

# Hickory Neck Episcopal Church Vestry Minutes

**January 9, 2007**

**Present:** Fred Boelt (Treasurer/Senior Warden), Bill Teale (Junior Warden/Stewardship), Michael Delk (Rector), Ann Dieterle (Associate Rector), Sue Dugan (Pastoral Care), Nancy Geddes (Youth), Lynn Geddy (Parish Life), Chuck Jundt (Outreach), Connie Kendrick (Worship), Katrina Luksovsky (Newcomers), Don Seeterlin (Buildings & Grounds), Paula Simmons (Christian Formation), and Lauris Zeni (Newcomers)

**Absent:** Mayes Mathews (Strategic Planning)

## **I. Vestry Check In:**

Vestry members shared personal news since the last meeting in December.

## **II. Opening Prayer and Meditation:**

Connie Kendrick led the prayer and meditation.

## **III. Approval of Vestry Minutes:**

Motion was made, seconded and passed to approve the minutes of the December meeting. Eve Butler-Gee was commissioned as the Register of the congregation.

## **IV. Parishoners' Comments and Initiatives:**

There were no parishioner comments or initiatives.

## **V. Treasurer's Report:**

Fred Boelt reported that the month of December finished \$930 in the black. While income was down \$15,000 against the budget, expenses were under budget by \$16,000.

(as of 12-30-06)

<b>YTD Budget Income</b>	<b>\$317,209.00</b>
<b>YTD Actual Income</b>	<b>\$302,426.57</b>
<b>YTD Budget Expenses</b>	<b>\$317,209.00</b>
<b>YTD Actual Expenses</b>	<b>\$301,495.80</b>
<b>Loan Balances (1-4-07)</b>	<b>\$658,876.00</b>

Fred reported that the income from the Men's Breakfast for the purchase of the defibrillator is \$1,667 to date. The original cost of the equipment was projected to be \$1300, but the cost is now \$1700, plus \$400 for training.

The Building Fund received \$25,980 in income. \$38,000 was applied to the principal on the demand note, leaving a balance of \$162,000 on the demand note.

Martha McCartney reports that the Historic Preservation Fund received \$23,000 in new donations in December 2007. There has been a \$4,000 expenditure for brickwork surrounding the heat pump.

Steve Barnes has completed the financial review (Attachment A). We have passed muster with the exception of two minor items: (1) "Payment requests made by the person to whom a check is ultimately to be issued should be signed and approved by the treasurer"; and (2) "the balance on the Davenport mutual fund was understated on the balance sheet by \$2,976. This was the result of a stock donation done on 12/30/05, but not recorded on the general ledger until January 2006".

## **VI. Junior Warden's Report:**

Bill Teale reported that he is not satisfied with output of data collected from the Time and Talent forms. He will be working to streamline the final data intended for use by Vestry

ministry liaison and ministry leaders. The goal is to minimize the need for numerous calls to parishioners (especially newcomers) who have expressed an interest. For example, information such as which service individuals attend should be part of the data compilation. Streamlined Time and Talent forms will provide a more comprehensive data base which, once updated, can serve as a reliable resource for Fr. Michael and Pastor Ann. Fr. Michael expressed his desire that this survey will become method of encouragement for service in the various ministries at Hickory Neck.

## **VII. Senior Warden's Report:**

As follow-up to the Vestry discussions in December regarding the insurance inspection, Fred Boelt requested that "items of consequence" (i.e. items that would represent a loss by theft, fire or other events) be inventoried by Vestry ministry liaisons and reported back to the Vestry by the March meeting.

The following persons and categories were assigned: Hope Brans—Office Equipment; Ed Godshall—Musical instruments; Lynn Geddy—Parish Life (coffee urns, appliances, etc.); Don Seeterlin—Buildings and Grounds (tables, chairs, etc); Connie Kendrick with De Fehrenbach—Worship and Altar Guild (sacred vessels, vestments, etc); and Paula Simmons—Christian Formation and Sunday School (major equipment and resources).

Nancy Geddes suggested that items, especially Altar Guild items, be photographed and put on a cd or videotaped, as further backup in the event of an insurance claim. Bill Teale volunteered to photograph items and put them on a cd.

