

Hickory Neck Episcopal Church
Vestry Minutes
February 12, 2008

Present: The Very Reverend Michael Delk (Rector); The Reverend Ann Dieterle (Associate Rector); Bill Teale (Senior Warden/Personnel); Lauris Zeni (Junior Warden); Fred Boelt (Treasurer); Melissa Casheros (Stewardship); Gay Forloine (Pastoral Care); Lynn Geddy (Parish Life); Eve Butler-Gee (Register/Communications); Gary Harvey (Outreach); Chuck Jundt (Outreach); Ed Joyner (Newcomers); Don Seeterlin (Buildings & Grounds); Paula Simmons (Christian Formation); and Betty Somloi (Newcomers).

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

II. Opening Prayer and Meditation: A meditation in the New Chapel on the Stations on the Cross was led by Don Seeterlin. Betty Somloi agreed to lead the meditation at the March meeting.

III. Approval of Vestry Minutes: On motion of Lauris Zeni and seconded by Don Seeterlin, the minutes of the meeting of January 8, 2008 were approved.

IV. Parishioner's Comments and Initiatives: There were no parishioner comments or initiatives.

V. Treasurer's Report: Fred Boelt, Treasurer, reported that pledge income for January was \$34,964, which includes an \$11,035 lump sum of pre-paid pledges for the 2008 calendar year, which means that the remaining \$24,000 reflects all other pledge income for January. This income reflects a normal January/February trend. Meanwhile, expenses are mostly in line with budgetary expectations, bearing in mind payments for the first quarter of insurance and workman's compensation. In addition, Hickory Neck received a \$400 payment from Patriots Colony for the conduct of Vespers services by Fr. Michael and Fr. Jeff Seiler, which will go into Pastoral Care funds.

Contributions to the Building Fund for January were \$3500, and there is a balance in Fund of \$31,000 which will cover debt service payments through the month of August.

The first pledge payment to the Diocese of Southern Virginia for this year should be \$2,000 to begin to comply with the new apportionment pledge plan approved at Diocesan Council. (See New Business for Vestry approval of this revised payment amount).

There are some outstanding bills on the renovation of the Historic Chapel which should be resolved by the end of the month. After all bills are paid, we can begin

to pay back into the Davenport Fund the monies advanced to assist in the renovation. On motion of Eve Butler-Gee and seconded by Chuck Jundt, the Treasurer's report was approved.

VI. Junior Warden's Report: The Junior Warden, Lauris Zeni, reported that there are new initiatives being planned and undertaken to keep up with people who have filled out Visitor's Cards and with new members.

Lauris reported that she and Hope Brans have put together a chart indicating follow-through steps to be taken in sequence from the time a Visitor's Card is received until the visitors become members of Hickory Neck. Hope will check off each item as it is completed for every person who has indicated an interest in Hickory Neck. In addition, Ed Joyner has written a very good letter to be included in the Welcome bag which lists some of the social and ministry opportunities at Hickory Neck. A more complete checklist will also be at all Newcomer Socials so that attendees can be encouraged to check their areas of interest. Lauris indicated that she would be meeting regularly with Betty Somloi and Ed Joyner regarding follow-up and will call interested visitors to invite them to become members of Hickory Neck Church.

After membership has been requested and established, a packet including a welcoming letter from Fr. Michael, an information sheet, a copy of the Nuggets and other materials will be sent to each new member. A couple of weeks later, a second letter will be sent from the Stewardship Chairman with a Time and Talent form and a pledge card enclosed. If the information sheet, Time and Talent form and pledge card are not returned, Lauris will follow up with phone calls.

Betty Somloi circulated a sign up list for Vestry members to indicate the dates they can attend Newcomers Socials scheduled throughout 2008 so that a minimum of four Vestry members can be in attendance at every social, with more than that number certainly always welcome. Fr. Michael commented that this will insure Vestry member coverage at every social and added that name buttons for new members should be distributed promptly. A discussion ensued about earmarking the Newcomer buttons with some sort of stick-on star or other identifying mark so that church members could readily identify newcomers at a glance and make them feel welcome.

