

# St. Andrew's Episcopal Church Vestry

Meeting Minutes – May 2015

## I. Gathering and Opening Prayer

The meeting was called to order at 11:35am by Mike Rhodes who opened with prayer.

### Roll Call

<input checked="" type="checkbox"/>	The Rev. Barbara Hutchinson, Rector				
<input checked="" type="checkbox"/>	The Rev. Betsy Ivey, Curate				
<input checked="" type="checkbox"/>	The Rev. Carenda Baker, Transitional Deacon				
		The Vestry			
<input checked="" type="checkbox"/>	Mike Rhodes, Senior Warden	<input checked="" type="checkbox"/>	Jennifer Morehouse, Junior Warden		
<input checked="" type="checkbox"/>	Tom Briggs	<input type="checkbox"/>	Shelbie D'Annibale	<input checked="" type="checkbox"/>	Melisa Dotson
<input checked="" type="checkbox"/>	Bill Gawors	<input checked="" type="checkbox"/>	Beth Hagan	<input checked="" type="checkbox"/>	Tim Hawkins
<input checked="" type="checkbox"/>	David Luo	<input type="checkbox"/>	Jim Smith		

## II. Formation Time

Time Started: 11:37	Allocated: 20 mins	Leader: Mtr. Barbara
---------------------	--------------------	----------------------

Mtr. Barbara began addressing the Impression that people are leaving the parish. There are now 90 new members, 44% of the parish is new within the last five years, 24% 6-10 years, and the remaining 32% are here 11+ years. About half of the new parish are from apostolic traditions (e.g. Catholic, Lutheran, Episcopalian) the others are from other protestant denominations (e.g. fundamentalist) who have very different traditions liturgy, Eucharist, and music. This can cause confusion and frustration between the two groups.

The vestry split up into two small groups to discuss the issues for 10 minutes, then reconvened to discuss.

### A. Reflection on congregational development size

The issue: What we see is that there is some conflict in some areas with the 11+ group. There is a spiritual outlook that is "this is how we've always done it" rather than this how do we bring everyone closer to god. For example, there was conflict over the soft space because it represented change. In that case, the Vestry endorsed the project and moved it forward.

Another example is that the current Adult Formation class has veteran members engaging in more advanced discussion that isn't appropriate for all the newcomers. Perhaps we should try to have a "How to be Episcopalian 101" for them. It is important to give the people who are in conflict some ownership to continue to interact and keep them on board as we make change. The goal is to give them areas that they can bring their experience and have some control and encourage them to remain active.

A parishioner suggested that we adopt a single service at 9:00 for the summer months. This was done years ago under Fr. Murphy. At least during the summer the whole congregation

would meet at together. There was a recommendation to issue a survey to determine interest. There was another recommendation to keep it at 9am to avoid excluding the 8:00'ers. Another recommendation was that it should be the regular time throughout the summer (not once a month). One final recommendation was do the survey outside of the weekly newsletter to encourage more response. (*Note: Vestry did not take action on these ideas*).

## B. Reflection on length of membership data

Because there are so many new people from diverse backgrounds, perhaps we should have an instructed Eucharist which uses a special bulletin and/or modified service where the reasons for each part of the service are described. Perhaps we should have something hanging in the pew for people to know what is going on.

Other recommendations included:

- Keep calling/inviting new people to the events.
- The greeters could have something to hand to new people.
- Have a newcomers luncheon.
- Complete the picture directory.
- Have an explanation of the high church vs. the low church. Maybe have one service of each.
- Share the demographic changes with the congregation to head off the misconception that "everyone is leaving."

## III. New Business

### A. Update from MS & HS Youth Task Force

Time Started: 12:07	Allocated: 10 mins	Leader: Tim Hawkins
---------------------	--------------------	---------------------

The Youth Task Force (YTF) met two weeks ago to continue the discussion about our youth education ministry. The YTF is trying to determine what a youth education program should look like. Some of the initial conclusions include:

- Middle school should be more structured and should meet regularly.
- High school will be less structured. Both will include some form of mission.
- MS mission might be more local, HS could be wider area / possibly international, but should be driven by the youth with guidance from the youth.
- The HS group needs to pay attention to the social component which is what the youth are looking for. Came up with a list of names who might be interested.

The next step for the vestry is to consider the current direction the YTF is taking:

- Do you like the proposed MS/HS structure? Big service component. HS not really weekly. MS would be regular with emphasis on self-identity and where their faith is.
  - My son is entering MS and dealing with the body image / awkward stage, I like that structure. \*\*\*\*\*

- Need to survey the kids, not the parents. Kids want to select their own social functions. If we want involvement, the kids need to have ownership. Find out which kids and what ages and what they want to be actively involved in. \*\*\*\*\*
- \*\*
  - We have 14 6-12<sup>th</sup> graders. Two regular, 4 sometimes, and 8 sporadically.
- Love that we are imagining service projects for the children. \*\*\*
- Should / how we survey what is important? Concern is to address buy in.
  - Is it worth surveying both groups?
  - MS probably should be both
  - HS probably just the kids
  - YTF will create a thread to continue the discussion
- Should we pay for a youth coordinator / teacher? Who would they be?
- There is a major issue dealing with the new clearances law. There are costs that must be paid. Also need to have “Safeguarding God’s Children” training.

