

Minutes of the Regular Meeting
The Vestry of St. Paul's Episcopal Church
October 16, 2017

Present: Ginny Barnicoat, Lisa Brown, Louise Cannon, Jon Delano, Betty Duckstein, Bob Johnston, Eric Linn, Pat Eagon Stafford, Ell Vines

Absent: Jon Paulus, Scott Reynolds, Mark Tranquilli

Clergy Present: The Rev. Noah H. Evans, the Rev. Garrett Yates

Clergy Absent: none

VPOM: Pat Eagon Stafford

1. The meeting was called to order at 7:02pm.
2. **Opening reflections** were lead by Noah+ and an update on Scott Reynolds' health was provided. The vestry then continued a previous discussion of vestry expectations of themselves and norms for future meetings (see appendix).
3. The **minutes** of the September 18, 2017 vestry meeting were reviewed. A motion to approve was made, seconded, and approved (BD/LC, 9/0).

4. Rector's Report:

- Update on committee work to generate employee manual: committee is composed of Eric Linn, Karen Schneider, Noah, and Ken Argentieri. Good work has been accomplished so far. Some employees may be reclassified, i.e., hourly vs. salaried; vacation vs. paid time off; time sheets vs. set hours; addition of disciplinary procedures. It is hoped that this work will be completed soon so that the vestry can vote on it and have it in place by January 1.
- Staff updates: The bishop has asked for language to be added to Garrett's Letter of Agreement, which will state the assistant or associate rector's call will be tied to the rector's call. A motion was made to add that language, seconded, and approved (BJ/EL, 9/0).
- Community Outreach: A meeting of faith leaders was hosted by St. Paul's, and the meeting went well, with a lot of energy present at the meeting.
- Noah announced that the All Saints' Day service would be a joint one with baptism at 9:45am on November 5, and that the men's group will be providing breakfast and Intergenerational Jeopardy will be played after the service.
- Plans for Advent and Christmas: Services for the 4th Sunday of Advent (Christmas Eve) will be held in the chapel in the morning, and Christmas Eve services will be at 2pm, 4pm with pageant, and the evening service will be at 8:30pm. The Christmas Day service will be at 10am. During Advent, we will be reading and discussing *Let your Life Speak* by Parker Palmer in a small group setting. The Thanksgiving Day service will be at Old St. Luke's at 10am.
- The pastoral care summit will be held on November 4th 9am-noon, will be facilitated by the Rev. Kathy Brall. Anyone involved in any form of pastoral care should attend.
- Stewardship was discussed as to how to accomplish the thank-you notes, timing of notes, and how to sign them. The vestry was encouraged to pledge early with 100% participation. Testimonials will occur at each service during the stewardship period, and these have been assigned.
- Erin Morey will be on medical leave for two to four weeks, but upon return, the parish needs her to increase her hours to 30/week. A motion was made to permit this increase, seconded, and approved (LB/GB,9/0).
- Noah announced that five parking spaces have been rented to a physician's office, to be occupied during weekdays, and rental will be \$125/month. It was noted that parking for the 10:45 service is often tight, and a discussion in the future will be held.

- General reflections and questions for the rector: To discuss several personnel matters, the vestry went into executive session.

5. Assistant Rector's Report:

- For the court-mandated community service candidate program, we have two young men whom Bill has managed well (Pete and Dan), and another has been present occasionally; however, we are not ready to take on more than that. Abraxis Workbridge has been in contact, but no action has occurred to date.
- The newcomers' reception a few weeks ago was a big success, and Garrett is thinking that the group may follow-up at someone's home in the future. The demographics of the newcomers are a mix of ages and life situation.
- Junior vergers will be used at the 8:45 service; they are being trained and will be ready by Advent.

