

DRAFT: Minutes of the Regular Meeting
The Vestry of St. Paul's Episcopal Church

April 16, 2018

Present: Frank Horrigan, Jon Paulus, Stephen Sumpter, , Pat Eagon Stafford, Jon Delano, Ell Vines, Geoff Hurd, Mark Lamendola, Lisa Brown, Ginny Barnicoat, Gina Brownfield

Absent: Bob Johnston

Clergy present: The Rev. Noah H. Evans, The Rev. Garrett Yates

VPOM: Stephen Sumpter

1. The meeting was called to order at 7:04pm
2. Reading and discussion of Acts 2
3. Approval of March minutes (PS/FH) all in favor
4. Rector's Report
 - Sara Irwin has been recommended by the board of St. John Lutheran Church in Carnegie to be their pastor. Congregational vote in April; she will start May 1.
 - Impact on St. Paul's: St. John's will pay 1/2 of family health insurance, (12K), Noah will not be as able to work the 65 hour weeks that he has been working.
 - Paul Barker is now the Director of OSL. Work has begun on a Memorandum of Understanding. OSL will contribute to St. P the equivalent of amount of his salary; he is fully employed by St. Pauls and is under supervision of Noah.
 - Minute for Mission/St. Paul's Voices blog. The desire for this has been mentioned in various settings. This will be done at all services the 3rd Sunday/Sat of each month. It will tell a story about how God is working in people's lives. Discussion as to making this a more frequent event, but for now, it will be 1/month.
 - Summer Planning: Children and Youth Committee will work with the Young Adult group and others to plan events for the 1 service Sundays. All ideas are welcome!
 - Paul will begin to organize an adult mission trip upon his return from this summer's youth trip.
 - Dave Sharbaugh and Noah are discussing the possibility of a parish trip to the Holy Land, to occur probably in 2020. Parishes that do this kind of pilgrimage generally find that it deepens understanding and faith and infuses life into the entire parish.
 - Cathy Brall has a possible field education student for next year; she is specifically interested in tying together church and NS. Cost would be \$350/month.

- “Beer and Hymns” is a national movement that partners churches with a bar for beer and Hymns. The diocese would like to start this. St. P will sponsor a month. Young Adult group will help find good location for sometime in August.
- Summer coverage of vacationing priests in Pittsburgh Episcopal churches. There is a serious shortage of clergy. StP clergy will cover vacation time for St. David’s and St. Thomas. Question - - would those parishes want to visit StP those weeks? In either case, this creates time pressure for Noah and Garrett.
- Staffing: One of our missions is to identify and raise up leaders for ordained ministry and to consider staffing. Discussion ensued as to adding a 3rd clergy member. Cost would be around \$75K. Would need to raise \$50K through stewardship. That clergy person would focus on Formation and Pastoral Care.
- Pastoral Care Commission is considering recommending the hire of a Pastoral Care Coordinator.
- Bishop will visit StP on June 3. Vestry will have lunch with him.

5. Eileen Sharbaugh spoke to vestry:

- The director will continue to join vestry meetings from time to time as an expression of our shared life together
- NS is part of the church’s ministry. Eileen shared details of the NS mission (play based, nurturing the uniqueness of each child)
- 152 families from all over the Pgh area are part of the NS. Many of the kids are StP SS students.
- Noah and Garrett have worked on connection the NS and StP in many ways.
- This year, the NS is expanding to classrooms on the 3rd floor with a 5 day program. Also the NS will be the site of a “Matt’s Maker Space” made possible by a generous donation of a family of a NS student who died of cancer.
- Eileen is forming a cohort of Episcopal Church schools in the area.
- NS staff has been more involved in church activities this year.
- Geoff has been looking at the NS bylaws. Discussion ensued as to restructuring the election of the board by the corporation. Some changes will be instituted to make the process more logical.

6. Assistant Rector’s Report

- Lively newcomer's group and StP 101 class this past week. All are welcome and encouraged to join in the newcomer's events.

7. Senior Warden's Report

- Pat asked Jon Delano to address Diocesan positions. Need to elect alternate deputies to diocesan convention. Louise Canon, Eric Linn, Mark Vito are getting off. Louise could be re-elected, others are term limited.
- Announcement for bulletin will read:

"St. Paul's is entitled to 9 Lay Deputies, or representatives, at the annual Diocesan Convention every November. Under our Parish ByLaws, the Vestry elects these Deputies for 3-year terms with one consecutive second term permitted. The Vestry may also elect Alternate Deputies to step in if a Deputy is unable to serve. Terms begin July 1.