## **VIII. Associate Rector's Report:**

### ***"Christian Formation***

*"The Christian Formation Committee met on Sunday, Dec. 16<sup>th</sup> and is organized. Committee members include Ann Dieterle, Paula Simmons (vestry member for Christian Formation), Toni Small (Sunday School Superintendent), Stephanie Delk (Equipment) and De Fehrenbach (curriculum, teacher recruitment and training). Program timeline and committee duties are available for anyone who is interested.*

*"Attendance reports suggest that a third 'Godly Play' classroom will be necessary no later than September. The committee, in particular Stephanie Delk and De Fehrenbach, are working on preparations for this transition and are currently evaluating the cost and the timing of this to maximize formation for students and minimize the impact on resources (budget, space allocation and teacher readiness).*

*"On Sunday we began our first adult formation class for the new year- 'Hermeneutics,' led by Rev. Michael Delk. This class will continue through the month of January. I will hold a class on the Order of the Anglican Communion during the month of February. These will be the only Sunday morning adult sessions during Epiphany. As we move into Lent, I'm considering multiple offerings at the 10:15 hour.*

*"Mr. Bob Gay will teach a class on Sunday nights, beginning in February and running for 8 sessions (Feb. 25 – Apr. 22 with a break for Easter) from 7 – 8 in the Narthex of the new chapel. This will be a version of the 'Foundations of Faith' course, but will focus on a particularly Anglican Christianity. Topics will include church history, the theology and spirituality of the prayer book and liturgy, the baptismal covenant and discovering our baptismal ministry. It will be open and fruitful to anyone at any 'experience' level with Christianity and the Episcopal Church.*

*"What was going to be a 4-week course on 'Episcopal Speak 101' taught by me is now a one session highlight of terms and expressions commonly used in our tradition, meant to compliment both the 'Order of the Anglican Communion' class and the "Anglican Christianity" class. This session will be held on February 7<sup>th</sup>, and will include a potluck supper and fellowship.*

*"The program for the Lenten Soup and Supper series will be confirmed and published shortly. The dates are Wednesdays, Feb. 28<sup>th</sup> – Mar. 28<sup>th</sup> and will center around a worship service.*

### **Youth**

*"'Regular' meetings for 2007 begin this coming Sunday, Jan. 14<sup>th</sup>. Brian Hanlon is a new volunteer this year, and will begin working with us shortly. There will be a youth leader meeting later this month that will give leaders a time for fellowship and visioning, and on Sunday, February 11<sup>th</sup>, we will have a Family Night from 6-8, in lieu of our regular meeting. We'll use this time for fun, food and fellowship, as well as a brief informational session about upcoming events.*

### **"Pastoral Care**

*"A single's ministry will kick-off shortly, in the shape of a single's foyer group. There has been good response to this in the form of sign-ups.*

### **"Other**

*"At the 2007 Diocesan Council I will be nominated for a new, 3-year term on the Commission on Ministry, Committee for Seminary Preparation.*

*"At my first-annual review in July, I requested a follow-up meeting at the beginning of the year. We will do that in early February, and the focus will be goals for the first half of 2007 and issues to look at deliberately as we approach Michael's sabbatical, as well as a 'progress report on items raised at the July review'."*

#### **IX. Rector's Report:**

Average Sunday attendance (excluding Christmas Eve)  
since last meeting – 261

#### **Christmas Eve/Christmas Day combined attendance—310**

Average Sunday attendance in the last period between meetings –213

New Members by Letter of Transfer, since last Vestry meeting: Jane O'Neal; and John and Lucy Rothnic

No burials, marriages or transfers out of the Parish since last Vestry meeting.

Calendar events, since last Vestry Meeting:

12/13--Healing and Wholeness Eucharist, 7 pm

12/15--Vestry Advent Party, 6pm@Rectory

12/24--Childrens' Christmas Pageant, 9am

12/24--Parish Breakfast, 10am

12/24--Christmas Eve Eucharists, 5pm, 8pm & 11pm

12/25--Christmas Day Eucharist, 10am

12/26--Offices closed

12/26 – 1/4--Delk AWAY

12/31—Lessons & Carols with Holy Communion, 9 am & 11:15 am

Upcoming Calendar Events:

1/14--Family Foyer, 4:30 pm

1/24--HNC hosts Convocation V Pre-Council meeting, 7 pm

1/26 – 1/27--Vestry Retreat at Chanco on the James

2/9 – 2/11--Diocesan Annual Council, Williamsburg Lodge

2/11 – 2/16—Delk AWAY at Clergy Leadership Project

Fr. Michael commented that moving back the date of the Healing and Wholeness Eucharist had been a good idea. Also, that the Childrens' Christmas Pageant, held for the first time in the new worship space, had worked very well. The Men's Breakfast on the morning of the 24<sup>th</sup> was very successful and should perhaps be done more often.

The high mass at the 11 pm Christmas Eve service was very well attended (double the average attendance at that service over the preceding several years). The use of the incense and the structure of the Liturgy were well received. A similar high mass will be conducted at the Great Vigil of Easter.

In terms of overall 2006 Christmas Eve attendance, the 11 pm service was slightly smaller than the 5 pm, and slightly larger than the 8 pm service.

