

**Hickory Neck Episcopal Church
Vestry Minutes
February 6, 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), Mayes Mathews (Strategic Planning), Don Seeterlin (Buildings & Grounds), Paula Simmons (Christian Formation), and Lauris Zeni (Newcomers).

I. Vestry Check In:

Members of the Vestry shared personal news since the January meeting.

Opening Prayer and Meditation:

Fr. Michael led the prayer and meditation.

III. Approval of Vestry Minutes:

On motion by Fred Boelt and seconded by Chuck Jundt the minutes of the January Vestry meeting were approved.

IV. Parishoner's Comments and Initiatives:

Lauris Zeni reported that members of the congregation have been asking that a more central location be available for nametags. Fr. Michael indicated that the Kiosk to be placed in the Narthex soon will have a place for nametags to be posted.

V. Treasurer's Report:

Fred Boelt reported that we had a good month for income, principally because an individual prepaid a pledge to the Operating and Building Fund for 2007.

Income without that advance payment of the pledge broke even in part because of new parishioners who had pledged for 2007 and had begun paying that pledge in January.

Although the insurance line item may look over budget, that is because the

workmen's compensation and Officers and Directors' insurance premium was paid for the calendar year 2007.

Utilities (gas) were up for the month of January, but we did not have to pay the Nursery Attendant nor the Choral Scholars (since W & M was on break) during the month of January.

However, Fred cautioned against over-confidence. Although the Demand Note has been reduced to \$150,000, we still have the monthly mortgage payment of \$4200, as well as interest due monthly on the demand note. There is also the outstanding balance on the construction of the kiosk and cross.

On motion by Chuck Jundt and seconded by Paula Simmons, the Treasurer's Report was approved.

VI. Junior Warden's Report:

Bill Teale reported that good progress had been made on restructuring the Time and Talent survey.

The most recent Time and Talent survey was created in a Windows Excel spreadsheet format which does not allow for reworking the structure of the form as Bill envisions it. He proposes recreating the form in the Episcopal Windows format, so that each heading will correspond with the ministries over which individual Vestry members have responsibility. This will allow Vestry members to go to the ministry heading for which they are responsible and see listed the names of those people who have expressed an interest. As it stands, there are at least 15 items on the existing Time and Talent survey which are not needed or are redundant.

Once the form is reworked, it will be submitted to Michael and Ann for review, after which it will be emailed to each Vestry via email. After the form has been approved, the data already collected will be re-entered into the new format and the Time and Talent survey form will be ready for use this year.

The goal is to have the form ready so that Bill can begin working on it with Hope and Gini through March.

Bill reports that he has begun a cleanup of closets on the campus. He has already cleaned out the closets in the Parish House. Vestry members whose ministries may have things stored in closets on the campus should check through them. He will be cleaning out closets in the new Chapel and Narthex.

Bill reminded that one quarter of the Kiosk installed in the Narthex will be

devoted to various ministries over which Vestry members have responsibility. He asks that information posted be kept up to date.

VII. Senior Warden's Report:

Fred Boelt reminded that the deadline for the insurance inventory is the next Vestry meeting in March.

Fred presented the Parochial Report which is being prepared to be sent to the Diocese and it was moved, seconded and passed that the Report be approved. There was no objection to the use of home addresses of current Vestry members which will be listed on the report.

Fred reported that the Vestry and the Rector met with the Reverend Ann Dieterle at her request prior to the Vestry meeting for a personnel review. The review went very well and the Vestry, Wardens and the Rector feel that Hickory Neck is very fortunate to have Reverend Dieterle serving as Associate Rector.

VIII. Associate Rector's Report:

Pastor Ann reported that Julia Messer's postulancy interview with the Bishop took place on the day of this meeting and went well. She meets with the Commission on Ministry on February 22. Pastor Ann then submitted her written report as follows:

"January 15 – 19, 2007:

Continuing education retreat at the Cathedral College in Washington, D.C., '*Entrusting the Message of Reconciliation*'.

