

Hickory Neck Episcopal Church
Vestry Minutes
January 13, 2009

Present: The Very Reverend Michael Delk (Rector); The Reverend Lauren McDonald (Associate Rector); Lauris Zeni (Senior Warden); Gary Harvey, Jr. (Junior Warden); Ann Batholomay (Parish Life); Fred Boelt (Treasurer); Melissa Casheros (Communications); Eve Butler-Gee (Register); Jean Hancock (Newcomers); Ed Joyner (Stewardship); Brig Lampert (Children and Youth); Don Seeterlin (Pastoral Care); Paula Simmons (Children and Youth); and Michael Smith (Outreach).

Absent: Gay Forloine (Pastoral Care).

I. Vestry Check In: Vestry members shared personal news since the last meeting in December, 2008.

II. Opening Prayer and Meditation: The opening meditation (Godly Play) was led by Paula Simmons. February's prayer and meditation will be led by Melissa Casheros.

III. Approval of Vestry Minutes: On motion of Paula Simmons and seconded by Melissa Casheros, the minutes of the meeting of December 9, 2008 were approved.

IV. Parishioner's Comments and Initiatives: Fred Boelt reported that Margaret Wilkinson's son and daughter expressed their gratitude for the care and concern she received from the clergy and lay ministers in her final days and for the conduct of her funeral service and the reception following.

V. Treasurer's Report (Attachment A): Fred Boelt, Treasurer, reported that we had done extremely well in December and ended the 2008 year \$13,000 in the black. Income for 2008 total \$385,000 with \$344,000 coming from pledges (off by \$20,000 from expected pledge income due to people moving away and/or not being able to complete their pledges). Christmas season income was \$3,900 making a total of \$7,000 for Christmas and Easter combined. Non-pledge income for 2008 was budgeted at \$6,000 for 2008. However, the actual non-pledge income totaled \$24,000 for 2008. Actual expenses for 2008 were on target against budgeted 2008 expenses, with some few exceptions as the postage line item, since we paid bulk mail permit fees for the first time and learned that some things could not go out via bulk mail.

We have received prepaid pledges for 2009 in the amount of \$11,000 but will make no changes in the 2009 budget at the present time. If income is up by mid-year we can always make a correction. Stewardship numbers show 139 pledges so far for 2009 for an anticipated total of \$410,930 as of the last week of December. The non-pledge/loose plate budget numbers will be adjusted accordingly. Anticipated payments on debt service are covered for the first few months of 2009 and an application has been made to SunTrust for refinancing. In other income for

calendar 2008, we received \$91,000 over and above pledge income which was donated to the building fund and \$14,000 donated specifically for Historic Preservation. We are also received occasional gifts toward the principal on the mortgage. On motion of Ed Joyner and seconded by Paula Simmons, the Treasurer's report was approved.

VI. Junior Warden's Report: Gary Harvey, the Junior Warden, reported that the problem we have been encountering with what we supposed was a lot of dust in the New Chapel turns out to be minerals atomized into chalk being evacuated from the humidifier. When we installed the humidifier, we elected not to purchase the optional reverse osmosis component for it. After Gary's consulted with Don Seeterlin and Frank Somloi called the company the mystery was explained. With Fr. Michael's approval, we will be purchasing the reverse osmosis component (\$250) which will be installed by the plumber. Replacement filters for the component will cost \$22 once a year.

Gary also expressed his gratitude to the Buildings and Grounds team of John Rothnie, Mark Kintner, and George Margroum for their great work. Special cudos went to Don Seeterlin for his stewardship of the B & G Committee last year.

VII. Senior Warden's Report: Lauris Zeni, the Senior Warden, circulated a note from Bishop-elect Hollerith thanking Hickory Neck Church for its Diocesan pledge and a note from Hope Brans thanking the Vestry for its contribution to the National Gallery of Canada in memory of her mother. Lauris reported that she had obtained metal clips for our HNC name badges which can be obtained by a \$1 donation to defray part of the expense of their purchase. Lauris reported that, since the December Vestry meeting, the Endowment Board had met on December 15 and again on January 12. They are busy researching different investment funds including the National Episcopal Endowment Fund, the Diocese of Virginia composite fund and the Davenport Fund. They are still seeking answers to various questions about those funds before selecting one. After that survey is concluded, the Board will move on to writing general policies for the Board which they will then present to the Vestry. Fr. Michael reminded that the funds selected should be examined regarding their "moral component" before an investment is finalized, such as the Lutheran Thrivent Fund.

