

**St. Andrew's Episcopal Church**  
**March 23, 2014**  
**Vestry Meeting Minutes**

1. **Vestry Members in attendance** were: Vic Karcher, Andrew Smeltz, Jennifer Morehouse, Linda Hoffman, Mike Rhodes, Jan Rose, Jim Smith, Beth Hagan, Bill Gawors. Excused vestry members were: Penny Goldstein, Kristina Faber, David Luo. Treasurer Cindy Stitt and Verger Mike Stitt were also in attendance. The Rev. Barbara Hutchinson was present. The Rev. Betsy Ivey was excused from the meeting due to her involvement in the Diocesan Youth Event.
2. **Opening Prayer.** Our senior warden, Vic Karcher, opened the meeting in prayer at 11:30 a.m.
3. **Gathering Exercise.** Mother Barbara invited the members to share a Lenten practice they are engaging in during this season.
4. **Appointments:**
  - a. **Treasurer.** Vic joyfully announced that Cindy Stitt has accepted the position of Treasurer.
  - b. **Investment Committee Chair.** Mother Barbara announced that David Luo will be the Investment Committee Chair.
  - c. **Vestry Clerk.** Vic encouraged each one of the vestry members to be thinking about who could serve as our Vestry Clerk. This is a position we would want to fill by our next meeting.
5. **Review of Financial Material**
  - a. Jan Rose suggested the wording be changed from "balance" to "reconcile" in the Financial Secretary's duties referring to connecting the deposit slip to the record in SK. This action will be done.
  - b. The Revised Budget for 2014 was unanimously approved. (Motion by Mike Rhodes, seconded by Bill Gawors.)
  - c. Mike Rhodes offered to attend a finance committee meeting when we could discuss online giving through the website. This feature will become more accessible when we switch the regular checking account to a non-profit checking account with Orrstown. The finance committee will advise Mike when this action has happened so he can speak to them about online giving through the website.
6. **Decisions to make**
  - a. It was agreed that the decision regarding the use of the Designated Outreach Pledges would go to the Outreach Committee, under the leadership of Mother Betsy. This committee will produce an annual schedule of outreach events and budget amounts for each one (if there are expenses involved).
    - i. The Outreach Committee will review the use of the designated donations in terms of the community meals and the annual pledge to the Episcopal Home Heroes campaign and report next month.

- b. The Personnel Committee (Vic, Linda, Treasurer, Clergy) will review the cleaning contract estimates and create a plan increasing expectations and salary for our current cleaning person. Other vestry members are encouraged to join the personnel committee.
7. **Choir Director/Organist Position.** The proposed job description and compensation package was approved for the new Choir Director/Organist. We had discussion around the development of the children's music ministry. It was suggested we have both a choral element and an orchestra, offering events/involvement of our young people every couple of months, as opposed to a regular children's choir. We will hold a parent's meeting in May to assess the parent's interests and level of involvement of their children in the program.
8. **Eager Scout Project.** Jim Smith presented his plans for his Eagle Scout Project, which was well received. He received approval from the vestry for the funding. There will be a special offering on the Sunday when he provides a presentation at coffee hour. Any remaining balance will be paid out of our buildings and grounds budget.
9. **Safeguarding God's Children Policy.** Andrew Smeltz volunteered to work with others to create a policy statement for St. Andrew's based upon the Diocesan policy for Safeguarding God's Children. The intent would be to share this policy with the parents at the parent's meeting in May so everyone would know the vestry's commitment to the safety of our children and the new guidelines regarding supervision during coffee hour. Mike Rhodes will install safeguards on our computer and move it into the library. Kelly Rhodes and Beth Hagan will work together to create a craft activity for the children during coffee hour so they can be within sight and occupied in a fun activity. This will start as soon as Kelly and Beth are ready to launch it.
10. **Vestry Retreat.**
  - a. Members who are not able to attend: Mike Rhodes, Jan Rose, Jennifer Morehouse. If anyone else is not able to attend, please let Vic know as soon as possible so he can complete the contract. The cost is \$109.00 per person.
  - b. Vic encouraged us all to attend as we will be doing important work as well as developing as a group and coming out of the retreat with a new vestry identity.
  - c. Vic charged us each to think of one item of luggage we can bring along to contribute to our travel. We will review what we have done in the past and any unfinished business.
  - d. Vic will send us more information over the next few weeks regarding the planning of the retreat and is open to ideas and input.
11. **Reports.**
  - a. Jennifer complimented Mike Stitt on placing a baby changing table in both the men's and women's restroom.

- b. Mike Stitt reported that we now have 6 teams for our community meal program. If anyone else would like to participate, please contact Mike.
  - c. Mike Stitt is working on a capital improvement/repair list.
- 12. New Business**
- a. Jan expressed concern about the ongoing upkeep of the Mary Garden. Mike Stitt will be offering plans for a redesign which will be of lower maintenance. The Boy Scouts are considering it their project to help with the upkeep.
  - b. Jan Rose encouraged everyone to attend the Bishop's Celebration of Ministry to be held at the Cathedral on May 3<sup>rd</sup> at 11:00 a.m. Please let Vickie know of your desire to attend and then we will send the total number of responses into the committee so they can plan for the reception.
- 13. Adjournment.** Linda offered a motion for adjournment, seconded by Bill at 1:00 p.m.
- 14. Our next meeting** is April 27<sup>th</sup> at 12:15 (after Anne Herman's reception).
- 15. Closing Prayer** – Jim Smith offered our closing prayer.

Respectfully submitted,  
The Rev. Barbara Hutchinson

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Action items to accomplished and reported on at our next meeting

- 1. Outreach Committee will meet to create annual schedule and budget for the Outreach events. They will offer a recommendation to the vestry regarding the use of the Designated Outreach Pledges and offer a suggestion regarding what line item the annual pledge to The Episcopal Home Heroes will be drawn from.
- 2. Andrew Smeltz will present a Safeguarding Policy for the parish which will be communicated to parents at the parent's meeting on 5/4.
- 3. The personnel committee will meet and create a plan for the cleaning contract.
- 4. We are all to be thinking of who to fill the following leadership positions:
  - a. Vestry Clerk
  - b. Finance Committee Chair
  - c. Members for the Investment Committee
  - d. Members for the personnel committee.
- 5. We are all to let Vic know if we are unable to attend the retreat ASAP so he can finalize the contract with Claggett Center.