

Episcopal Church of the Incarnation
Short Hall
Vestry Meeting – November 18, 2025

Attendees: Robert Agüero, Matt Bonacorso, Karin Dutra, David Jasper, Kathleen Kane, Rebecca Kendall, Laura McLellan, Mark Neumann, Joan Roughgarden, Lisa Pollard, John Torres, Bill Glenn, Associate Pastor, and Stephen Shaver, Rector.

Absent: None

Call to Order: 6:30 pm by Stephen

Gathering: Opening Prayer – Robert, Chaplain

Check-in: Vestry members shared thanksgivings and prayers.

Stephen shared that Paul Mallatt will be moving to a deacon position at St Patrick's in Kenwood starting in January 2026. Congratulations Pauly!

Consent calendar: Minutes of October 28, 2025 meeting were unanimously approved.

Treasurer's Report:

Quick review of the finances to date, noting that there aren't any concerns with the finances right now. December letters will go out to those who haven't completed their 2025 pledge. Continue to pray and discern who could step into the Treasurer role.

Development Committee Report:

Rebecca reported that 127 families have pledged, but we are short of the campaign goal of \$550K. 30 to 35 families who pledged last year will receive a phone call from a Vestry member. A script for the phone conversation is forthcoming.

The first round of thank you notes are mailed thanks to the work of Vestry members. The second round has been distributed. Alison appreciates knowing when notes are mailed as she gets questions. Thank you for emailing Karin when your set of notes is mailed.

Rebecca will ask Alison for the pledge cards and will look for additions to the legacy list.

Vestry Candidate recruitment and nomination process:

Exiting Vestry members will meet after Thanksgiving to begin a prayerful recruitment process for the 2026 Vestry. December 12th is the due date for a list to Stephen. Laura, Mark and Karin make up the team.

Employee benefit policies:

Health care coverage: Changes to the employee benefit policy were discussed. The new policy will limit healthcare compensation to the employee only, rather than also covering dependents, which reflects current business practices.

- Insurance coverage policy
 - Limit the healthcare benefit to employee only.
 - This change will be implemented beginning in January. The 2026 budget reflects a one-time salary increase to compensate current employees with dependents who will be losing previously covered benefits.

- This policy came out of the sustainability review that happened last year.
- Employee handbook will be updated.

MOTION to approve policy change: Mark, John T. seconded. Unanimously approved.

Seniority increases: Historically, salary increases have been sporadic, usually when the employee asks for a raise. Stephen recommends that the church moves to a seniority raise system and suggested we think about a 5% salary increase every 5 years, as an example. This is a DDDD¹ item with further discussion and a possible vote in December.

- Seniority increases –
 - Add a percentage to a salary after X number of years or service, with satisfactory performance.
 - This change does not affect the yearly COLA increases.
 - Seniority increases would not necessarily replace merit-based raises, and bonuses could still be possible.
 - A decision would need to be made regarding which employees would be included (e.g., would part-time employees, or otherwise unbenefited employees be included?)

Standardizing the timing of raises would make the decision process easier in some ways but could lower employee motivation. The Rector is supervisor of employees and responsible for evaluating employee performance.

Draft Revision of Sunday Morning Welcome Policy

Wardens shared the June version of the Sunday Morning Welcome Policy with ministry leaders, and several minor changes were suggested. Laura presented the edits for Vestry approval.

MOTION to approve “tweaks” to policy: Joan, seconded by Lisa. Unanimously approved.

2026 Draft Budget:

This is the second draft of the 2026 budget for the Vestry to review.

Budget currently includes a \$11K deficit, based on an assumption of \$520K in pledges.

Summing up the meeting:

- Pledge update and thank you
- 2nd round of budget review
- Looking ahead to nominations for 2026 Vestry

Closing Prayer – Lisa, Chaplain

Meeting adjourned at 8:50 pm

Respectfully submitted,
Karin Dutra, Clerk

¹ Discuss, Discern, Don’t Decide