VII. Senior Warden's Report: The Senior Warden, Bill Teale, reminded Vestry members of Bishop's Day on Saturday, February 23 and encouraged Vestry members to attend.

Bill updated the Vestry on the progress on the collection and compilation of information from Time and Talent forms. Efforts will be made to design a program which can produce Time and Talent information by ministry category,

which can then be verified for accuracy by category.

Bill reported that Karen Dutro, who volunteers at the Grove Center, has nominated Grove for United Way funding; and the Outreach Council, Vestry members and Fr. Michael recently met with Vibrant Life ministries to review their plans and status. There will be another Vibrant Life Ministries fund raiser dinner at the Ukrop's at Mooretown Road at which Mike McClery, founder of the Good Samaritan homeless shelters will speak. Outreach Council will have four guest speakers at Hickory Neck during March and April who will speak for 4 minutes during services, followed by a ministry table in the Narthex.

VIII. Associate Rector's Report: The Reverend Ann Dieterle submitted the following report:

"Calendar Items

January 11, 2008 - Movie Night, 6 – 9ish

January 17 – 20, 2008 - Dieterle AWAY

January 25 – 26, 2008 - Vestry Retreat

February 1 – 3, 2008 - Diocesan Council

February 6, 2008 – Ash Wednesday

February 7, 2008 – Centering Prayer Group Begins, 10 a.m.

February 9, 2008 – Parent's Night Out

February 12, 2008 – STAR Training, Talbot Hall, Norfolk

February 13, 2008 – Lenten Soup and Suppers Begin

February 14 – 19, 2008 – Dieterle AWAY

February 20, 2008 - Healing Eucharist, 12 noon, Historic Chapel

February 28, 2008 - Pastoral Care Team Leaders Meeting

February 29, 2008 - Movie Night, 6 – 9ish

March 5, 2008 - Healing Eucharist, 12 noon, Historic Chapel

March 11, 2008 - Clergy Renewal of Vows, Church of the Ascension, Norfolk

"Christian Formation

"There were 8 persons (plus me) at the first Centering Prayer Group, and two others called to say they couldn't come due to illness. Most who were in attendance are interested in Centering Prayer beyond a Lenten discipline, and so I am hopeful that this group will continue past those 40 days.

"February Movie Night will be held on Friday the 29th. The movie will be Amazing Grace.

"I have tentatively scheduled the Most Rev. A. Bruce Cameron, retired primus from the Scottish Episcopal Church to teach a class on "Creation" on Tuesday, Apr. 22nd (Earth

Day) at 7 p.m. I will publish the event as soon as it is confirmed.

"Youth

"The youth are busy fulfilling their challenge to Mother Lauren by raising \$2500 for the Sudan by Easter. The Super Sunday Snack Sale, Parent's Night Out and the Lenten Soup and Suppers are all events to contribute toward that effort.

A lot of my efforts in the next four weeks will go towards transition planning.

"Pastoral Care

Parish Nursing (see below)

'Parish Nurse Ministry Description

'The Parish Nurse (PN) is a skilled professional who serves as a volunteer minister in the congregation. PNs share God's healing and compassion to those in need in the congregation, and focus on the promotion of health within the context of the values, beliefs, practices and mission of the faith community. The scope and practice of the ministry of the PN is not static, and should evolve as the community and its needs grow and/or change.

'Education and Experience:

'Current license as a registered nurse in the state of Virginia is required. A bachelor's in nursing is preferred, with a commitment/willingness to enroll in a recognized parish nurse program with an ongoing commitment to learning. Membership in a Parish Nurse organization is strongly desired. The PN must carry his or her own liability/malpractice insurance.

'Five years of experience in professional nursing within the last five years OR demonstrated participation in continued education in that time frame is essential. Must have demonstrated ability to analyze individual and group needs and be able to supervise individual and group activities. Must have ability to conduct a spiritual assessment.