January 29 – February 3, 2007:

Dieterle OUT

“Christian Formation

Lenten Program:

Our Lenten Soup and Supper series will feature an evensong with a homily beginning at 6 p.m. A simple soup supper follows at 6:45 p.m. The suppers are put on by our youth, and go to support Mother Lauren Stanley's mission in the Sudan. Following supper, we will gather in small group discussions from 7:30 – 8:15 p.m. Discussions will be based on the book *Mark My Word: 40 Days with Jesus Through the Eyes of St. Mark* by Richard Giles. It is not required that you read the book, however this time will be enriched for having done so. A schedule of readings is listed below. If you choose, the readings are 'due' on the date that they are listed.

"February 28th- Day 1 to Day 8

March 7th- Day 9 to Day 16

March 14th- Day 17 to Day 24

March 21st- Day 25 to Day 32
March 28th- Day 33 to Day 40

“Youth

I met with youth leaders on Tuesday, January 21st. We approved a calendar that included a schedule of topics and activities, as well as a leadership rotation. We also talked about strategies and resources for working with the youth, as well as sharing some fellowship time.

“Pastoral Care

I attended a workshop titled “Reaching Out and Recognizing Mental Illness in Our Faith Communities: A Seminar on Help, Hope and Healing” on Saturday, January 20, 2007. I will apply this information into the healing component of our pastoral care ministry plan, however I’ve not discerned the shape that will take.

“Other

Before the end of this week I will confirm with lay pastoral ministers the date of the first ‘Ministering to the Ministers Mini-Retreat.’ The format of the mini-retreat will include sharing, support, encouragement and continuing education, and will center on worship. In the coming year I will replicate this model for leaders in Christian Formation and Youth.”.

IX. Rector’s Report (Attachment C):

“Average Sunday attendance, since last Vestry meeting – 231
Average Sunday attendance in the last period between meetings – 261

“New Members by Letters of Transfer, since last Vestry meeting:
Dan Swaney and Lisa Ryan (son, Gary, to be baptized at Easter Vigil)
Claudia Lawson (husband, Richard, to be Baptized at Easter Vigil)
New Lampert baby, Miles Mitchell Lampert, may also be baptized at the Vigil

“No burials or marriages since last Vestry meeting.

“Transfers out of the Parish since last Vestry meeting:
Ken, Anne Marie, Kimberly and Jake Kelly (to King of Glory Lutheran)

“Calendar Events, since last Vestry meeting:

1/14—Family Foyer, 4:30 pm
1/24—HNC hosted Convocation V Pre-Council meeting, 7pm
1/26-1/27—Vestry Retreat at Chanco on the James
2/4—New Member Welcome Rite

“Upcoming Calendar Events:

2/9-2/11—Diocesan Annual Council, Williamsburg
2/11—Guest Preacher for Theological Education Sunday
2/11-2/16—Delk AWAY to Clergy Leadership Project
2/20—Shrove Tuesday Pancake Supper
2/21—Ash Wednesday @ 7am, 12 noon, and 7 pm
2/28—Lenten Midweek Series begins, 6 pm.”.

Fr. Michael reviewed the above information with the Vestry.

New members of HNC were well represented at the New Member Welcome Rite, with 30 people (over ½ of new parishioners) in attendance at that Sunday’s services. In addition, Mary Everson was installed into the Order of Holy Cross during Sunday service. Those in attendance at that service were much moved by Mary’s dedication to a discipline of prayer.

Fr. Michael thanked Vestry members for hosting the Pre-Council Convocation V meeting at HNC. Although, he does not anticipate anything controversial coming forth from Annual Diocesan Council, he does believe that the Standing Committee will most likely announce the beginning of the search process for the election of the Diocesan Bishop of Southern Virginia.

Fr. Michael reminded that Lent is coming and the worship space in the new chapel will be reconfigured for the Lenten season.

The congregation will be seated in Chancel Choir form, with a block of seats on the left and right of the main aisle facing one another. There will be partial hangings on the altar, which will be brought closer to the congregation. The *prix dieux* (kneelers) will be placed around the altar to the right and left of the main aisle. During the Eucharistic Prayer, the celebrant will face east during communion (with his/her back to the congregation). Alternative liturgies will be used at the 9 am, possibly including the New Zealand Prayer Book liturgies.