## B. Follow up on Jubilee Ministry

Time Started:	Allocated: 10 mins	Leader: Rev. Carenda Baker
---------------	--------------------	----------------------------

The Jubilee Ministry came out of Mother Betsy’s work with the outreach committee. The ministry has been around for about 30 years and looks at advocating to address the causes of poverty. What is required is:

- Must be Episcopal church
- Ministries have to be involved with poor and oppressed
- Mission must be rooted in worship and include human advocacy

We must:

- Fill out application that details how we meet the requirements
- Keep a “how-to” file to help support other parishes
- Decide what our ministry focus be? Ours are focused on food insecurity and programs for the needs of aging and elderly. How do we become advocates for these groups?

Over time we can add additional programs to focus on these groups.

There is a strong need for this to be well organized and coordinated. There should be a chair person and a committee with oversight over the Jubilee Ministry. Includes communications, welcoming community members, networking, and identifying educational and advocacy pieces.

Big question is “Why should we do this?” It’s the next big step in discipleship. Taking on this piece is the next step towards Justice. 50% of kids are eligible for free lunch county. Increasing numbers of homeless.

- I am not clear on what this is. If we are already doing it, why? If we are already doing it, what’s the point.
  - We aren’t doing it all – we aren’t doing the advocacy piece. There are grants available to ministries to support
  - It focuses the parish and claims that these are the areas that we are working on and to become a resource other parishes.
- We do a lot of that already, this would help focus them and start new ones. We need to find a good group of folks to organize and lead. We can be a model. Betsy took outreach to the next level, now we need to continue that. \* \* \* \* \*
- Is this consistent with going from a family to pastoral church? What kind of grants are available? From whom are they coming from?
  - Yes, it is. They are from national church, and can be quite sizable. 1k – 10k for startup ministries.
- We have a new member who is interested in this and could be a coordinator.
- Episcopal church reaches across the community and that is our special place, and we should use that. \*\*
- This is a good time to explore this, with Betsy leaving, it could give an impetus to keep it going. \*
- The bottom line will be great for St. Andrews, and it will really help the community.
- It is wonderful that we are feeding people that are hungry today, but we should help people get out of poverty. Education such as after-school tutoring, helping kids stay in school, break the cycle of poverty. There are many need based scholarships for those who want to go to college, someone with the right background and knowledge could help them. (Peter D was FinAid director) \*
- Payne’s work on the breaking the cycle of poverty. “Framework of Poverty”

Motion: We should proceed with pursuing the Jubilee Ministry	
Proposed By: Carenda	Seconded: Mike Rhodes
Vote: Unanimous, by acclamation	
Further Action: Continue the process.	

### C. Rental Use of Space

Time Started: 12:34	Allocated: 5 mins	Leader: Rev. Barbara Hutchinson
---------------------	-------------------	---------------------------------

Mother Barbara discussed a request and a proposed written policy for the rental use of the church facilities. Mother Barbara submitted policy that any non-profit could use the space “free of charge,” but a non-profit would be able to rent at a fee.

The discussion followed:

- The amount is too small to worry about for for-profit, seems like more of an aggravation; either don't charge or charge more.
- Think you should charge, using the equipment, gas, electricity; there should be some financial piece. \*
- What type of for-profit would fit the use? E.g. Lisa T. uses the space for lessons. Person wants to use kitchen for baked good to sell.
- Limit the group to some sort of approved group. \*\*\*
- If they are using the space, more than the kitchen, there should be more of a charge.\*\*\*\*
- When people pay for something, they take better care than if it's free.
- Don't have to be aligned with the church, but just not against it.
- If they have to use a commercial kitchen, does it open us up to additional equipment?
- Person is a long time parishioner who is trying to make extra money, so upping the cost is impacting her. Keep that in mind when setting the price.
- What type of liability does it open us up to? Are we providing support for a parishioner, or are we providing a service?
- Ask her to donate food to community
- We don't want to cut into her profit, but there should be something for accountability for use of the space.
- Put a face on what you're asking for, it helps. Like the Y, have a staggered price for members vs. non-members.
- Ten for members, more for non-members; or \$10 unless it's a problem.

Motion: Accept the rental use policy proposed.	
Proposed By: Betsy	Seconded: Bill
Vote: Unanimous, by acclamation	
Further Action: None	

#### D. Accounting Principles & Job Descriptions

Time Started: 12:47	Allocated: 10 mins	Leader: Rev. Barbara Hutchinson
---------------------	--------------------	---------------------------------

Much of the work of the past year has been to get the accounting practices in-line with national church practices. Barbara wrote updated job descriptions. The key pieces are that we need to have an annual audit. We also need to have a system to archive documents. The new job description includes parish secretary printing the checks, she will not approve or sign checks. Cindy Stitt has stepped down from the treasurer position.