'Personal Characteristics:

'Must possess empathetic personality and be a professed believer in the Christian faith and an active participant in the faith community. Must demonstrate emotional and spiritual maturity with special interest in and aptitude for pastoral ministry and practice in holistic health care. Must be self motivated and directed. Must have superior interpersonal and communication skills, as well as excellent assessment and problem solving skills with keen understanding of criterion of confidentiality.

'Major Responsibilities

The parish nurse plays a highly visible role in the life and ministry of the congregation. The parish nurse is not intended to replace the work of professionals in an institutional setting, but to compliment that work. The parish nurse will serve the congregation with concentration in the following capacities:

- a) **Health Educator** - working in consort with the adult Christian Education and Formation liaison, teaches or brings in others to lead: courses, seminars and workshops for the congregation on a wide variety of health related topics, integrating faith and health by affirming and supporting the journey towards wholeness in the relationship of body, mind and spirit.*
- b) **Personal Health “Counselor”**: discusses health problems and makes home, hospital and nursing home visits as necessary.*

'As “counselor” the Parish Nurse: develops a professional therapeutic relationship with individuals in the parish, and:

- 1) Does assessment of health problems.*
 - 2) Refers persons to a physician and/or community support service as needed.*
 - 3) Educates individuals in specific ways that they may better care for themselves and advocate for themselves as patients, and communicates good health concepts as a role model.*
 - 4) Acts as a resource for families with chronically ill members in their home.*
- c) **Liaison person with the community**: acts as a liaison to community resources and services, referring persons whenever appropriate.*
 - 1) Participates as a member of the parish team, especially the Pastoral Care team. Attends meetings and makes/accepts referrals as appropriate.*
 - 2) Disseminates information on community health events (including mental health) and resources to the pastoral care team and the congregation.*
- d) **Congregational Parish Nursing Team**: Members of the PN Ministry team will meet together regularly and will be convened by a PN ministry coordinator.*
 - 1) The ministry coordinator will be designated by the clergy.*
 - 2) The interval of meetings will be determined based on the ‘case load,’ but should be no less frequent than once per month. Clergy staff may attend as needed.*
- e) **Pastoral Care Team Member***
 - 1) Participates as a member of the parish Pastoral Care team. Attends meetings and makes/accepts referrals as appropriate.*
 - 2) Communicates pastoral and spiritual concerns to clergy and to pastoral care team, respecting patient/parishioner confidentiality.*

'Scope of Practice

'Parish Nursing is a recognized specialty within the medical field. While the PN is a professional, the ministry is not intended, nor should it serve as a substitute for regular medical care. Therefore, the scope of practice is limited. The PN does NOT:

- *Practice “hands-on” medical intervention or therapy*
- *administer medication*
- *replace or compete with existing health care, such as an internist or general practitioner*

'Accountability and Evaluation:

a) Reporting

The parish nurse reports to the clergy staff member responsible for pastoral care (hereafter referred to as 'the pastor').

The parish nurse and the pastor will meet in January to develop goals and objectives for the coming year. Once established, these goals and objectives will be reported to the congregation via the Vestry.

The pastor may request that the parish nurse attend one (1) vestry meeting per year or to submit information to the Vestry liaison for pastoral care as part of the vestry reporting cycle.

The PN Ministry Coordinator may attend staff meetings as needed.

b) Mutual Ministry Review

The parish nurse and the pastor will meet mid-year in mutual ministry review in order to:

- *Provide the parish nurse and pastor the opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share.*
- *Isolate areas of conflict or disappointment which have not received adequate attention and may be adversely affecting mutual ministry.*
- *Clarify expectations of all parties to help put any future conflicts in manageable form.*

*Adapted from the Diocese of Huron's
"Parish Nurse Job Description"
November 2007; AND Bon Secour'.*

"On February 28th at 2 p.m. there will be a gathering of the pastoral care team leaders. The purpose is for mutual support, sharing 'best practices' and problem solving which we have gleaned from our recent ministry experience, and thinking about our mutual ministry over the next 12 months."