Fr. Michael reported that the cost of the Cross and Kiosk came in at \$3,100, on the low end of his anticipated cost. He is hopeful that the Cross will be ready by Good Friday or Easter.

Fr. Michael has also contacted the silversmith re the completion of the vessels for the

new chapel. We still need the Ciborium and Cruets to complete the set.

Foyers is well subscribed, thanks to the efforts of Mary Jo Smith and Shirley Forde. There are over 100 Foyers participants signed up, with the new Singles Foyers and Daytime groups heavily subscribed. There are 10 evening groups.

Fr. Michael announced with regret that ECUSA National Headquarters has had to de-commission the Reverend Lauren Stanley from missionary status, since realistically she probably will not be able to return to the Sudan due to the political unrest in that country. He would still like the proceeds from the Lenten Supper series to be dedicated to the support of the Episcopal Church in the Sudan and sent to the Rt. Reverend Daniel Deng-Bul, Bishop of Renk. He recommended that the Outreach Committee should begin to examine where to place future foreign missions funds.

Fr. Michael distributed call lists to each Vestry member, per the discussion at January's Vestry meeting. Vestry members should ask questions of parishioners such as, "How are you doing?", "How are things going?", and "How is your relationship with HNC?" If, after three tries and messages left with no contact (assuming no known extenuating circumstances, such as travel) Vestry members may have to conclude that these particular individuals do not feel comfortable talking.

During these calls, Vestry members should encourage people to participate in the Parish Visioning Process by asking them to commit to the series of three small group meetings. Parishioners will have already received the mailing from Hickory Neck describing the process and listing the small group meeting schedule. Vestry members should take notes during their conversations with parishioners and share them in confidence with Fr. Michael via email. These will assist the Rector from a pastoral perspective.

Fr. Michael reported that, while the purpose of the Parish Visioning Project has not changed, the process has changed significantly (See Attachment D) from that which was outlined for the Vestry prior to the retreat. Small groups will consist of a minimum of 8 to a maximum of 12 people. The groups will be scheduled to meet three times in March, April and May, with the possibility of a fourth meeting at the end of September, if needed. After the mailing has been received by parishioners, there will be a time for signup. Follow-up calls should be made to those who have not signed up.

The small groups will mostly meet on the HNC campus and be scheduled on weekdays, weeknights, and weekends to insure attendance coverage for all persons' schedules (child care and transportation provided). Prior to breaking up into small groups, all will gather in the New Chapel for a clergy-led period of Bible study and prayer.

During small group meetings, facilitation will be by members of the Laity, who will

remain with the same group throughout the process. These groups should include at least (1) member of the Vestry. While these small groups are meeting, Fr. Michael and Ann will remain in the old chapel praying for the groups' discernment.

The model schedule for small groups is:

Thursday, 9:30—11:30am, March 15, April 19, May 17, [and September 20]

Sunday, 5:00—7:00 pm, March 18, April 22, May 20, [and September 23]

Monday, 7:00—9:00pm, March 19, April 23, May 21, [and September 24]

Wednesday, 10:00am—12 noon, March 21, April 25, May 23, [and September 26]

[These dates and times are based upon past indication that these are popular and convenient times for study groups, ministry teams meetings, and fellowship events.]

On any given date, Hickory Neck can accommodate as many as five small groups, with Tuesday night as a reserve night if all other opportunities are filled or if a substantial number of people are unable to meet at the other times and dates above.

Bill Teale mentioned that there may be gaps in Vestry members' availability to cover facilitating all the small groups, especially small groups which will meet on weekdays.

During general discussion, it was thought that Vestry members would take notes during the meetings, but that principal participation should be on the part of the parishioners. Vestry members should not be the first to make comments and should limit their comments so as to not unduly influence the groups' discussions.

Bill Teale suggested that facilitators might need a time of preparation and training, and that perhaps the Vestry should take part in this process with a small group of its own.

X. Team Ministry Reports:

A. Parish Life Committee Report

Lynn Geddy referred to her report on Parish Life, previously sent via email (Attachment D).

She added that she met on February 5 with seven people who were interested in helping with Parish Life activities. There were 3 additional individuals who expressed interest, but were unable to attend the meeting. She views this as very positive and that the Parish Life Committee is off to a good start.

Don Seeterlin offered to assist Lynn's committee with tables for the Pancake Supper.

B. Buildings and Grounds Committee Report

Don Seeterlin presented a comprehensive report (Attachment E) in the form of the minutes of the Buildings and Grounds meeting held on January 23 at which two subcommittees (Grounds and Buildings) were formed. Volunteers may serve on one or both.

This report included the full committee notes on a Starter List of items to be done, while the remainder of the report included two sets of minutes: (1) the Grounds sub-committee; and (2) the Buildings sub-committee. Each set of minutes included a full listing of Starter List items, with the task and the volunteer listed for each item. Don reported that he had been gratified by the many people who had volunteered to help with Buildings and Grounds and that a lot had been accomplished during the meeting. Don is working on unscrambling lines of communication and setting up the Buildings and Grounds Committee so that future Vestry liaisons will have a streamlined committee which is up and running.

The parking lot lights and the light on the HNC sign are fixed and that the timer is fixed in the Chapel.

Fr. Michael inquired about fixing up the playground and a discussion ensued about materials, safety considerations and costs. Don will interface with Stephanie Delk on this matter, investigate and present some options. Funding of this Capital Expenditure project was discussed. Paula Simmons suggested enlisting the help of Eagle Scouts who are required to do specific projects of this nature.

XI. New Business:

D. Historic Chapel Repairs

Don Seeterlin requested Vestry authorization for the disbursement of \$4,400 to repair the floor in the Historic Chapel sacristy. During discussion, Fred Boelt and Don reminded the Vestry that this repair is in the nature of a Capital Improvement, rather than anything to do with historic preservation. Fred Boelt added that this need for repair was not a part of the historical architect's report.

Don reported that the floor joists were rotten, and there was water underneath the Chapel. It will be necessary to stabilize the floor underneath, take the existing floor out, put more dirt underneath and replace the joists. There should be PVC vents installed and pressure treated floor joists should be used. The door on the Richmond Road side of the building should remain as is. The same cabinets, water heater and sink will be put back in, and the electrical system will be addressed for safety's sake.

Brian Better, a contractor from Lenexa with whom Don has worked in the past, has

submitted the \$4,400 bid to do the work.

Don requested that Vestry members also alert him about members of the Parish who are contractors, handymen, etc for future projects.

On motion of Fred Boelt, seconded by Mayes Matthews and passed, \$4,400 will be authorized from the Davenport Fund (Capital Improvement) to fund this repair.

XII. Old Business:

Mayes Matthews reported that the Endowment Committee will meet again on February 12. Although the Endowment Committee is making good progress in distilling the wealth of information they have on various planned giving programs, they are not quite prepared to present a resolution to the Vestry. Fred Boelt suggested that this subject continue to be carried as an Old Business item until after the Parish Vision Process is completed, but without the specific requirement of a formal resolution.

Consequently, on motion of Fred Boelt, seconded by Mayes Matthews, and passed, the old business agenda item regarding a resolution from the Endowment Committee was tabled indefinitely.

XII. Other Business:

Chuck Jundt reported that the Outreach Council had been working hard on a set of fundraising guidelines (Attachment F). This document is designed to survive the current members of the Outreach Council and be part of the future policies of the Council, and is the product of the last several Council meetings.

On motion of Fred Boelt, seconded by Nancy Geddes and passed, the Vestry accepted the Outreach Council Fundraising Guidelines as part of the Council policies.

Katrina Luksovsky announced that the forthcoming Newcomers' Social will be Sunday, March 18 from 3 pm to 5:30 pm at the Somlois.

The next regular meeting of the Hickory Neck Church Vestry will be held on Tuesday, March 13 at 7:00 pm.

Fr. Michael concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee
Register