

**Hickory Neck Episcopal Church**  
**Vestry Minutes**  
**February 10, 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); Gay Forloine (Pastoral Care); 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).

**I. Vestry Check In:** Vestry members shared personal news since the last meeting in January, 2009.

**II. Opening Prayer and Meditation:** The opening prayer and meditation were led by Melissa Casheros. Don Seeterlin will lead the meditation and prayers at the March 10 meeting.

**III. Approval of Vestry Minutes:** Fr. Michael requested the following amendment to the Rector's Report of January 13: In paragraph 1, under "*New Members by Letter of Transfer*" delete "*and Bunkie Righter*" due to the fact that Ms. Righter will be baptized and received into the Episcopal Church, instead of becoming a member by letter of transfer. Subsequently, the minutes, as amended, were approved.

**IV. Parishioner's Comments and Initiatives:** Fr. Michael reported that parishioner Response to the new clips for the HNC name buttons had been very positive.

**V. Treasurer's Report:** Fred Boelt, Treasurer, reported that January had been a good month due to a number of pre-paid pledges for 2009 which had been transferred in from 2008 as well as a couple of additional pre-paid pledges received in January. Income from pledges is \$47,000 which is over budget by \$14,500, and loose plate and non-pledge income for January are also over budget. Expenses are \$2,000 over budget due to the 30 % pre-payment requirement for the 2009 insurance. Gas is over budget for the time being due to winter heating needs, but this will level off as the weather warms. Debt service is included as a line item under expenses to bring our accounting in line with the 2009 operating budget.

Building Fund contributions are carried under "Other Income" in addition to regular income along with the principal adjustment which is applied to the principal balance in the mortgage. We are making good progress on refinancing of our loan at SunTrust and we may be able to close in February.

On motion of Michael Smith and seconded by Paula Simmons, the Treasurer's Report was approved.

**VI. Junior Warden's Report:** Gary Harvey, the Junior Warden, deferred his report until the discussion of New Business.

**VII. Senior Warden's Report:** Lauris Zeni, the Senior Warden, distributed Mutual Ministry forms to be filled out by the Vestry and transmitted to the Personnel Committee.

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

**Christian Formation:**

*"Sunday School and Youth Group continues. The Youth had a Super Bowl Party at the Lensenmayers. On March 1 we'll head out for another round of Laser Tag.*

*As mentioned at the retreat, the lectionary Bible study has been popular on Sunday mornings. On February 22 the Coopers will be doing a presentation about their mission trip to Honduras. During Lent Bob Gay will be leading a series on "The Prophetic Parables of Jesus." The online forum has had very little participation, though admittedly I haven't posted much lately either.*

**Outreach**

*The Outreach committee had its first meeting of the year with 15 in attendance. We began by setting some norms for the group and by sharing some stories about why each of us is interested in Outreach work. We also discussed what Outreach is. We will continue our conversation for a few months as we discern where God is calling us.*

*All of the Fall Festival checks have now been distributed. The organizations we support have expressed their gratitude for our contributions as well as our prayers. The dates for From His Hands this year are: March 19, June 18, September 17, and December 3. Outreach Meetings are now the 3<sup>rd</sup> Tuesdays of the month from 7:15-8:45.*

**Pastoral Care**

*The Pastoral Care teams have been busy in their ministries. The team leaders will be meeting soon to check in and share new ideas.*

*The Health Team has looked at the survey results and is considering a 5-wishes/End of Life seminar/workshop. They are also looking at doing some articles for the Nuggets.*

*Michael and I are meeting on the 21<sup>st</sup> with a group of parishioners with special gifts of healing to start a conversation about how we might include the ministry of spiritual healing in our liturgical life and pastoral care work"*

Pastor Lauren advised the Vestry that she had been asked to be on the Commission on Ministry and that she had accepted.

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

*New Member by Letter of Transfer:*

*Patti McSherry*

*Baptisms, since last Vestry meeting:*

*Kendall Nicole Swaney – 1 February*

*Funerals, since last Vestry meeting:*

*The Reverend Norman Peter Forde – 24 January*

*Marriages, since last Vestry meeting:*

*Katrina Marie Buckley and James Daniel Bragg – 17 January*

*Jeffrey and Erika Davis (Blessing of a Civil Marriage) – 17 January*

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

*Calendar Events, since last Vestry meeting:*

- *1/22 ... Pre-Council Convocational Meeting, 7pm, at Bruton*
- *1/23 – 1/24 ... Vestry Retreat at Chanco*
- *2/1 ... Youth Super Bowl Party at Lensenmyer's*

*Upcoming Calendar Events:*

- *2/13 ... Consecration of the 10<sup>th</sup> Bishop of Southern Virginia, 7pm*
- *2/13 – 2/15 ... Diocesan Council, Williamsburg*
- *2/22 ... Kingsley Baptism, 9a*
- *2/22 ... Newcomer's Social, 4p*

- *2/24 ... Shrove Tuesday Pancake Supper, 6p*
- *2/25 ... Ash Wednesday Imposition of Ashes and Eucharist, 7a, 12n, 7p*
- *2/28 ... Men's Breakfast, 8:30a*
- *3/4 – 3/5 ... DELK AWAY, Diocesan Executive Board, Chanco".*

Fr. Michael thanked Vestry members for their support and participation in the Reverend Chaplain Forde's Funeral Mass (interment will be May 5 at Arlington National Cemetery).