Ann Dieterle and the Vestry discussed the above Parish Nurse Job Description as well as part of fulfilling the Pastoral Care Goals and Objectives for 2008 (See New Business for Vestry approval).

Melissa Casheros praised the Youth Group "Parents Night Out" initiative and expressed the hope that this youth ministry would continue since many parents who had wish to participate had been unable to do so this first time.

IX. Rector's Report: The Very Reverend Michael Delk submitted the following report:

*"Average Sunday attendance in January 2008 – 215
Average Sunday attendance in January 2007 – 202*

*"New Members by Letter of Transfer, since last Vestry meeting:
Donald and Janet McConaughy
Lawrence & Carmella Oliver*

*"Transfers Out of the Parish, since last Vestry meeting:
Jack and Joan Whitla (back to Bruton)*

"NO Baptisms, Marriages, or Burials, since last Vestry meeting:

"Calendar Events, since last Vestry meeting:

- *1/10 ... Pre-Council Convocation Meeting, Bruton, 7p*
- *1/13 ... Re-Opening of Historic Chapel*
- *1/14 – 1/18 ... Brans AWAY*
- *1/17 – 1/20 ... Dieterle AWAY*
- *1/18 ... Parish Choir Party at Rectory, 6p*
- *1/20 ... Recovery Sunday, 9a*
- *1/25 – 1/26 ... Vestry Retreat at Chanco*
- *1/27 – 2/1 ... Delk AWAY at Clergy Leadership Project*
- *2/1 – 2/3 ... Diocesan Council, Williamsburg*
- *2/6 ... Ash Wednesday*
- *2/8 – 2/10 ... Delk AWAY at St. Louis*

- *2/11 ... Outreach Council*

"Upcoming Calendar Events:

- *2/13 ... Mid Week Lenten Program Starts, 6p*
- *2/15 – 2/18 ... Dieterle AWAY – Chicago*
- *2/17 ... Newcomer Social @ HNC, 4p*
- *2/19 ... "Judaism in the Time of Jesus" Starts, 7p*
- *2/20 ... Lenten Healing Eucharist, 12n*
- *2/21 – 2/24 ... Men's Cursillo at Chanco*
- *2/21 – 2/22 ... Delk AWAY – VTS, Alexandria*
- *2/23 ... Bishop's Day with Clergy & Vestry, Emmanuel, VA Beach*
- *2/25 ... Day Care/Pre-School Feasibility Team Inaugural Mtg., 7pm*
- *3/3 ... Phase II Exploratory Team Inaugural Mtg., 7pm*
- *3/5 ... Lenten Healing Eucharist, 12n*
- *3/7 – 3/8 ... Nominating Committee for Bishop Overnight".*

Fr. Michael reported that he and the Personnel Committee were engaged in the search process to replace the Reverend Ann Dieterle. Several interviews have been conducted and more are anticipated.

Fr. Michael announced the first meetings of the Day Care Feasibility Committee on Monday, February 25 and the first meeting of the Phase II Exploratory Committee on Monday, March 3. These two committees will work parallel to one another, until and unless the Day Care feasibility committee discerns that a day care facility is feasible, in which case the Phase II exploratory committee deliberations would be impacted by any special day care architectural requirements.

Fr. Michael reviewed with the Vestry his summary of discussions and suggestions emanating from the Vestry Retreat in January.

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

A. Pastoral Care Ministry Report: Gay Forloine reported the following:

There will be a Pastoral Care meeting on the 28th of February convened by Pastor Ann Dieterle with the various sub-ministries of Pastoral Care: Prayer Chain, New Moms, Lay Eucharistic Visitors, and Lay Pastoral Care Visitors. At that time, current activities and future activities will be discussed, along with goal setting and transition issues (due to Pastor Ann's leaving).