Fr. Michael encouraged all Vestry members to attend the Convocation V Pre-Council meeting at Hickory Neck on January 24. This meeting is to afford Convocation V clergy and lay delegates information re items and issues likely to come up at Council. Participants will be better prepared for Council and the business of Council can therefore run more efficiently.

Diocesan Council will be held in Williamsburg on February 9 to 11, 2007 at the Williamsburg Lodge. One does not have to be a delegate to attend and all members of congregations in the Diocese of Southern Virginia are welcome. Fr. Michael encouraged Vestry members to attend.

Fr. Michael reported that he would have another meeting with Tony Cassanave regarding the sanctuary cross and kiosk on Wednesday. It is hoped that there can be a commitment to the combined project within the next few months. The kiosk will be 3 feet square by 7 feet tall, with panels covered by corkboard and fabric for the purpose of posting information and signup lists. The kiosk can be produced fairly rapidly.

The cross will measure 6 ½ feet by 8 feet. It will be a Latin cross and will be suspended from the ceiling 9 feet off the floor, slightly behind the altar and in front of the organ. The wood for the cross will most likely be English Oak, hand hewn and distressed to create a rough finish resembling the first cross. Fr. Michael would like to explore a method of suspending the cross through the attic to eliminate the need for scaffolding or a cherry picker. It is hoped that the combined Cross and Kiosk project with cost in a range of \$3,000 to \$5,000, hopefully closer to \$3,000 or less.

Fr. Michael announced that Mary Everson has been accepted as a Tertiary Associate of the Order of the Holy Cross. We will be acknowledging her acceptance into this Order soon.

In February, the Vestry will receive a list of approximately 220 families who have joined Hickory Neck since this time last year. As with last year, the list will be divided into groups of approximately 20 families. Vestry members will be asked to call these individuals over a month's period to check in with them and ask how they are doing at Hickory Neck.

Fr. Michael requested that the Vestry meet on February 6, instead of February 13, since he will be away on the 13<sup>th</sup> attending the Clergy Leadership Project.

Fr. Michael announced the Vestry Ministry Reports Schedule as follows (and requested that the written reports be emailed in advance of the Vestry meeting when that report will be presented):

February—Parish Life/Building and Grounds

March—Worship/Pastoral Care

April—Newcomers/Outreach

May—Christian Formation/Youth

June and July—No reports

August—Christian Formation/Stewardship

September—Newcomers/Outreach

October—Parish Life/Youth

November—Worship/Building & Grounds

December—Stewardship/Pastoral Care

Fr. Michael verified Vestry attendance at the forthcoming Vestry Retreat on January 26 and 27. He briefly shared his thoughts about the strategic visioning for Hickory Neck which will be the focus of the retreat and will send out material via email in advance of that weekend.

## **X. New Business:**

### ***A. Authorization of the Formation of an Endowment***

For some time, Mayes Mathews and Bill Forloine have been attending workshops and consulting with other congregations regarding the subject of planned giving, i.e. the concept of parishioners including bequests to the parish in their wills. Such bequests, or endowments, provide very long-range resources for the Parish, often for future decades. A committee has been formed to study this kind of giving, but has not yet met. A meeting is anticipated this month.

On motion of Fred Boelt, seconded by Chuck Jundt, and agreed to unanimously, further discussion on this item of new business was tabled until the committee has met and the Vestry can receive information from the committee.

***B. Authorization of the Formation of an Affiliate Parish Organization***

On motion of Fred Boelt, seconded by Paula Simmons, and agreed to unanimously, the Vestry authorized the establishment Historic Hickory Neck, Incorporated, an Affiliate Parish Organization (APO).

An APO is an incorporated, non-profit corporation, able to seek and receive secular grants from individuals, other non-profit organizations, corporations and government entities, i.e. any non-church related source, which could not otherwise be sought by a sectarian body. As authorized to be established by the Vestry, this corporation would seek money for no other reason but for the restoration/operation of the historic chapel.

***C. Authorization for New Junior Warden as Signatory on Bank Accounts***

Fred Boelt made a motion that William E. Teale, Junior Warden, and Frederick W. Boelt, Treasurer, be authorized as approved signatories for the General, Building and Preservation accounts held at Sun Trust Bank (Attachment B). The motion was seconded by Chuck Jundt and passed unanimously.

**XII. Old Business:**

There was no old business.

**XIII. Other Business:**

There was no Other Business.

The next meeting of the Hickory Neck Vestry will be held on Tuesday, February 6, 2007 (as previously agreed upon), instead of at the regular second Tuesday of the month.

Father Michael concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee, Register