season:

- 4pm Christmas Eve- no pageant but NT, Gospel and sermon will be read and acted out through Godly Play story and the placing of creche figures by children.
- 7 pm Christmas Eve- traditional
- 9am Christmas Day service.
- Sunday December 29: 8am service- per usual; 10am- Lessons/Carols (no sermon);
- January 5th: Epiphany Pageant with children- Mother Susan working with Mr. Carl and Sunday School.
- January 12th: Baptism of our Lord Sunday
- During these Holy Days, Mother Susan will be singing the Eucharistic prayer.

A Nominating Committee has been appointed for the congregational meeting: Bill Caldwell; Gail Anderson; Dawn O'Hara; Margaret Thomas- Chair. They will provide a slate of 3 people: Senior Warden, Junior Warden and Delegates.

She reminded members of the Interfaith Service with Temple Sinai in Cranston: November 24th @ 6 pm.

Mother Susan will be meeting with the Southern Collaborative of Perspectives Corporation, a group that services people with disabilities. They have inquired about using our parish hall space, 2 days/week (Tuesdays and Thursdays) during the day. The meeting will discuss whether Trinity has the appropriate space and physical logistics for their needs. There would not be a fee for usage as this is considered community outreach by the parish. She will send an email to the vestry members after the discussion if there is a next step for allowing the Perspectives group to meet in the church.

Treasurer: Margaret reported that Trinity received a letter from the diocese. They have lowered the apportionment for next year: \$19,708. Last year our apportionment was \$20,974. There will be a “savings” of \$1,266.

Ann reported that currently we have \$11,650 more in revenue than what we have spent. She noted that currently we have not spent much on natural gas but in the coming months we may. She noted that the cost for pledge envelopes has been now moved under the category of office supplies.

Margaret explained that while it looks like Trinity has a surplus, next year’s budget will not have one. Compared to last year, we have a little over \$3,000 surplus currently, but also currently have a \$4,330 deficit and we are behind by over \$7,000 in pledges at this time. Pledges do come in at the end of the year but Trinity should be prepared to not plan on a surplus. She notes that this will be reflected in the preparation of next year’s budget.

Motion to accept Treasurer’s report (Rob), seconded (Bill) and unanimously approved.

Senior Warden: In the past, the annual meeting is the 4th Sunday in January. This year there is a conflict as Mother Susan will be away on a conference for EFM.

**Motion:** To move the annual meeting to February 2, 2025 @ 10:30 am. There will be 1 service that morning @ 9am. Motion moved (Carol), seconded (Donna) and unanimously approved.

Margaret reported that there are some recurring administrative charges for Trinity: Constant Contact, Microsoft, Zoom, Webhosting, etc. These charges have historically been paid by church members (who are using these items for Trinity) and getting reimbursed. Ann asked other churches in the diocese about their practice. Debit cards have too much potential for fraud. A better practice would be to have a church credit card so that these recurring charges (and respective passwords) are billed (and attached) to a church account. The church’s bank- Citizen- offers a corporate credit card. The card would be locked in the office and the usage would require the approval of the Priest-In-Charge (Mother Susan) and Treasurer (Ann).

**Motion:** To apply for a business credit card (Trinity Episcopal) at Citizens Bank. Motion moved (Donna), seconded (Carol) and unanimously approved.

Margaret reported that the Property Committee and specifically Donna Tobin and Greg Spears are continuing looking into the “building envelope survey”. They have been reviewing and negotiating with the firm to receive a plan that includes the survey, prioritized punch list and help in vetting contractors. They are also exploring any recommendations for contractors through the Diocese.

Margaret reported that the Finance Committee has had its preliminary meeting in preparing for next year’s budget. This year they will be working with the Realm, financial operating software format. No pledges are in as of yet. They will factor the true amount of pledges in their budget this year. In the past years they have budgeted using reduced pledged amounts as a “cushion” in planning.

She also reported:

- Safe Church audit was sent in;
- Gas company has changed out the old gas meter for a new one;
- Fruit flies were removed in parish hall.
- She is looking into quotes to have the church’s ducts and vents cleaned. Our HVAC company doesn’t do it but she is vetting ServPro and Stanley Steamer.
- Donna Tobin, Scott Avedisian, Margaret Thomas, Mother Susan Wetherill attended the Leadership seminar at the Dioceses.

#### Junior Warden:

Rob reported that he has received 2 almost similar quotes for the junk removal: JunkNMore- \$700 for 1 full dumpster and RI Junk Removal Service \$750 for 1 full dumpster. Donna Tobin has experience with JunkNMore in being very professional and helpful in moving junk for her. There may be additional money for the removal of the old organ and piano with each company.

**Motion:** To contract with JunkNMore for removal of list of items (determined by Rob, Donna and property committee) to pay up to \$1,400.

Rob reported that the Property Committee is still trying to find a snow removal person. The removal job requires a snow blower for the surrounding sidewalks, clean steps and put ice melt down. Any recommendations for a snow removal person/company to give to property committee.

#### **New Business: Liaison reports**

Gail reported that the Sunshine Committee plans to send 14 Thanksgiving cards this season. There are also plans for Christmas cards.

Donna reported that she and Tom Hogan are preparing and making a platform for Mother Susan for behind the altar. It will be in 2 pieces for easy removal.

Margaret reported that the Pastoral Care team has met (Cathi Beattie, Nancy Dorsey, Mother Susan, Margaret Thomas). They plan on arranging poinsettias delivery after Christmas. In January they plan on having a meeting for potential volunteers for the committee.

Mother Susan reported that the Stewardship Team has met, sent out a letter to parishioners, will have 3 stewardship stories told over the course of 3 weeks. On Sunday, December 1st all parishioners are encouraged to hand in their pledge cards during communion. The Stewardship Team will then follow-up with any parishioners who haven't turned in their pledge cards.

Dawn reported that Sunday School is off to a good start. They are on average 2-4 or more children on a Sunday. Childcare/nursery also averages 2-4 children.

Mother Susan stated that she will be asking for annual reports soon. She would like the annual report to be ready for parishioners before the meeting so they can read ahead of time.

Meeting closed by all reciting the Lord's Prayer.

Motion to adjourn (Rob), seconded (Dawn), unanimously approved.

Respectfully submitted by Ginny Simms

**Next Regular Vestry Meeting: December 10, 2024.**