As part of the Goals 2008 component, the following components are proposed:

1. The compilation of a Pastoral Care resource book for aspects of Pastoral Care, including Elder Care and Long-Term Care needs; and
2. the creation of one or more Pastoral Care Team(s) consisting of: a Parish

Nurse, a Lay Eucharistic Visitor, a transportation volunteer, and a lay Pastoral Care Visitor.

B. Parish Life Ministry Report: Lynn Geddy reported the following Parish Life Committee activities:

"October 20—lunch for the Buildings and Grounds work day;

"November 4—9:00 and 11:15 services were combined for one service to celebrate Confirmations, Bishop Buchanan's visit and the dedication of the Wilkinson Education Building. Barbara Laroche provided decorations and everyone provided wonderful snacks.

"November 18—We had a celebration of the end of the Capital campaign. With fabulous entertainment and wonderful food, we had a fun evening. Debbie Corlett prepared lovely flower arrangements for the tables.

"November 26—Hickoy Neck hosted lunch for the nominating committee. We served pasta, salad, bread and dessert.

"December 12—We joined to host a reception after the service celebrating Ralph Stone's life.

"December 23—We celebrated the 10th anniversary of Father Michael's ordination. Ann Dieterle supplied wonderful chocolate cake.

"January 6—The burning of the greens followed by Youth Sunday Evening Service. We had hot chocolate, popcorn, and more chocolate cake.

"February 5—Shrove Tuesday Pancake Supper was a fun time. Thanks to much help from about 20 people, starting with Don Seeterlin borrowing tables for us from the Knights of Columbus in West Point. We had great cooking by our chefs. Decorations and arrangements by our Parish Life Team. Cakes brought by Jean Jundt, complete with beads, coins, and babies. Cleanup by many helping hands. Our new royalty are Mary Teale and Jim Bell.

"Coffee Hour and Foyer Dinner groups continue to thrive."

XI. New Business

A. Letter of Resignation from The Reverend Ann Dieterle: Fr.

Michael laid before the Vestry a letter from the Reverend Ann Dieterle in which she tenders her resignation, effective Sunday, March 30, 2008. On motion of Gay Forloine and seconded by Don Seeterlin, the Vestry with extreme reluctance, but mindful of the wonderful opportunities ahead for Pastor Ann, accepted the resignation.

B. Parish Nurse Proposal: The Vestry accepted a letter from Sheila Church, our insurance representative, assuring the Vestry regarding Hickory Neck's protection from liability connected with the proposed Parish Nurse program. On motion of Paula Simmons and seconded by Gay Forloine, the Vestry approved the inception of a parish nurse program.

C. Diocesan Apportionment Compliance: The Vestry discussed the recently-passed Diocesan directed apportionment pledge plan. In compliance with this requirement, Hickory Neck would increase its current gift to the diocese, equal to 3.97% of our 2006 pledge and plate, to 5.97% , which complies with the new Accountable and Aspirational giving program recently passed at Diocesan Annual Council. This pledge assessment represents a \$2,048 increase in Hickory Neck's voluntary pledge to the Diocese already budgeted for 2008. After discussion, on motion of Bill Teale and seconded by Lauris Zeni, the Vestry voted to comply with the Diocesan pledge apportionment.

D. Executive Session: Reverend Ann Dieterle's Farewell Gift

E. Parochial Report: The Vestry approved the annual Parochial Report for Calendar Year 2007.

XII. Old Business—Future Funding (Planned Giving) Committee: Senior Warden, Bill Teale, reported that, following Bill Forloine's presentation to the Vestry in November the Future Funding/Planned Giving Committee was disbanded. Subsequently, Bill has spoken with each member of the committee and, as a result, there will be a meeting of committee members and Bill Teale, date and time to be determined.

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

The next meeting of the Hickory Neck Vestry will be held on Tuesday, March 11, 2008 at 7 pm in the Wilkinson Center.

Don Seeterlin concluded the meeting with prayer.

Respectfully submitted,
Eve Butler-Gee