

**Hickory Neck Episcopal Church**  
**Vestry Minutes**  
**March 9, 2010**

**Present:** The Very Reverend Michael Delk (Rector); The Reverend Lauren McDonald (Associate Rector); Gary Harvey (Senior Warden); Ann Cooper (Junior Warden and Parish Life); Carrol Bailey (Newcomers), Fred Boelt (Treasurer); Melissa Casheros (Communications); Jean Hancock (Newcomers); Margene Hartsough (Children and Youth); Brig Lampert (Children and Youth); Lucy Rothnie (Outreach); Pam Stromberg (Pastoral Care); and Mary Teale (Register).

**Absent:** Gay Forloine (Pastoral Care); Michael Smith (Outreach); Ed Joyner (Stewardship).

**Also Present:** Martha McCartney

**Vestry Check-In:** Vestry members shared personal news since the last meeting in February 2010.

**Opening Prayer and Meditation:** The opening prayer and meditation were led by Fr. Michael. April's meditation will be led by Ann Cooper.

**Approval of Minutes:** The minutes of the February Vestry meeting were approved.

**Parishioners' Comments and Objectives:** Martha McCartney said that the Colonial Dames of the 17<sup>th</sup> C. consider Hickory Neck's Historic Chapel to be a site of significant interest and has requested that a Letter of Permission be sent to them to allow a plaque with appropriate inscription to be installed near the church. Martha volunteered to submit the wording for the inscription and suggested that the plaque, mounted on a brick pedestal, be located across the walkway from the Sidney King painting of the Historic Chapel. Fred Boelt suggested that the pedestal be constructed with the back edge higher than the front so that the angled plaque would be easy to read. Upon a motion by Margene Hartsough and a second by Carrol Bailey, the Vestry unanimously approved sending a Letter of Permission to the Colonial Dames.

**Treasurer's Report:** Fred Boelt, Treasurer, reported that February's income was \$3000 over budget, pledge and non-pledge donations were over budget, and loose plate contributions were less than expected. Expenses for the month were \$18 under budget. Year-to-date income and expenses are \$13,000 and \$92 over budget respectively.

**Junior Warden's Report:** None

**Senior Warden's Report:** Gary Harvey, Senior Warden, reported that an unknown problem caused the failure of the sewage grinder pumps in February, with repairs costing \$4870. He and John Rothnie have constructed a roof over the grinder system's outdoor electrical equipment to protect it from roof water run-off. The outdoor light has been installed on the New Chapel. Two contractors are preparing estimates to enclose the porte-cochere on the New Chapel.

The Personnel Committee is being enlarged to include more non-Vestry members which will allow the committee to have more continuity year to year. Bill Teale has been asked to provide options on the committee's structure.

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

*“On a personal note, I was asked to be the guest speaker for a preaching workshop in VA Beach on Feb. 27. Bob Randall, rector of Old Donation, has put together a team of lay preachers for Good Samaritan, a church that is currently without a priest. Each quarter he holds a training session for them. I was honored to be asked and had a great time working with the team on their sermon delivery.*”

### **Christian Formation**

***Children:*** Sunday School is going strong. We are working to make sure that all of our volunteers who work with children and youth are up to date on the Safe Church training.

***Youth:*** Our youth group continues with solid attendance. On March 4 six of our youth participated in the serving of our From His Hands meal ministry. Accompanied by Karen Dutro, Linda Becker, Maria Kane, and the clergy, our youth took care of all of the tasks of the serving ministry. They did a wonderful job and had fun, too. Thanks to Gary Harvey for providing clear instructions and supervision.

***Adults:*** The Women's Spirituality Group had its second meeting with 20 in attendance. This now seems to be a viable group and is filling a needed niche in our spiritual formation offerings. Those who come seem to be very excited about it, and I am thoroughly enjoying both the group and the planning team.

### **Newcomers**

*Our welcome letter with Lenten offerings went out last month to those in nearby neighborhoods, and Michael and I are making plans to begin door stop visits this*

*week. I have consulted with Jeunee Cunningham, another priest in our diocese, who has experience with church planting, and she has offered helpful suggestions about conversations to have with our neighbors.*

*Newcomers are now receiving their welcome packets and bread within 2-3 days of their visit to us.*

### **Outreach**

*Our first From His Hands serving went very well on March 4. We never even advertised for volunteers because the youth group did the serving and other volunteers had already asked to participate in the cooking. Alita Small headed up the meal planning and execution, and Gary Harvey oversaw the serving.*

*There is the possibility of beginning an Upper County version of From His Hands because we now have more churches participating than there are slots to participate. Hickory Neck is a possible location for that serving as we have an easily accessible and large enough parking lot for the canteen truck. Plans for this are still early in the works, but we have expressed our interest in being a part of it.*

*We are looking at two hands-on projects for this month. One is the Stop Hunger Now meal packaging on March 24 from 4-8 at Williamsburg United Methodist Church. We will be recruiting volunteers to help with this event. The other is an Easter basket project in conjunction with Grove Christian Outreach. Grove has about 40 hams, and we would collect the sides (canned food, Easter cards, rolls, etc.) to go with them. More details will be coming out about these projects in the next week. Grove is our featured charity this month.*

*Bob Gay has been asked to be the chair of the steering committee for the HELP project. This is the task force that includes government reps from Williamsburg, James City County and York County. Bob has also been facilitating what is called the “ad hoc” committee that is comprised of representative from the faith community who meet to discuss how the churches can be more involved in helping with our homelessness problem. David Hartsough has agreed to be our liaison to this committee.*

### **Pastoral Care**

*The Health Team Ministry held a blood pressure screening on February 21. They had a good attendance. They will be thinking about finding a quieter place than the Narthex for the screenings as the general noise and commotion (and caffeine) do not provide the best setting for getting accurate readings or for privacy.*

*The Meal Team has done a great job in providing meals to some of parishioners who have recently had surgery. The LEVs are doing a wonderful job getting to all of our people who can't be here on Sunday. The Prayer Shawl knitters continue to enjoy fellowship and bless those who receive prayer shawls."*

Pastor Lauren provided an addition to her report, saying that Maria Kane has organized a Face Book page for Hickory Neck.

**Rector's Report:** Fr. Michael submitted the following report:

*"In the 27 days since our last meeting:*

- 1. Hope, Ed, and I completed our advance work on worship bulletins for all liturgies through March 21<sup>st</sup>, to ameliorate the impact of Hope's absence during recovery from hip surgery.*
- 2. The staff (minus Ed Godshall, who I asked to stay at home because of the snow and slippery conditions) held its annual retreat on February 10<sup>th</sup> at Fred Boelt's home. A synopsis of our discussion on the Annual Parish Meeting responses was e-mailed to you in late February.*
- 3. The 118<sup>th</sup> Council of the Diocese of Southern Virginia convened on February 12<sup>th</sup> – 14<sup>th</sup>, a synopsis of which was contained in the March edition of the Nuggets. I was very pleased that we were able to honor The Rev. Norman Forde with a Memorial Resolution read before the House.*
- 4. On Saturday, February 13<sup>th</sup>, I was succeeded as Dean of the Jamestown Convocation by The Rev. Shirley Smith-Graham of St. Martin's, Williamsburg.*
- 5. Ann Cooper, Ed Godshall, and I organized entertainment for our Shrove Tuesday celebration. This proved very popular and needs to be adopted as a permanent feature of that event.*
- 6. Attendance at our three Ash Wednesday liturgies was nearly identical to last year, and each of them went well.*
- 7. Over the course of February, Lauren McDonald, Laurie Brown, and I perfected the tri-fold mini-brochure that we will use on our door-to-door visits in nearby neighborhoods.*
- 8. On Sunday, February 21<sup>st</sup>, we blessed and put into service a pair of wooden candlesticks provided by memorial gifts and a purple Lenten single-sided altar*

*frontal, designed and donated by the Hartsough family.*

9. *On February 22<sup>nd</sup>, I met with my spiritual director, a series of conversations that are proving very beneficial to my spiritual life.*
10. *Our Midweek Lenten Evensong series began on February 24<sup>th</sup>, with healthy attendance.*
11. *On Thursday, February 25<sup>th</sup>, I accompanied Eve Butler Gee and Don Seeterlin as they interviewed separately with the Bishop and the Commission on Ministry. Stephanie and I shared dinner with Don and Robin afterwards.*

*Eve was made a postulant for Holy Orders (priesthood) and will attend Virginia Theological Seminary as a weekday/weekend commuter for a one-year certification program, beginning as early as September 2010. Eve will also need to acquire one unit of Clinical Pastoral Education (CPE), preferably over the summer in 2010 or 2011. Let me emphasize that Eve is only midway through her process of discernment, and ordination is not guaranteed.*

*Unfortunately, Don was not made a postulant, and we are seeking out ways he can best use his gifts for ministry in a more fulfilling way in the lay order.*

