

Episcopal Church of St. Martin, Davis
Vestry Meeting Minutes
October 15, 2025,
7:02 PM - 8:42 PM, Room 6/7

Present: The Very Rev. Pamela Dolan (Rector), Maria Acuna-Feldman (Sr. Warden), Beth Capell (Jr. Warden), Stan Forbes, Jim Jordan, Elise Keddie, Tony Miller, Susan Stone

Guests: Gabe Avila (Clerk), Ven. Margaret Grayden, Jessie Ann Owens (Treasurer)

Absent: George Kuodza, Stephen Reynolds, Tom Young

1. Approval of draft agenda for October 15, 2025

- a. Jim moved and Stan seconded a motion to approve the October 15, 2025, agenda as presented in the packet. The motion passed unanimously, with no abstentions.

2. Opening Prayer

- a. Pamela began by sharing a prayer by Father Killian MacDonnell entitled "A Blessing with Roots."

3. Approval of Vestry Meeting Minutes from September 17, 2025

- a. Susan moved and Jim seconded a motion to approve the Vestry meeting minutes for September 17, 2025, as submitted in the vestry packet. The motion passed unanimously, with one abstention.

4. Approval of Vestry Meeting Minutes from October 5, 2025

- a. Tony moved and Jim seconded a motion to approve the Vestry meeting minutes for October 5, 2025, as submitted in the vestry packet. The motion passed unanimously, with two abstentions.

5. TREASURER'S REPORT

- a. Our situation at the end of Q3 of 2025 is reasonably good. We are showing a deficit of approximately \$12K. Our 2025 budget had anticipated a deficit at this point of approximately \$38K, so we are better off than expected. We have begun the transfer of our annual draw from the General Endowment and Soesbe Operating Reserves (~\$20K); Janet will also initiate the paper transfers from restricted funds to the operating budget (asterisked expenses). These transfers of budgeted revenue will help give us clarity as we head toward year end. Revenue numbers are up for both pledges and plate. Expenses are also higher than budgeted (administration, maintenance and capital).
- b. For 2026, we seem to be on track to reach our goal of \$500K in pledges. Fifty-six pledges have been received (more than half are increased), 68 are outstanding. There are several weeks before the official deadline. The 2026 budget continues to have several moving parts. We anticipate increasing funding for capital and maintenance. Budget and Finance will

make a recommendation at the November meeting.

6. UPDATE: Ice Policy

- a. Beth explained that the Vestry was given background information on the rights of churches in response to a visit by ICE. Beth reminded the Vestry that this topic was discussed at a previous meeting as well.
- b. Beth moved and Jim seconded a motion to approve a motion that any building or other space that can be locked is private property that requires either an invitation to enter or a judicial warrant with the name of the court or the signature of a judge. All are welcome to worship or take part in other activities to which we as St. Martin's welcome members of the parish and the community. This motion was tabled until next month.
- c. The Vestry discussed actions to take and Tony Miller will show this draft policy motion to the Chancellor of the Diocese.

7. ACTION ITEM: Safe Church Policy revision

- a. Stan moved and Elise seconded a motion to adopt the modified language in the Safe Church Policy to show a change from employees and volunteers working with children are mandated reporters to all employees working with children and volunteers who work more than 16 hours in a month or 32 hours in a year with children are mandated reporters.

8. Junior Warden's Report

- a. Beth reported that Budget and Grounds is adjusting to the new budget cycle and process to estimate the next year's budget. Beth also shared that nearly all items from the inspector's report have been addressed.

9. Senior Warden's Report

a. Capital Needs Discernment Next Steps

- i. Maria noted that since the inspection is complete, it is time for the next steps. Maria and Jessie met with Mark Howland, an architect, who has experience in working on churches. They discussed the improvements and needs the committee had raised. Howland shared some steps that would be needed and how the Vestry could prepare for those next steps. Howland sent several documents to help prepare St. Martin's to create a request for proposals from architects, campus planners, etc. Howland suggested that the parish have a vision statement/implementation strategy first before putting together a request for proposals.
- ii. Maria wants a small group to look through these documents and put together a plan to share with the Executive Committee and Vestry.

b. Curacy Program Update

- i. Maria and Pamela shared an update from the diocese that St. Martin's was selected along with two other partnerships to be in the curacy program. However, the program is on hold depending on the

November 2025 convention and the Board of Trustees meeting in 2026.

10. Rector's Report

- a. Stewardship Program Update
 - i. Pamela shared an update on the stewardship campaign that the programming is going great. Lots of energy. There's still a few weeks to go. She hopes that the results will allow the Vestry to be able to make good, informed budget in November.
 - ii. Pamela shared that there were postcards filled out at the presentation by Julia McCray-Goldsmith. Each postcard thanked people for their involvement in St. Martin's and support in something important to the writer of the card. These are going to be sent out to pledgers.
- b. Shaping the Parish Formation Program
 - i. Pamela shared that she, Maria, and Debbie are taking a program called Shaping the Parish, which is based on the Benedictine spirituality. It includes participants from all over the country and will last for two years.
 - ii. The program is intended to improve community building and parish life and is designed for the rejuvenation and development of a parish.
- c. Pilgrimage to Iona
 - i. Pamela shared that Anthony needs assistance for a pilgrimage to Iona in Scotland. There was consensus to support his trip through clergy discretionary funds.
- d. Other
 - i. Pamela gave her thanks to the parish for their support during the last month, which has been difficult.
 - ii. Pamela also shared that this has been a busy time due to the diocesan convention.
 - iii. The Vestry discussed the vestry task sign-ups. Maria will write the News and Review for October, Jim will write one for November, and Tony will write one for December.
 - iv. Elise reminded everyone that the outgoing vestry members, Susan, Tom, and Beth may need to start up the nominating committee soon.

11. Accept the Consent Agenda

- a. Elise moved and Stan seconded a motion to accept the consent agenda consisting of the September financial documents, and October Buildings and Grounds Report, SJ&O draft minutes (September), inspector's report, and curacy application. The motion passed unanimously, with no abstentions.

12. Compline and Closing Prayer

a. Pamela led the Vestry in compline.

MEETING ADJOURNED at **8:42 PM**.

Next Vestry meeting: November 19, 2025, at 7pm