The Vestry will soon elect 4 Deputies and may choose up to 3 Alternate Deputies. Louise Cannon, Eric Linn, and Mark Vito's terms as Deputies expire in June. Eric and Mark have already served two terms, so are not eligible for reappointment. Louise is seeking a second term. Erin Morey's term as an Alternate Deputy also expires.

If any member of the Parish wishes to be considered for Deputy or Alternate Deputy, please let Ginny Barnicoat, Vestry secretary, know of your interest as soon as possible. Her email is bar-nicoatg@gmail.com. No prior Diocesan experience is required. We welcome candidates who reflect the diversity of St. Paul's. The ByLaws require Deputies and Alternates to "be baptized, a communicant, 18 years of age or over, recognized by the Rector and Wardens as a regular attendee at services, and on the Treasurer's records as a regular subscriber to the revenues of this Parish."

St. Paul's current Deputies are Peter Balfe (2019), Betty Duckstein (2019), Ed Hanraty (2019), Jon Delano (2020), and Bob Johnston (2020). The Alternate Deputies are John Adams (2019), Barbara Bachman (2019), Ann McStay (2019), Sue Vines (2019), Mike Plaskett (2020), and Eileen Sharbaugh (2020)."

- Pat: Mission Minute Forum for vestry commissions is this Sunday. Each commission will talk for 2-3 minutes. Prepare your thoughts to discuss the mission, the work, and to encourage volunteers to join. JonP will develop Power Point slides for each commission. Newer commissions should plan to explain for longer periods than others.
- June 11 is the ABSOLUTE deadline for completing the "Safeguarding God's Children" modules.
- May 1 is the deadline for calendar items for next year to get to Dorothy.
- May vestry retreat: Friday, May 11 dinner at Noah's (list of what to bring will come later), Saturday, May 12 8:30 AM meet at Salvation Army on McNeilly Road.
- This Sunday, April 22, is the reception for Canon Richard, and Doris Davies at 2PM in the lounge.

8. Junior Warden Report

- Property commission met, including Ell and Eric Linn
- Water issues in NS big room: Three contractors have visited. Two have submitted bids. Final scope of work is pending investigation of causes. Probably need to replace middle third of french drain which may be clogging up. Looking at estimated \$10-20K.
- Insurance: All changes resolved but one. The remaining change will require a revision to the Employee Handbook; work is in progress.
- Roof leak: Small parapet roof over women's rest room has leak. Two bids received. One additional bid has been solicited. Scope to include cleaning/inspecting gutters and adding guards to existing gutters to deflect possible overflow.
- Police Inspection: Mt. Lebanon has issued a report. A committee of Church and NS people will review and act on it.
- Alcohol Policy: Ad-Hoc Committee expecting to meet week of April 23, 2018.
- Staffing: Need for an "Event Sexton" pending.
- Spring Clean Up Day 4/21/2018 — - Vestry participation invited and encouraged.
- The garden will grow a cover crop this year. Good for soil and convenient if grading of area needs to be done for french drain issues.
- The room that will become "Matt's Maker Space" will be painted and repaired

9. Lisa: New Boy Scout Group

- Bank Accounts - Janet is facilitating Will approve adult volunteer applications and make sure that all are trained in safety protocols
- Group is enthusiastic about being at StP. They will help with Spring Clean Up.
- Ell voices a note to be sure that all adults are up to date on youth protection trainings and clearances - - Lisa assures the vestry that this is a top priority and will be done.

10. Commission Reports

A. **Outreach:**

- Need someone to do Shepherd's Heart May 6, and June 17
- Outreach meeting to be held Tues, April 24
- Refugee committee: Rini Choura is taking over for Paula Hopkins. Three parishioners have signed up to help with SHIM after school tutoring at Prospect Park. There is a Health

Fair for refugees on May 12. See Ginny Barnicoat if you can help with event or drive families there.

- Committee is looking to have a dinner in early June for refugee families

B. Children and Youth

- A four question survey was developed. This will be sent to all SS and Youth Group families via Survey Monkey
- Teacher meeting held on April 8 - - great discussions but not well attended
- Pentecost/End of SS year Celebration May 20 to include banners, brunch and performances. Event proceeds to support 1 of 3 outreach programs voted upon by the SS students
- May 12 Teacher trip to Christ Church to look at their Godly Play set up.
- This commission will assist the Young Adults and others in planning some intergenerational Sunday summer events. Suggestions welcome.