12. *On Sunday, February 28<sup>th</sup>, we hosted representatives from Chanco on the James, our diocesan camp and conference center, who brought information about the facilities and programs they offer for children and adults.*
13. *I wrote the Easter letter for distribution in mid-March, which will include our Holy Week and Easter activities schedule, along with the customary offering envelope.*
14. *In collaboration with Bert Geddy, I reconfigured the Men's Breakfast to occur off-site at a local restaurant and to include a faith formation component, in addition to the fellowship aspect of that event. This new event will begin in April 2010 and will hopefully enhance the experience while relieving our kitchen crew the labors of preparing a meal for an indeterminate number of men.*
15. *With help from Lewis Sherman and Kay Cooper, I produced 40 additional copies for the Hickory Neck Hymnal, because of shortfalls at 2 of our 8 Eucharist (really 2 of our 6, considering the impact of snow and ice) in 2010.*
16. *On Tuesday, March 2<sup>nd</sup>, I met with the Wardens for our monthly meeting to*

*discuss, among other things, our annual Mutual Ministry Review with the Personnel Committee, scheduled for March 25<sup>th</sup> at Fred Boelt's home. Win Lewis will attend, in his role as Canon to the Ordinary with responsibilities for clergy and congregational wellness. I have also prepared materials to help facilitate this meeting.*

- 17. On Tuesday, March 2<sup>nd</sup>, the Hickory Neck Honduras Mission Team met to discuss fund raising plans and other preparations for its October 2010 trip to El Hogar, an Episcopal mission that lifts children out of poverty by providing quality elementary and technical education.*
- 18. On Thursday, March 4<sup>th</sup>, I accompanied the majority of our youth group to Grove for From His Hands.*
- 19. On Tuesday, March 9<sup>th</sup>, Lauren and I explored the neighborhoods now being populated to our north, in preparation for our first door-to-door visits, scheduled for later this week, weather permitting.*
- 20. I visited with two persons prior to surgery.*
- 21. I made two hospital visits, both to the same parishioner, though for different hospitalizations.*
- 22. There were seven appointments in my office, three home visits, and one luncheon, all of a pastoral nature.*
- 23. I met with one prospective new member family, and attempted to set up visits with three others without success due to their schedules, though all three seem eager to meet once their calendars clear.*
- 24. I wrote and delivered four sermons (on February 14<sup>th</sup>, 17<sup>th</sup>, & 21<sup>st</sup> and on March 7<sup>th</sup>).*
- 25. I taught The Gospel of John on Monday nights. In four sessions since the last Vestry meeting, we have studied chapters 12:12 – 16:15. Attendance averages 15.*
- 26. I wrote two articles for the March edition of the Nuggets and the cover article for the April edition.*
- 27. I began study for a seminar on Death & Dying to be offered in April or May 2010.*

28. *I made two emergency assistance grants.*”

Fr. Michael's report is in a new format, showing a chronological summary of his activities rather than a statistical list. As the Vestry had positive comments about each format, Fr. Michael said that he would blend the two styles in his future reports.

Fr. Michael reported that Hope Brans is recovering well from her surgery and is able to do some church work from home.

The Friday portion of the postponed Vestry Retreat will take place Friday, March 12, 6 pm, at Fred Boelt's home.

**Ministry Reports:** Pam Stromberg, Pastoral Care, submitted the following report from Gay Forloine, Pastoral Care:

*“Hickory Neck Church continues to be blessed with caring ministers, both clergy and laity. I would like to thank Eve Gee for overseeing the Eucharistic Visitors and Bob Gay for his work in scheduling volunteer drivers. Both Eve and Bob are now engaged in other activities as they train to become Deacons. I would also like to thank Shirley Forde for her faithful ministry with our emergency meals volunteers. Our Pastoral Care ministries are as follows:*

***Emergency Meals (Carrol Bailey):*** *Simple meals are provided to those individuals/families needing temporary assistance due to illness or family crisis. There have been 16 meals delivered to seven families/individuals this year.*

***Special Deliveries - New Mom's Ministry (Christine Hanlon):*** *Meals are provided to support new moms, dads and families right after the new baby and mom come home from the hospital. This ministry has 14 members ready and willing to make special deliveries.*

***Prayer Warriors (Lynn Kelley):*** *About 64 prayer warriors have committed to pray daily for those who request prayers - these prayers are for members of Hickory Neck and also for friends, families, neighbors, and co-workers of our members. There have been more than 360 requests for prayers and thanksgivings this year. Sue Dugan provides back-up for Lynn in this ministry.*

***Lay Eucharistic Visitors (Betty Somloi):*** *We have 11 trained Eucharistic Visitors who take Holy Communion from the altar at Hickory Neck on Sundays to our parish members at home or in the hospital. Again this year more than 100 visits have been made to our parishioners.*

***Friendly/Hospital Visitors ( Pam Maloof):*** Several of our members have signed up to make a visit to ill parishioners either at home or in the hospital. Under Pam's leadership there is now a focus on friendly visits to members unable to drive. These visits may include a luncheon outing, attendance at Sunday services, at a parish function or a trip to the doctor's office. Pam has been known to drive as far as to Florida when the need arose for one of our parishioners!