Fr. Michael advised the Vestry that he and Pastor Lauren would be away on Sunday, February 15, participating in the renewal of their ordination vows presided over by the Presiding Bishop of the Episcopal Church, the Most Reverend Katharine Jefferts-Schori. The Reverend Roma Maycock, a retired priest in this Diocese, will be the preacher and celebrant at all three services. Fr. Michael asked the Vestry to make her feel welcome and to give her any assistance she may require.

Fr. Michael also announced that he had formed a "Council of Advice" and had set dates for the Council to meet with him a couple of times a year to pool their wisdom and share their thoughts. The members of the Council are: Rick Garfield, Mayes Mathews, Aaron Small, Gay Forloine, Fred Boelt, and Bill Teale. The first meeting of the Council will be March 30 at 7 pm.

Fr. Michael advised the Vestry of the following:  
There will be a New Member Induction liturgy on Sunday, May 3 and Sunday, October 18; there will be a day-long staff retreat on March 17; Hickory Neck will be visited by a Diocesan Bishop (as yet unknown) in the second half of 2009 therefore confirmation classes will begin on May 9 (4 hours) followed by one hour classes from May 10 to mid-June; it is hoped that by the time of the Bishop's visitation, a new Bishop's chair commissioned by the Forde family in memory of the Reverend Norman P. Forde will be in place; that beginning on March 1, Fr. Michael and Pastor Lauren will make themselves available to Junior and Senior High School students (grades 6 to 12) for an informal, sit-down meeting in the Rector's study between the 9 am and 11:15 services to discuss any contemporary issues of interest to the youth of the parish; and that, during Lent, there will be a Lenten Evensong in the Historic Chapel every Wednesday night at 6 pm. There will be no Lenten class or Lenten soup supper this year.

Fr. Michael also advised that he had asked the Treasurer to accelerate payment of Hickory Neck's Diocesan pledge, clearing out a major budget item so that, if the Vestry chooses and income allows, it might be possible to send an additional amount to the Diocese mid-year.

**X. Team Ministry Reports—Parish Life:** A report was received from Ann Bartholomay as follows:

"Events

January 6, 2009

Reception following Epiphany Eucharist and Burning of the Greens

*My first reception went well with the help of colleagues. Having warm apple cider on such a rainy evening was just right.*

January 7, 2009

Clericus Luncheon hosted by Father Michael in the Narthex

*Kathy Ramsaur and I arrived early for our Prayer Shawl Group and made sandwiches and dessert plates of fruit and cookies for about 15 members of this group. They were very appreciative.*

January 10, 2009

Reception after Requiem Eucharist for Margaret Wilkinson

*By this date, Lynn had returned from a trip and helped me to get the reception set up. She, Mark Kintner, and I arranged the Narthex so that it was very convenient. Flowers appeared and were beautiful – both from our Parish (Barbara LaRoche and flowers shared by the Wilkinson family). At that time, I had not learned all the sources of flowers for our events, but Barbara came through. The Wilkinson family sent a very nice note of appreciation for the reception.*

January 24, 2009

Reception after Requiem Eucharist for Norman Forde

*The outpouring of help for this reception was overwhelming. People offered to help with everything. Food was abundant. Flowers were beautiful. It is impossible to remember everyone who contributed time and effort, but I really appreciated them all. The warmth of those working gave me further insight into the people I have this opportunity to know. There was clear evidence of the respect and love of this congregation for the Fordes.*

*Coffee Hours*                      *Coffee hours have gone well. We have tried for the last three weeks to provide coffee for the 11:15 parishioners. The last week, we revised our plan to place the coffee into carafes before 11:15 and leave both regular and decaf for anyone who wanted a cup of coffee before or after the service. We are continuing to work on this project to make it responsive.*

*Conversations with committee individuals indicate that there is agreement on continuing to provide snacks on the first Sunday and continuing to provide cookies for the children on other Sundays, except on special occasions.*

#### *Planned Events*

*19 February 2009              Meeting of Parish Life Committee at the Church*

*24 February 2009              Shrove Tuesday Pancake Supper*

*Continued Coffee Hours*

*11 April 2009                      Lunch for Building and Grounds Clean-up*

*Gift: Bonnie and Ben Manning gave a refrigerator to use for Parish Life in The Narthex. They installed it, and we have already found it very useful".*

Ann added that there will be food and coffee after the 11:15 am service on the first Sunday of every month, as well as between the 9 am and 11:15 am services.