VIII. Associate Rector's Report: The Reverend Lauren McDonald submitted the following report:

"Christian Formation:

Kudos to Paula Simmons and her team of many people for orchestrating a beautiful Christmas Pageant on December 21. Children, youth, and adults participated. We're definitely keeping this pageant script in our files for future use. Sunday School resumed on January 11.

After taking a break on the Sunday after Christmas, Youth Group resumed on Jan. 4 with 13 youth in attendance. In addition to our dinner, play time, and worship time, we are experimenting with teaching the youth some creative prayer practices and team building exercises.

Adult Formation continues with Michael Delk's Monday night Bible study on the Book of Daniel. During Sunday Adult Forums we are doing a lectionary Bible study in which we look at the lessons that will be read in worship on the following Sunday. We have also begun an online forum discussion group in which people can discuss the lessons for the following Sunday and see the outline from the class in case they missed it. Centering prayer will continue on Thursday mornings. A new brochure went out to advertise the winter education offerings.

Outreach:

Please see the Outreach Committee Report

Pastoral Care:

The pastoral care teams have been ministering to many people. We receive many notes of thanks for the prayer shawls and lap robes knitted by our Prayer Shawl Team. The Eucharistic Visitors are making sure our homebound members are receiving communion on Sundays. The Pastoral Care team leaders will be meeting sometime in January to check in with each other and to discuss new ideas.

The Health Ministry Team was commissioned on January 11 and provided free blood pressure screenings as their first initiative. They took 27 blood pressures – pretty good for the first time out. They are also collecting information on a survey to determine the kinds of workshops and presentations that will be of interest to the congregation".

IX. Rector's Report: The Very Reverend Michael Delk submitted his year-end report for calendar year 2008 (Attachment B) and the following report for the month of December 2008:

*"New Member by Letter of Transfer:
Jan Brown and Bunkie Righter*

*Baptisms, since last Vestry meeting:
Alexandra Beisch – 11 January*

*Burials, since last Vestry meeting:
Margaret Wilkinson –10 January*

*Placed on Inactive Status, since last Vestry meeting:
Wayne and Melody Ashmore
Rich and Anne Chlebos
Linda and Jim Christensen
Michael and Terry Christin
Tony and Brenda Cicero
Jim and Ann Dickey
Sarah Fertig
Nancy Keegan
Michele and Gavin Landry
Christin Walsh*

*Tracy Molnar
Richard and Carol Lowell
Richard and Claudia Lawson
Robert and Beth Kleine
Bob and Cathy Hinson
Barbara Fowler
David and Rebekah Brewster
Bob and Nancy Wilhelm
Alan Brittle*

NO Marriages or Transfers Out of the Parish, since last Vestry meeting:

Calendar Events, since last Vestry meeting:

- *12/12 ... Vestry Advent Party, 7pm at the Rectory*
- *12/21 ... Children's Pageant, 5pm*
- *12/23 ... Brans AWAY*
- *12/24 ... Eucharist at 5, 8, 11pm*
- *12/25 ... Eucharist at 10am (Historic Chapel)*
- *12/25 – 12/29 ... McDonald AWAY*
- *12/27 ... Worship at 8 and 10am, with the latter being Lessons & Carols*
- *12/29 – 1/2 ... Delk AWAY*
- *1/4 ... Adult Sunday AM resumed*
- *1/4 ... Youth Group resumed*
- *1/5 ... Bible Study on The Book of Daniel commences, 7pm*
- *1/6 ... The Feast of the Epiphany, Eucharist at 6pm, followed by the
Burning of Greens and the Wilkinson Center note to follow*
- *1/11 ... Commissioning of Pastoral Care Health Team*
- *1/11 ... Children's Sunday School resumes*
- *1/11 ... Family Foyer, 4:30pm*

Upcoming Calendar Events:

- *1/17 ... Wedding, 2pm*
- *1/22 ... Pre-Council Convocational Meeting, 7pm, at Bruton*
- *1/23 – 1/24 ... Vestry Retreat at Chanco*
- *2/1 ... Kendall Swaney baptism*
- *2/1 ... Youth Laser Tag Event, Newport News".*

X. Team Ministry Reports: Reports were received from the following ministries:

A. Outreach: Reverend Lauren McDonald reported the following:

"At our December meeting the Outreach Committee decided how the Fall Festival proceeds would be distributed. Since that report was given at the last vestry meeting, I won't repeat it now. We still have a small amount of money that hasn't been designated. We will discuss that at the next meeting. The committee thanked Gary Harvey and Chuck Jundt for their leadership in the past year. Michael Smith will be the new vestry liaison.

For at least the first half of the year, I will take over facilitating Outreach Committee meetings. I have been having individual meetings with members of the Committee and will be leading a discernment process to determine where the committee wants to go next with our outreach ministry. In time we hope to have an Outreach Chairperson in addition to the Vestry Liaison, and I will shift back to being in a more advisory role. We may even move to a team model similar to the way in which Pastoral Care works, in which we have small teams with more specific foci. In the meantime we will be doing some teambuilding and having some conversations about where God is calling us in this ministry.

Quite a few people indicated an interest in Outreach on their time and talent forms. I will be contacting them so that they can get started in this ministry.

In December we sent out a brochure to advertise Outreach activities to the parish. Communication is one of our challenges as we try to figure out the best way to let people know of all possible opportunities.

Here is a brief report on a few of the ministries we support:

Grove Christian Outreach: *In December we made a trip down to present our check. Gary Harvey took a picture, and we plan to write an article to put in the local newspaper. Coleman Ragsdale and the Lion's Club donated some extra Christmas trees, and Bill Teale and Bill Small delivered them to Grove. Chuck and Jean Jundt continue their weekly ministry with Grove, delivering meals to shut-ins.*

From His Hands: *This year we are planning to choose our dates at the beginning of the year so that we can get them on people's calendars early. We also plan to have sign-up sheets so that we get the number of people we need each time instead of having too many or too few.*

H.E.L.P. *Three of our members have completed training with the H.E.L.P. homeless pilot project and will soon begin mentoring clients of the project. Bob Gay is still involved with this project and giving updates on its progress.*

FISH: *We had an abundant ingathering of food for our December collection. The next date for FISH collection is Jan. 18.*

Salvation Army Angel Tree: We had great participation in the angel tree project. Nancy Snyder took care of the entire thing".

Pastor Lauren indicated that the Committee is in the discernment and discovery phase with conversations about listening to God about anything new it should be doing. A brochure was sent out to parishioners with information on all current outreach programs with specific contact persons listed for those who might like to participate in HNC outreach ministries. The Committee is in the process of distributing checks to the various organizations who will be the beneficiaries of the proceeds from the Fall Festival. Specific dates will be picked by the Committee this year for participation in the "From His Hands"/Salvation Army food distribution program. There will be sign up sheets by date for those who wish to participate. This will insure against having too many or too few people each time.

B. Newcomers: Jean Hancock reported the following:

"Purpose: *The purpose of this ministry is to greet and welcome newcomers and visitors to Hickory Neck Church and help them to assimilate into this faith community*

Sunday Greeters: *For 2009, there are 14 Greeters and 2 substitutes for the 9 AM service and 13 Greeters and 2 substitutes for the 11:15 AM service.
Training for 3 new greeters will be scheduled for the 4th Sunday in January*

Visitors Cards: *From November 2008 to January 4, 2009 8 visitor's cards have been completed and information recorded*

Newcomer's Welcome Bags: *November 2008 to January 4, 2009 7 Welcome Bags containing pumpkin bread, a current copy of the Nuggets, a brochure and letter containing pertinent information about the parish and a brief history of the 1734 chapel were delivered*

Pumpkin Bread: *Maria Kane and Shirley Forde baked the Pumpkin Bread that was delivered in the Welcome Bags*

Newcomers' Social:

Proposed dates for the 2009 socials are:

February 22nd

May 17th

November 15th

With the current rate of visitors, it is probably best to schedule only 3 socials per year.