***Prayer Shawl/Lap Robe Ministry (Lynn Kelly/Gay Forloine):*** It broke our hearts to lose Kathy Ramsaur who introduced this ministry to Hickory Neck. It truly has been a blessing and an inspiration to this group of about 24 women who knit/crochet at home or meet bi-monthly for lunch and prayer, knitting or crocheting the prayer shawls/lap robes given to those in need of comfort, strength, or celebration. This year 43 prayer shawls and lap robes have been delivered to our Hickory Neck members and to friends and relatives of our members.

***Health Ministry (Carolyn Gaylord):*** Early this year the Health Team conducted a survey of the congregation to determine what areas were of interest to our congregation. The top two areas were health issues like exercise, weight control and healthy eating and end of life issues such as Advance Directives, Five Wishes, funeral planning, and long term or in home care. In response to this survey, the Health Team has sponsored a workshop on Advance Directives, conducted by Chaplain Milt Hines from Sentara Williamsburg Hospital. The team also conducted a blood pressure screening during Sunday morning coffee hour and a seminar focusing on safe and wise use of medications.”

### **New Business:**

**A. A Certificate of Canonical Eligibility for Ordination to the Diaconate for Bob Gay** was circulated and signed by all Vestry members and the Register.

**B. Nighttime Illumination Proximate to the Historic Chapel** Fr. Michael said the the dark conditions at night along the path exiting the Historic Chapel need to be improved for safety reasons. Small solar lights are impractical, being expensive and short-lived. Any solution must be careful not to adversely affect neighboring property owners with objectionable illumination. Gary Harvey is meeting with contractors on March 12 to discuss options. Upon a motion by Ann Cooper and a second by Lucie Rothnie, the Vestry authorized the expenditure for night illumination of the Historic Chapel for safety reasons. Motion sensors are not being considered as the proximity of vegetation and the movement of small wild animals and birds would cause too many false alarms.

C. Placement of Historic Plaque by the Colonial Dames of the 17<sup>th</sup> C. (See above under Parishioners Comments and Initiatives)

D. Parish Retreat Paula Simmons and Melissa Casheros have researched the location for this year's Parish Retreat. Only one date was available at Chanco, and it was later than desired. A second location, Roslyn, Richmond, was very suitable with facilities including lodges with 8 rooms each, a dining hall, Tucker Hall with meeting rooms and a chapel, and pleasant outdoor hiking trails. Roslyn has sufficient space to handle any number of participants. A tentative reservation was made for October 8-9, 2010 with a deposit of \$600.45 required within a week to hold the date. On a motion by Pam Stromberg and a second by Carrol Bailey, the Vestry voted unanimously to authorize funds for the deposit.

E. A Resolution of Gratitude for 13 Years of Service by Connie Kendrick as Chair of the Altar Guild

The following resolution was circulated and signed by all members of the Vestry and the Register:

“The Vestry of Hickory Neck Episcopal Church, in quorum assembled on this 9<sup>th</sup> day of March, the year of our Lord 2010, does hereby offer on behalf of the parish its gratitude to Connie Kendrick for her thirteen years of diligent service as Chair of the Altar Guild. Her humble disposition has led many parishioners to ministry in the sanctuary of God, which has proved a help to their spiritual growth and maturity. Connie’s kindness and meticulous attention to detail has gracefully established a standard of excellence that does great glory to God and immeasurably aids the worship of God’s holy people, especially the clergy, who benefit most directly from their efforts.”

F. Kiosk Maintenance Jean Hancock asked who maintains the information posted on the kiosk in the Narthex. Fr. Michael said that customarily Hope Brans updates the material. However, in her absence each ministry is responsible for maintaining its own material. There are panels for Newcomers, Outreach, General Information, and Community Affairs. Shelves below the panels contain booklets. Collection boxes for Farm Fresh and eyeglasses are located beneath the kiosk.

### **Old Business:**

Discussion took place concerning the responses from the congregation to the two questions posed at the Annual Parish Meeting in November 2009 that was to have been done at the Vestry Retreat in January. At the end of this discussion the Vestry was satisfied that enough attention had been given to the material.

**Adjournment:** The next meeting of the Vestry will be on the third Tuesday of April, April 20, 7 pm, in the Wilkinson Center.

Respectfully submitted,

Mary Teale, Register