6. Officers' Reports

Senior Warden:

- The Church without Walls program is going well. Bob, Jon D. and Noah, along with some parishioners, have gone to Rodman Baptist, and the 8th grade class will be going soon. St. Paul's will host a gathering on February 18th at 4pm.
- Absalom Jones Day will not be held this year at St. Paul's, and the Rev. Linda Wilson will be in touch for future plans for this event.
- Jon met with the senior warden of the Church of the Advent in Brookline, after the Rev. Dick Pollard had contacted Noah. Some of the issues discussed were how to capitalize on an influx of people displaced by closing of local Catholic churches, potential help with creation of brochures and other advertising pieces, and possible transportation assistance.
- Update on convention deputies and candidates for diocesan offices: Diocesan convention will be on November 10 (Fri-Sat); Mark Vito will not be able to attend, and Erin will be the alternate if able. Two candidates from St. Paul's will be running for offices: Bob Johnston (standing committee) and Courtney Horrigan (disciplinary, committee on constitutions and canons).
- Jon announced that the District III meeting will be held at his house on Sunday, November 5th at 1pm. Vestry is encouraged to attend. District III needs to elect two persons to Diocesan Council.
- The committee for revision of the church bylaws will be meeting in the next couple of weeks.

Junior Warden:

- Kitchen update: certification and purchase of items for inspection. Eric noted that three items have to be added to or replaced in the kitchen to be in compliance, an overflow valve for the dishwashing sink, a backflow valve for the icemaker, and replacement of some molding around the floor. He is waiting for some bids and a price for a new faucet for the dishwashing sink. He is also waiting on people to be certified as food handlers, and it is important that sextons be certified as well.
- The parish-wide clean-up day will be on Saturday, October 21st.
- The sustainability committee will reconvene on November 12th or 19th, to discuss the purchase and implementation of solar panels.
- After previous approval by the Vestry, the Nursery School expansion for the 3rd floor is going forward and an architect will be selected by the Nursery School and a bid obtained.

Treasurer:

- Bob reviewed income and expenditures for September, and stated that the report is generally good news. Income in September was ~\$54K, taking us to \$613 YTD, which is ~78% of anticipated income, which is well ahead of last year. Pledge payment is on track at 75%. The year-to-date is ahead for the year (71% vs 66%), and the deficit (~18K) is much smaller than last year. Expenses are at 73K, with an 18K deficit for the month, and a YTD deficit of 37K. Bob is not worried about this deficit and noted that in the previous year at this time, the deficit was 84K. The question arose as to whether the diocesan growth fund had been paid back, and Bob said that it has been. A motion was made to accept the September report, seconded, and approved (EV/EL, 9/0).
- The vestry discussed the budget for 2018 briefly. It was noted that to recruit a 3rd clergy person would require at least a \$75K package, and likely we would need >\$700K in pledges. Another topic discussed was whether the church needs a finance committee, with Noah stating an emphatic “yes” and with general agreement of the vestry.
- Other financial topics discussed were the new accounting system, which has had some delays in launching, but should be implemented shortly, and the need to reconsider audit practices for the future. Ell stated that we should consider an audit review, rather than a full audit by a CPA; this practice would save quite a bit of money.

7. Capital campaign/endowment report: Ell reported that the installation of the windows in the library and on the 3rd floor would occur during the week of Thanksgiving. He asked for approval of expenditures of \$31K to finish the windows in rectors’ offices, the main office, and the men’s rest room, along with the windows in the kitchen (39K). Since 90K had been budgeted, this means that we some savings will be realized. A motion was made, seconded, and approved (BD/BJ,9/0). The remaining projects will depend on the outstanding pledges of \$175K coming in, and these projects are the solar panels (70K), parking lot blacktop (46K), air conditioning for the lounge (14K), new carpeting (20K), and doors (50K). Thus, there is more need than money, but Noah stated that he felt that there would be sufficient cash to finish all projects in the end.

8. Commission/committee Reports:

Children and Youth: Ginny stated that two people had asked to join the commission, Marlowe Futrell and Paula Schmeck-Myers, and she welcomed them to join. Sunday School attendance has been good, but it is still early in the year. The Chapel Plus for grades 4-6 is doing well, is undergoing some tweaking, and Dave Choura is inviting the kids to have input into the service. This next Sunday (October 23rd) will be “Bring a Parent, Bring a Friend” Sunday. She mentioned that the 8th grade class would be travelling to Rodman Baptist for a service. Lastly, the vestry should consider that the Sunday School curriculum is expensive, and we need to find a way to support the costs.