Motion: Approve the accounting and principles job description	
Proposed By: Jennifer	Seconded: Bill
Vote: Unanimous, by acclamation	
Further Action: None	

## IV. Old Business

### A. Cinco de Mayo Party

Time Started:	Allocated: 10 mins	Leader: Jennifer Morehouse
---------------	--------------------	----------------------------

“Positive and negatives from the party?”

- Good food, good time, well organized. Very welcoming. \* \*
- Having an activity was great. The childrens activity was great. It was good that the new people were called. Encourage people to sit with others that they don't know. \* \*
- Salsa needed to be hotter ☺
- Come up with a fun way for people to sit with people that they don't know. They didn't get to meet people that they didn't already know. Find a way to do it as an activity.
- Alcohol? \*
- Need a microphone – there was a lot of talking going. People lingered, which was good. Need a dollar number for what it cost so we can budget for it.
- Saw a receipt for \$86 for food, collected \$87.
- Thank you to everyone who came, there was a strong vestry presence.
- The way the collection thing was done was a little awkward. We should think about how to have a collection or whether it should just be budged.
- Put the people together to find out how much was spent and put it into the PLC budget.

### B. Positions to be filled

Time Started:	Allocated:	Leader: Mike Rhodes
---------------	------------	---------------------

- Vestry Clerk – DottieSue Ott stepped down from secretary position. Tom Briggs has agreed to serve as both Vestry member and Vestry Clerk.

Motion: Appoint Tom Briggs as Vestry Clerk	
Proposed By: Mike	Seconded: Bill
Vote: Unanimous, by acclamation	
Further Action: None	

- Mike Stitt is stepping down as building and grounds chair. Need suggestions – let Mike Rhodes know.
- Cindy Stitt is stepping down as treasurer. Need someone for 1-2 hours per week. Definitely need someone soon, they are finalizing Chart of Accounts and there will be training involved. Secretary will do Quick Books entry.

### C. PLC Flooring

Time Started: 1:01	Allocated:	Leader: Mike Rhodes
--------------------	------------	---------------------

Expect work to start May 25<sup>th</sup> on installing flooring. We need to move everything out of the PLC and into the hallway and library. Need a work crew on the 24<sup>th</sup> to do the move. Expected to take three days. Need a quote on waxing the tiles right away.

#### D. Approval of April Minutes

Time	1:02	Allocated:	Leader: Mike Rhodes
Started:			
Motion: Approve minutes of April vestry meeting			
Proposed By: Mike		Seconded: Bill	
Vote: Unanimous, by acclamation			
Further Action: None			

#### E. Parish Directory

Time Started:	1:03	Allocated:	Leader: Jennifer Morehouse
---------------	------	------------	----------------------------

Jennifer will contact Jan Smith to discuss. Mother Barbara said that the church's member management software can support a pictorial directory.

#### F. Flock Note

Time Started:	1:03	Allocated:	Leader: Mike Rhodes
---------------	------	------------	---------------------

We cannot host a custom service ourselves, its not part of our package. Mike will have more information for next vestry meeting.

#### G. Mother Betsy's Departure Date

Time Started:	1:03	Allocated:	Leader: Mtr. Barbara
---------------	------	------------	----------------------

Betsy's last day will be Sunday, June 7<sup>th</sup>. Typical the church gives the departing priest a present, a collection will be established.

#### H. Discussion of previously sent reports

Time Started:	1:05	Allocated:	Leader: Mike Rhodes
---------------	------	------------	---------------------

No discussion needed.

#### I. Meeting recap

Time Started:	1:05	Allocated:	Leader: Mike Rhodes
---------------	------	------------	---------------------

Decided to approve the Jubilee project, and the rental agreement, and the youth task force, accounting positions, Tom as Clerk.

#### V. Upcoming Events

Time Started:	1:08	Allocated:	Leader: Mike Rhodes
---------------	------	------------	---------------------

Summary of upcoming events

- Vestry party Friday May 22<sup>nd</sup> at 6:30
- May 24<sup>th</sup> - Feast of Pentecost Baptism and release of Butterflies
- June 7<sup>th</sup> – Betsy’s last day and Church school celebration
- June 12<sup>th</sup> and 13<sup>th</sup> – THRIVE event
- June 28<sup>th</sup> is June Vestry Meeting, last meeting for Beth Hagan – should look at creating investment committee

VI. Closing

Time	1:13	Allocated:	3	Leader: Mtr. Betsey
Started:				
Motion: Adjourn the Vestry meeting				
Proposed By: Tim		Seconded: Bill		
Vote: Unanimous, by acclamation				

Following a motion to adjourn, Mother Betsy closed the meeting with prayer.