#### **XI. New Business:**

**A. Endowment Board:** Lauris Zeni, Senior Warden, distributed copies of the resolution establishing the Hickory Neck Church Covenant Endowment Fund (hereafter called the Covenant Fund) passed by the Vestry in 2008 as well as Guidelines Regarding the Disposition of Bequests/Gifts to the Hickory Neck Church Endowment Fund (Covenant Fund). She reported that the Hickory Neck Endowment Board has discovered that the definition of "principal" in the 2008 resolution is not reflective of the spirit and intent of the resolution or the aims and goals of the Endowment Board. After talking with Art Spooner, the Treasurer of the Diocese of Southern Virginia, Ken Quigley and Jim Murphy at the Episcopal Church Foundation and others, they have learned that, rather than defining "principal" as the exact amount put into the HNC Covenant Fund, a more workable definition would be to define the principal as the market value of the Covenant Fund determined by computing a three year rolling average of the value of the Fund at the time a distribution is made.

The Episcopal Church Foundation suggested adding "Resolution Establishing the Hickory Neck Church Covenant Endowment Fund" on page 1, as well as language on page 2, paragraph 2 into the original Resolution. The Foundation further suggested changing item 3 on page 3 to read "The funds available for distribution during any one year will be limited to five percent of the market value of the COVENANT FUND, which value is determined by computing a three year rolling average at the time the distribution is made. Until the fund has been in existence for three years, the five percent will be based on the average value at the time the distribution is made.

On motion of Don Seeterlin and seconded by Paula Simmons, the Vestry unanimously agreed to a technical amendment which would conform the resolution establishing the Hickory Neck Church Covenant Endowment Fund which was passed in 2008, with the Endowment Board's Guidelines.

**B. Alarm System:** Gary Harvey, Junior Warden, reported that our current alarm system is not adequate to the task. There are currently two alarm boxes, one in the New Chapel and one in the Historic Chapel. Recent false alarms and other repair costs and equipment issues have pointed up the fact that the system needs updating.

The Building and Grounds Committee has investigated the situation and recommends accepting a proposal to expand the system with a state-of-the-art configuration which will increase monitoring and remote repair capability. On motion of Don Seeterlin and seconded by Ed Joyner, the Vestry agreed unanimously to accept the new proposal for the alarm system.

**C. Parochial Report:** Fr. Michael distributed the Parochial Report (required to be sent to the National Church every year) for the signatures of the Treasurer and the Register.

**D. Review of Communication Ministry (carry-over from abbreviated Vestry Retreat):** Melissa Casheros reported that the Communications ministry is proceeding smoothly, with the internal communications organs, The Nuggets, the E-Pistle all working well. The HNC website is superb thanks to Laurie Brown, and the local community media is being well covered by Martha McCartney and Jim Izzo. Melissa mentioned that local FM station 90.7 WKALA makes local public service announcements. She will investigate.

## **XII. Old Business:**

**A. Building Use Permission--Baeplex Tae Kwon D Classes:** Fr. Michael reported that there had been no word from the Tae Kwon Do group about use of HNC facilities for classes.

**B. Commissioning of a Sunday Morning Schedule Study Group:** At the request of Fr. Michael the Vestry voted unanimously to commission a Sunday Morning Schedule Study Group to address the disparity between the 9 am service and the 11:15 am service as more attendees at the later service are migrating to the 9 am. Individuals who have been asked to serve on the study group are: Anna Stone, Cleve Corlett, Tom Gee, Michael Smith, Jean Jundt, Bert Geddy, Bill Forloine and Pam Maloof.

C. Commissioning of an Elder/Care Giver Respite Project Study Group: At the request of Fr. Michael, the Vestry voted unanimously to commission an Elder/Care Giver respite Project Study Group, which would investigate the feasibility of utilizing the Wilkinson Center to provide respite care and socialization for elders and/or their caregivers, also providing the opportunity for caregivers to have some down time.

**XIII. Other Business:** Gay Forloine gave Fr. Michael a prayer shawl made by the HNC Prayer Shawl Ministry, to be presented by Fr. Michael to Bishop-elect Hollerith as a gift for his consecration.

Fr. Michael reminded the Vestry of Bishops Days on March 21 and March 28, respectively and urged Vestry members interested in attending to visit the Diocesan website and advise Hope Brans if they planned to attend and their workshops (two only) choice.

The next meeting of the Hickory Neck Vestry will be held on Tuesday, March 10, 2009 at 7 pm in the Wilkinson Center.

Father Michael concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee