

Jon Hall

From: Janet Theiss
Sent: Monday, August 22, 2011 5:28 PM
To: Jon Hall
Subject: Computer Expenses

Jon,

I spoke to LanServ this afternoon. To add Microsoft Office 2010 to a new computer would cost \$249 per computer. The anti-virus protection is more cost effective when purchased in bundles, the current bundle covers 11 computers. Today we have 8 workstations + the server, so two new computers could be covered at no additional cost. Since the computer that runs the video screen does not go out to the internet no antivirus protection is needed.

To set up these computers and install MS Office by LanServ will take approximately 2 hours at a cost \$78/hr. =\$156.

Approximate cost to get 2 new computers set up, loaded with software and antivirus protected is \$654.

Janet Theiss

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St. Martin's Church
Fundraising Policy/Guidelines
Points to Consider/Concepts to start the Conversation
August 22, 2011

Philosophy: Scarcity vs. Abundance

- Work toward having an Outreach line item in the budget so that this becomes a part of our understanding of stewardship & special fundraising occurs less frequently.
- Need to balance frequency & timing of fundraisers so that we don't appear to constantly have our hands out
- Fundraisers need to be in support of approved parish programs or outreach efforts (ECW/Men's Group; Water for Lui; Episcopal City Mission; Circle of Concern, etc.) Need to determine what constitutes an approved program. i.e. ECW & Men's Group may be slightly more independent. What's the guidance?
- Funds may (may not) be carried over from one year to the next

Process:

- Ideas generated at committee level & shared with vestry by vestry liaison (or Sr. Warden in the absence of a liaison). Rector/Vestry approval needed?
- Communication/coordination with staff must occur prior to approval to insure that necessary space & human resources are available & that fundraiser does not conflict with other church activities
- Want/Need to identify ongoing/anticipated fundraisers on a calendar
- Forms? (desire to balance structure/shared communications against becoming too bureaucratic)
- Need to identify definitions of terms (i.e. minimal charge to cover cost & donate remaining funds or outright fundraiser on a bigger scale)

Emily Hillquist Davis
 Salary and Benefit Estimate for Presentation to the Vestry

Item	Calculation/Comment	Annual Amount	Period Sept - Dec 2011
Salary/Housing Allowance	30% of diocese min. salary of \$39,510 plus min. housing allowance of 14,240. (53,750.00 X 30%). 30% is 15 hours per week divided by 50 hours per week (average week per Dan Smith). Housing/salary split \$10,000/\$6,125 per yr.	16,125.00	5,375.00
Church Pension Fund	18% of salary <i>& Housing</i>	2,902.50	967.50
Health care	285.20 per month X 30%	1,026.72	342.24
Cell Phone	\$750/year x 30%	225.00	75.00
Continuing Education		500.00	100.00
Mileage	Estimated at 30% of \$2,000	600.00	200.00
Totals		21,379.22	7,059.74
Rounded		22,000.00	7,100.00