

St. Stephen's Vestry Minutes February 9, 2016

Attendees: Mother Susan Anslow Williams, Don Ingersoll, Katy Allen, Margie Armstrong, Kathy DeCiantis, Richard Kenefic [via Skype], Paul Hardy, Alice Moss, Patrick Roberts, Norma Ross, Paula Somerville, Roy Waters

Opening: Junior Warden Don Ingersoll called the meeting to order at 7:05 p.m.

Prayer: Don led us in an opening prayer.

Orientation: Mo. Susan led the Vestry in an **ice breaker**.

Mo. Susan highlighted **canonical roles** of the Vestry, officers, and the clergy from the handouts. At St. Stephen's we consider the clergy and Vestry to be acting in partnership. The Vestry provides overall vision and priorities and acts as a planning and coordinating body for managing our mission work and "corporate" church functions. Vestry members serve as liaisons to the key mission areas, and may serve as the chair of the committee as desired by the committee or liaison.

Don and Mo. Susan walked the Vestry through handouts of **operational information** regarding Vestry members' responsibilities.

Election: Mo. Susan conducted the election and accepted nominations for officers. Open positions were approved as follows (nominator, second in parentheses):

Sr. Warden: Don, (Paula, Paul); **Jr. Warden:** Silvia, (Mo. Susan, Norma);
Clerk: Katy (Alice, Pat)

Liaisons to Committees: Vestry members indicated their interest in two or more of the following, then Mo. Susan and Don finalized the matches. Silvia will float as Junior Warden to her interests (issues for further committee discussion in parentheses):

Adult Faith: Norma; **Buildings & Grounds:** Roy (Alan Giles has done so much, hope to relieve the burden on him); **Finance:** Pat; **Hospitality:** Alice; **Membership:** Kathy; **Outreach:** Margie; **Communications:** Don; **Pastoral Care:** Katy (looking for lay people in addition to Mo. Susan and LEMs, possibly resurrect Befrienders Listening Ministry); **Stewardship:** Paula; **Worship:** Richard (includes ushers, altar guild, acolytes, email coordination); **YACYM:** Paul (meets quarterly, liaise with teachers)

Rector's report: Mo. Susan shared the **Mission Area Survey** results with the purpose of a) noting all the ideas and criticisms and b) reviewing and choosing the best **ideas to implement**, including the following:

- name tags should be updated (remove deceased, Paul suggested considering a permanent hanging structure)
- cry out cards to shut-ins or the ill (pastoral care), Norma suggested birthday cards and distributing a birthday list (not just the bulletin)
- food pantry mission is important, Margie will check staffing is balanced
- outreach: suggestions to focusing on diversity in order to teach parish about intangibles
- better awareness of resources within the parish family (lawyers, accountants, young families)
- Kathy suggested a parish fellowship idea “speed dating” during coffee hour to meet and greet parishioners outside of our circle of friends

MIA Project: Members are asked to contact Mo. Susan if they know of anyone who has moved on. In January before the Annual Parish Meeting cards were sent to all who haven’t been seen or donated recently. Vestry volunteers will follow up with phone calls (Margie, Richard, Cathy, Roy). Mo. Susan will provide a suggested conversational script.

Consent Calendar: Alice moved to approve the minutes from last month and Patrick seconded. Motion carried with Paul abstaining.

Financial update: January numbers are a deficit due to insurance and beginning of year payments. This is in line with previous years roughly \$27000, but up \$1500 year on year. The parish has a financial budget calculator/predictor that can work after three months of data, Vestry will examine revenue/expenditures once we have enough data.

Contractual amendments: These fulfill diocesan requirements in Mo. Susan’s and Ken’s contracts. Richard ask to clarify requirements vs. recommendations. Don and Mo. Susan explained that as they are **benefit obligations** they must be approved. The proposed budget already reflects these amendments and the contracts have been in force since the new year. New Vestry must officially approve contractual changes. Roy moved to approve the two resolutions provided by treasurer Jim Trask, Margie seconded and the motion was carried without dissent.

Upcoming events/To Do List: The **Diocesan retreat** is 2/27 at 9:00a.m. in the cathedral downtown. Preliminary attendees are Alice, Paula, Don, Mo. Susan, Pat, Margi, Norma, possibly Sylvia. Norma will purchase **food for the Lenten program** from Gorton’s and Mo. Susan confirmed they have our tax free status on file. Vestry

members must sign off for a **background check** and do an online educational course regarding children's security. **March vestry meeting changed** to Ides of March (15th) at 7:00p.m.

Closing comments: Thanks to Paul thanks for **Scouting Sunday** coordination, asked to pass on **appreciation to John Pavik** for his speech that day. Vestry also acknowledges Music Director's excellent choice of original pieces and settings for concert on Friday February 5th. A fellowship meal followed by a candlelit short **Taizé-style Compline Lenten Service** in the Sanctuary. It was suggested to record it and play during fellowship/coffee hour.

Closing prayer: Led by Mo. Susan.

Meeting adjourned: at 9:25.