Fellowship: Betty noted that Fellowship had provided the snacks for the recent movie showing.

Worship: plans for Advent and Christmas noted above.

Stewardship: Updates discussed above under Rector’s Report. The campaign will wrap up on November 19th with Sunday Sundaes as a celebration.

Outreach: Pat noted that the HarvestFest dinner on October 7th was a success, with excellent attendance and about \$4K in gross receipts. Those wishing to get reimbursed for food purchases should turn in receipts to Janet. The Trinity Cathedral drop-in ministry is working well, and several volunteers from outside St. Paul’s have been added to the mission. The diocesan Social Justice and

Outreach committee has taken over scheduling. Several organizations at St. Paul's will be approached to contribute clothing items and personal products. A Shepherd's Heart meal on October 15 was prepared by the women's bible study group, and was a success, as a meal and as an experience for the women serving. Ginny stated that the refugee committee continues to rise to challenges and that when she asked for help for transportation to a medical procedure for a refugee, many people volunteered. She and Betty also noted that the planned Thanksgiving dinner for the refugee families has been cancelled, due to difficulty in scheduling right before the holiday. Pat said that she has not yet heard anything from Operation Safety Net regarding meals for the Severe Weather Shelter, and noted that St. Paul's will not be responsible for as many dates this year due to difficulties in producing the large number of meals (1600) needed last year. She will do the reverse Advent calendar, with some help from parishioners to be approached. Pat also said that she had attended the Bread for the World meeting in Erin Morey's stead, and noted that this organization, which writes letters for causes and political appeals, is seeking to open chapters in local churches. Noah stated that in his experience, this organization is good with working with churches, but lacks an overall strategy.

Welcoming: As noted above, the newcomers' brunch on October 8 was a success.

9. **Unfinished Business:** Lisa provided an update on plans for a new parish photo directory. She has been working with LifeTouch to schedule times for photos to be taken, and in general, the photo shoots will be in late November, many in December, and a few in January. There was a suggestion that Claudia Circle be approached to provide people to set up and attend a desk for registration.
10. **New Business:** None.
11. **Meeting evaluation:** Positives were frank discussions of several issues, good identification of vestry expectations and meeting norms. Negatives were that the meeting ran a little long, and that materials regarding the meetings should be provided earlier in the cycle.
12. **Prayers for parish over next month:** Noah had passed out prayer cards in September, and members are asked to keep those prayer partners for another month. We will pray for a very successful stewardship campaign. We pray that every child in Sunday School brings a friend. We will continue to pray for Scott Reynolds and his family, Erin Morey, Alice Lee, and Sandy Ludman, and for all parishioners with medical issues. We will pray for new vestry candidates, in particular younger candidates with talents and energy.
13. **Adjournment and Closing Prayer:** Noah+ lead closing prayer, and meeting was adjourned at 9:45pm.

***Next Meeting: November 20, 2017; VPOM: Ell Vines**

Respectfully submitted,
Pat Eagon Stafford,
Secretary of the Vestry

APPENDIX

Vestry Expectations:

- 1.) Attendance at monthly Vestry meetings
- 2.) Leadership role in at least one commission or one major project
- 3.) Pray regularly for church and vestry
- 4.) Commitment to being welcoming, represent parish and vestry to others, learn about Diocese and church “best practices” and model “good behavior”
- 5.) Complete Safeguarding God’s Children training and background checks
- 6.) Pledge and contribute time, talent and treasure to the life of the church
- 7.) Respect confidentiality when expected
- 8.) Respect vestry processes

Qualities needed:

Community Spirit

Open to Discussion and conversation

Leadership Skills

Flexibility; growth mind-set

Sense of spirituality

Contributor

Sense of teamwork

Sense of humor

Commitment

Willing to get hands dirty

Honoring diversity

Vestry Meeting Norms

- 1.) Detailed material sent out in advance
- 2.) Minutes sent out two weeks after the meeting
- 3.) Step Up / Step Back
- 4.) Listen carefully to others – ask for clarification
- 5.) Report of Actions Taken and Follow-up
- 6.) Attend all meetings and report absences