C. Financial Commission

- Stephen has formed group which includes Bob Johnston, Jim Miorelli, David Sharbaugh, Ann McStay, Karna Goldsmith, Brett Styles, Doug Townsend, Dave Coffaro, pending - Ali Alexandre
- 1st meeting being scheduled and will discuss goals, standing tasks, developing an application and evaluation process for the Endowment Committee

D. Spiritual Growth

- Group of 5 people met and discussed a survey
- **next meeting: Wednesday, May 18**

E. Property

- Group to meet 5 times per year. Recent meeting discussed the following:
 - Capital Campaign projects (El Vines)
 - 3rd Floor renovations, 1 of 3 bids in. Work to be done this summer including asbestos remediation
 - Water issues and other issues (see Junior Warden's report)
 - Electrical wiring downstairs
 - tree in neighbors yard (will contact neighbor)
 - Chancel lighting may need to be refined
 - Lounge chair Re-Upholstery

- Alternatives to coffee cart
- Storage in kitchen
- Extermination service may need to be engaged for kitchen
- Should Air Conditioner be installed when kitchen windows are replaced?
- May be offered a new, larger electric french fryer.
- Start looking for replacement stove with electric ignition
- Preventative Maintenance Routines
- AED Machines - need regular inspection and training for staff and parishioners.

F. Newcomers and Evangelism

- Successful newcomers event, coordinated by Barbara Galleries. Continue to see mix of new people
- Lisa, as Charter Organization Rep has been working closely with the new Boy Scout Troop
- Lisa will attend "Missional Voices" in Indianapolis, where she will participate in robust conversations regarding theology, culture, the practice of ministry, support of strong, faithful leadership in a time of adaptive change.
- Commission will be forming and will include newcomers, greeters, ushers.
- Will look at ways to better train and resource greeters and ushers
- Lisa will order, read and share book Speaking Our Faith.

G. Worship Commission

- Met April 17 to review Lenten and Holy Week worship and to plan for Pentecost and upcoming summer schedule and visit by Bishop McConnell
- Members of commission come from cross section of parish
- More "big picture" discussion about what worship is about
- Subtle but meaningful changes during Lent and Holy week.
- Two new Junior Vergers (Madigan Balfe, Jack Horrigan)
- June 3: Confirmation Sunday with Bishop McConnell at StP
- All are welcome to share thoughts and ideas with the commission. Worship is for everyone.

H. Pastoral Care Commission

- Meeting held April 15, 2018

- The Commission believes that pastoral care is a central purpose of StP and we are exploring ways to be more proactive in this regard.
- Identified a need for a Pastoral Care Coordinator
- Other ways to be proactive in providing pastoral care is through the telephone ministry and by better identifying Stephen Ministers and care recipients.
- Reviewing the confidentiality of prayer lists
- next meeting: June 10 at 11AM

I. Stewardship Commission

- Focus Group met on April 6
- Discussed Goal of Stewardship, needs and financial differences among parishioners, and messaging
- Discussion of broadening the definition of stewardship to value people's pledge of time and talent as well as treasure.
- Action: Reintroduce Commission Fair? Have adult forum on Giving through use of Minimum Required IRA Distributions
- Do testimonials through course of year

11. New Business

- Jon D - diocesan council is hosting May 19 10AM event with bishop and deputies to general convention to hear thoughts on diocese as a whole on general convention matters
- (old business) Jon D - task force on bylaw revision, various subcommittees have been meeting to canoe back to vestry with revisions

Executive Session: 9:45-9:50 PM

12. Meeting Pluses

- Commission reports submitted in writing a good thing
- Bible study sets great tone for meeting
- Great food
- Nice to hear from Eileen (2 months in a row vestry has enjoyed hearing from non-vestry member)

Deltas:

- Meeting finishing at 9:53 PM

Bold Prayers for Parish

- That we know that the same power that was behind the apostles in Acts 2 is behind us
- Our presentation to the parish on Sunday encourages and inspires
- Less rain
- Thanksgiving that so many StP people step up when there is a need
- For the next generation of StP members
- Involvement of the coordinator of outreach/mission

9:55 Adjournment

Next Meeting: May 21, 2018

VPOM - Bob Johnston

Vestry Meeting Norms

Detailed material sent out in advance

Minutes sent out two weeks after the meeting

Step Up/Step Back

Listen carefully to others - ask for clarification

Report of Actions Taken and Follow-up

Attend all meeting and report absences.