Name Buttons: *Don Seeterlin has revised the display of newly made name tags and communicated their new location in the weekly worship bulletin*

New Activities: *In January members of the Stewardship and Newcomers committees will meet to develop communication process between the two ministries".*

Jean added that she will review the visitors' cards and will notify Bill Teale (Stewardship) when welcome bags/packets have been delivered. The packets will include the Time and Talent forms and Bill will contact newcomers to follow up, including the tracking of birthdays, anniversaries, etc. He will also make sure that newcomers' photos are taken and their information added to the Directory. Jean will have Hope Brans' visitors tracking chart blown up large enough to be placed on the wall in Hope's office. There will be a tri-fold brochure included in newcomers' bags entitled, "How Do You Become A Member" and a slide presentation will be used at Newcomers' socials. Ann Batholomay reminded that Fr. Michael's statement about joining Hickory Neck Church which is carried on the HNC website is excellent and might be used in lieu of writing an entirely new one.

XI. New Business:

A. Building Use Permission—Baeplex Tae Kwon Do Classes: On motion of Don Seeterlin and seconded by Eve Gee, the Vestry voted unanimously to allow the use of the Narthex in the New Chapel for a series of Tae Kwon Do classes for a mutually agreed-upon written trial period, including a 30-day cancellation policy by either party. Brig Lampert suggested that, if this arrangement works well, perhaps the classes could participate in this year's Fall Festival by performing a demonstration.

B. Commissioning of a Sunday Morning Schedule Study Group: On motion of Don Seeterlin and seconded by Ed Joyner, the Vestry voted unanimously to commission a Sunday Morning Schedule Study Group to examine options to address the significant decline in attendance at the 11:15 a.m. service.

C. Commissioning of an Elder Caregiver Respite Project Study Group: On motion of Don Seeterlin and seconded by Melissa Casheros, the Vestry voted unanimously to commission an Elder Caregiver Respite Project Study Group to examine the use of the Hickory Neck Church buildings as an Elder day care venue to provide respite for family caregivers.

XII. Old Business—Day Care/Pre-School Feasibility Team Study Report: Paula Simmons, on behalf of the Team, submitted the following report:

"In 2007 the parish went through a visioning process, and one clear message was a strong desire for outreach to the community. An idea expressed many times during those discussions was a daycare center or a preschool. A committee was formed to explore the need for childcare in the community and the feasibility of HNC fulfilling that need.

Committee: Co-chairs De Fehrenbach and Paula Simmons

Members: Jean Hancock, Stephanie Delk, Joy Tanner

Vestry Members: Bill Teale, Lauris Zeni

Meetings: First meeting February 25 with 10-12 subsequent meetings. Next meeting is scheduled for November 18

Process: The committee members researched the community need by talking to social services and surveying all current daycare and preschool facilities. Research included interviews,

emails, tours of facilities, phone calls.

Findings: As a result of our research we came up with the following findings and recommendations:

- *There is a great need for high quality childcare for children in the James City County and greater Williamsburg area,*
- *Although James City County offers subsidies for childcare there are more families in need of assistance than funds available. There is a serious need for subsidized daycare.*
- *There are also many people who are slightly over income for childcare subsidies, who are therefore facing the high fees for childcare without significant resources to assist them.*
- *After reviewing the data, the committee returned to the outreach ministry of Hickory Neck. We feel strongly that there is a need in our community to serve children and families in a way that allows them to reach their greatest potential while supporting the developmental needs of the children.*
- *Ideally the committee would recommend a daycare center that offers scholarships and subsidized daycare on a sliding fee scale combined with a preschool that would assist in the funding of the daycare center.*
- *The daycare preschool would require at least 6 classrooms, storage space, bathrooms, and a closet for cleaning supplies.*
- *Bottom line, there is a need and if we had the facility we have an idea about how to meet that need. We do not have the facility and we will not have the facility in the immediate future.*
- *Our committee is now looking at our existing buildings or a temporary facility to determine if it would be possible to begin a preschool before we undergo another building campaign. If possible, starting on a smaller scale would help us build capacity and funding for a daycare center".*

The Team's study summary is attached (Attachment C).

XIII. Other Business: There was no other business to come before the Vestry.

The Hickory Neck Church Vestry Retreat will occur on Friday, January 23rd and Saturday, January 24th at Chanco on the James in Surry, beginning on Friday at 6 p.m. and ending on Saturday at approximately 3 p.m., followed by dinner at Guiseppi's Restaurant in Williamsburg for those who are able to attend.

The next meeting of the Hickory Neck Vestry will be held on Tuesday, February 10 at 7 pm in the Wilkinson Center.

Father Michael concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee