

**Hickory Neck Episcopal Church
Vestry Minutes**

April 1, 2008

Present: The Very Reverend Michael Delk (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); Ed Joyner (Newcomers); Don Seeterlin (Buildings & Grounds); Paula Simmons (Christian Formation); and Betty Somloi (Newcomers).

Absent: Chuck Jundt (Outreach)

Also Present: Members of the Future Funding Committee: Bill Forloine, Chairman; Tom Gee, Mayes Mathews, Bob Williams. Absent Committee members: Nancy Snyder and Linda Webber.

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

II. Opening Prayer and Meditation: The opening prayer and meditation were led by Fr. Michael. Gay Forloine will lead the prayers and meditation at the April Vestry meeting.

III. Approval of Vestry Minutes: On motion of Gay Forloine and seconded by Eve Butler-Gee, the minutes of the meeting of March 11, 2008 were approved.

IV. Parishioner's Comments and Initiatives: Bill Teale, Senior Warden, reported that six people had commented to him how much they enjoyed the combined service held for the Reverend Ann Dieterle's farewell. A number expressed appreciation for the enhanced worship experience due to the combined talents of the William and Mary Choral Scholars, the Praise Band and the Choir. Others commented on the pleasure of seeing many people whom they knew but who customarily attended different services, as well as the opportunity to meet newcomers to the church who were all there are once.

Fr. Michael indicated that there would be further consolidated service in the next few months: May 11, Pentecost and Mother's Day; July 6, Lauren McDonald's first Sunday at Hickory Neck Church; and on the occasion of the Annual Parish Meeting (date to be determined) which will be followed by lunch at the church for those in attendance.

Further to the discussion at the March meeting regarding the possible acquisition of an LCD to enhance audio-visual capability during presentations (we have been borrowing Linda Becker's) further investigation of pricing of an LCD has revealed that the cheapest available is \$1,044. Consequently, there are no plans to acquire this equipment at this time.

Future Funding Ministry Proposal (taken out of order –see item B. of XI—New Business)

Fr. Michael announced that the above item would be taken out of order as a courtesy to the members of the Future Funding Committee and welcomed Chairman Bill Forloine and the members of the Committee present (see "Also Present" above)

The Senior Warden, Bill Teale, reminded that the Future Funding Committee had presented a resolution to the Vestry last year and that there had been some confusion in communication and understanding regarding the interpretation of provisions of that resolution. After a number of meetings with the Future Funding Committee this year, the questions and misinterpretations have been cleared up.

Therefore, in order for the Vestry to agree to this resolution and implement its provisions, certain confirming changes in both the resolution and the By-Laws of Hickory Neck Church. After approval of the resolution, as amended, the Vestry will be voting on the changes to the By-Laws later on in this meeting. Subsequently, these By-Law changes must then be approved by the members of the Parish at a special meeting convened for that purpose. Following Parish at-large approval of the By-Law changes, the provisions of the resolution will go into effect.

The Senior Warden, Bill Teale, laid before the Vestry the following resolution:

"Resolutions

WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind—time, talents, the created world and money, Including accumulated, inherited and appreciated assets; and

WHEREAS, Christians can give to the work of the Church through a variety of gift vehicles, in addition to cash; including securities, bequests in wills, charitable remainder trusts, and other life income gifts, other trusts, life insurance policies, real estate, and other property; and

WHEREAS, it is the desire of this parish to encourage, receive, and administer these gifts in a manner faithful to the loyalty and devotion to God expressed by the

donors, and in accord with the canons of the Episcopal Church and the Diocese of Southern Virginia, and the policies of this parish:

THEREFORE BE IT RESOLVED, that in addition to our other policies concerning restricted and unrestricted gifts, this parish, through action of its Vestry, establishes a new and separate fund to be known as the HICKORY NECK CHURCH COVENANT ENDOWMENT FUND (hereafter called the 'COVENANT FUND') OF HICKORY NECK EPISCOPAL CHURCH; 8300 Richmond Road, Toano, Virginia 23168 (hereafter referred to as "HICKORY NECK CHURCH");

BE IT FURTHER RESOLVED, that the purpose of this COVENANT FUND is to enable HICKORY NECK CHURCH to more completely fulfill its mission by developing its ministries beyond what is possible through its annual operating funds, and therefore distributions from the fund shall be limited to (i) capital needs of HICKORY NECK CHURCH, (ii) outreach ministries and grants, (iii) seed money for new ministries and special one-time projects, and (iv) such other purposes as are specifically designated by donors to HICKORY NECK CHURCH whose gifts are to be included in the COVENANT FUND;

BE IT FURTHER RESOLVED, that distributions from the COVENANT FUND shall not be made as a subsidiary to the operating budget of HICKORY NECK CHURCH;

BE IT FURTHER RESOLVED, that the HICKORY NECK COVENANT ENDOWMENT FUND BOARD (hereafter called the 'ENDOWMENT BOARD') shall be the custodian of the COVENANT FUND;

BE IT FURTHER RESOLVED that the following PLAN OF OPERATION sets forth the administration and management of the COVENANT FUND:

Plan of Operation

1. The ENDOWMENT BOARD

The ENDOWMENT BOARD shall consist of five members, all of whom shall be members in good standing of HICKORY NECK CHURCH; they shall be appointed by the Vestry. Additionally, the Rector and senior warden shall be ex-officio members of the ENDOWMENT BOARD. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution, two (2) members shall be appointed for a term of three (3) years; two (2) members for a term of two (2) years, and one (1) member for a term of one (1) year. Thereafter, on an annual basis, the Vestry shall appoint the necessary number for a term of three years. No member shall serve more than two consecutive three (3)-year terms. After a lapse of one (1) year, former ENDOWMENT BOARD members may be reappointed. In the event of a vacancy on the ENDOWMENT BOARD the Vestry shall appoint a member to complete the unfulfilled term, upon the completion of which that person would be eligible for reappointment to a normal three (3)-year term.

The ENDOWMENT BOARD shall meet physically or electronically at least quarterly, or more frequently as deemed by it in the best interest of the COVENANT FUND.

A quorum shall consist of four (4) members. The affirmative vote of four (4) members shall be necessary to carry any motion or resolution.

The ENDOWMENT BOARD shall elect from its membership a chairperson and a recorder. The chairperson, or member designated by the chairperson, shall preside at all ENDOWMENT BOARD meetings.

The recorder shall maintain complete and accurate minutes of all meetings of the ENDOWMENT BOARD and supply a copy thereof to each member of the ENDOWMENT BOARD. Each member shall keep a complete set of minutes to be delivered to his or her successor. The recorder shall also supply a copy of the minutes to the Vestry in a timely manner.

The treasurer of the parish shall maintain complete and accurate books of account for the COVENANT FUND. At the discretion of the Vestry, the books may be audited annually by a certified public accountant or other qualified person. Such person shall not be a member of the ENDOWMENT BOARD.

The ENDOWMENT BOARD shall report on a quarterly basis to the Vestry and, at each annual meeting of the congregation, shall render a full and complete account of the administration of the COVENANT FUND during the preceding year.

The ENDOWMENT BOARD, at the expense of the COVENANT FUND, may provide for such professional counseling on investments or legal matters as it deems to be in the best interests of the COVENANT FUND.

Members of the ENDOWMENT BOARD shall be liable for any acts or omissions committed by them (including losses that may be incurred upon the investments of the assets of the FUND) only to the extent that such acts or omissions were not in good faith or involved intentional misconduct. Each member shall be liable only for his/her own intentional misconduct or for his/her own acts or omissions not in good faith, and shall not be liable for the acts or omissions of any other members. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his personal interests would conflict with the interest of the FUND.

All assets are to be held in the name of THE HICKORY NECK CHURCH COVENANT ENDOWMENT FUND. Actions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND,

including stocks, bonds, debentures, mortgages, notes, warrants of other securities, as in their judgment and discretion they deem wise and prudent, are to be made by a delegated member of the ENDOWMENT BOARD.

2. Acceptance of gifts to the Covenant Fund

In the absence of a Gift Review Policy of the Parish, the ENDOWMENT BOARD will establish a Gift-Review Policy through which the decision is made as to whether a gift to the COVENANT FUND shall be accepted. This policy will incorporate the provision that, if a gift of property other than cash or publicly traded securities is offered to the parish, there will be conducted a careful review to determine whether the best interests of the congregation are served by accepting or rejecting the gift. Guidelines for conducting such a review shall be incorporated in the Gift Review Policy.

3. Distributions from the Covenant Fund

It is the intent of this resolution that the FUND shall be managed as a true endowment employing the restriction that the principal shall not be invaded. The ENDOWMENT BOARD shall formulate a policy defining the spending rules and protocols, with the approval of the Vestry that will provide for the withdrawal and use of funds consistent with the stated purposes of the COVENANT FUND as defined in the first section of this resolution.

No portion of the principal amount of the COVENANT FUND shall be 'borrowed,' including any 'temporary usage' for other parish needs.

4. Amendment of these resolutions

Any amendment to these resolutions shall be adopted by a vote of at least two-thirds (2/3) of the membership of the Vestry at a regularly scheduled meeting or at a special meeting called specifically for the purpose of amending these resolutions.

5. Disposition or transfer of COVENANT FUND

In the event HICKORY NECK CHURCH ceases to exist, whether through merger, dissolution, or some other event, disposition or transfer of the FUND shall be at the discretion of the Vestry in conformity with the approved congregational by-laws and in accord with diocesan canons and the Bishop of the Diocese of Southern Virginia.

The foregoing resolutions are hereby ADOPTED by the Vestry this ____ day of _____, 2008.

HICKORY NECK CHURCH

_____ (print name)

_____ (signature)

Senior Warden

Attest:
_____ (print name)

_____ (signature)".

Register

The following technical amendment to the resolution was submitted by Eve Butler Gee:

Delete the "s" at the end of the heading "*Resolution*" at the beginning of the document.

The Vestry agreed to the technical amendment unanimously.

Subsequently, on motion of Bill Teale and seconded by Don Seeterlin, the Vestry unanimously agreed to the resolution, as amended by the technical amendment.

Fr. Michael thanked Bill Forloine and the Future Funding Committee members for their time and effort and for their attendance at the meeting.

Mr. Bill Forloine made the following statement:

"The Future Funding Ministry Committee (also known as the Endowment Committee) would like to express our appreciation for the opportunity to explore the potential that endowment gifting affords both Hickory Neck Church and its members.

As we, this committed congregation of Hickory Neck, gain a deeper understanding and appreciation of the significance that Stewardship plays in enriching our own personal spiritual journey, [the concept of] leaving a legacy that will empower the Church to be able to do the work that our Savior, Jesus Christ, charged us to do, will grow in appeal.

The endowment concept is both simple and complex in nature. To bring it to its full fruition, it must be embraced as part of a continuing visible experience here at Hickory Neck.

It is exciting to think that what you as a Vestry can do tonight will greatly impact the mission of the church for generations to come. This effort could be one of those "water-shed" moments that will be looked back on by future Vestries as a wise and timely action.

Thanks to my committee which met and worked in spirited harmony. And thanks to you for letting us serve."

By-Laws Amendments—Taken out of order (See Item A. of XI. New Business):

On motion of Bill Teale and seconded by Lauris Zeni, the Vestry unanimously approved the following amendments to the Hickory Neck Church By-Laws, which are required to allow the implementation of the foregoing resolution creating an Endowment Fund and an Endowment Board:

Page 14, section 14.1, beginning on line 5, delete the following: "and is incorporated into the Standards and Procedures of Hickory Neck Parish".

Page 14, section 14.2, beginning on line 2, delete:

"The Gift Review Committee will be composed of the Senior Warden, the Treasurer, and the Finance Chairperson"

Insert in lieu thereof the following: "The Gift Review Committee will be composed of the Treasurer, Stewardship Chairperson, Endowment Board Chairperson, and two parishioners appointed annually by the Vestry. The Senior and Junior Wardens will be ex officio members."

Page 14, section 14.2, beginning on line 8, delete the following: "The Gift Review Committee will additionally serve as the Parish Endowment Fund Board, as described in Parish Standards and Procedures."

Page 18, delete Section 16. Standards and Procedures—delete this section in its entirety.

On motion of Don Seeterlin and seconded by Melissa Casheros, the Vestry unanimously approved a technical and conforming amendment(s) to the By-Laws for the deletion, if necessary, of the phrase "Parish Standards and Procedures" wherever else it may appear throughout the By-Laws.

Accordingly, the Vestry will submit the amendments to the By-Laws to the Parish at large for its ratification of these amendments at a special meeting on May 18.

V. Treasurer's Report: Fred Boelt, Treasurer, reported that we experienced an excellent five-Sunday month in March, to include Easter and the combined Easter Sunday service. There was \$36,000 collected for the General Fund at the end of March with \$3,000 from Easter.

The Building Fund received \$4,500 from the month of March and the April bill was just paid in the amount of \$4565. At this point, we have enough to cover the debt service through October. Also, so far this year we have received one new pledge from a newcomer.

Fred indicated that it was his intention to present a revised budget at May's Vestry meeting, based on the departure of the Reverend Ann Dieterle and the fact that Lauren McDonald will arrive mid-year into the budget.

On motion of Gay Forloine and seconded by Lynn Geddy, the Treasurer's Report was approved.

VI. Junior Warden's Report: Lauris Zeni, Junior Warden, reported that she had called newcomers and prospective new members and that those calls were well received. She discussed the various ministries at Hickory Neck and there was great interest. She asked Vestry members to let her know if they observed any newcomers who appeared to need a nudge to get involved in community.

Lauris mentioned that, apropos of the Phase II group meetings, she believed that the existing Sunday school space needs would benefit from "permission to purge". Melissa Casheros and Paula Simmons concurred, but it was agreed that some items stored in Sunday School space might have some significance to members of the Parish. It was agreed that the Parish would be notified when this streamlining would take place. Don Seeterlin offered his Buildings and Grounds teams to help with movement of items if the reorganizing took place on a B & G workday.

VII. Senior Warden's Report: The Senior Warden reported that his primary efforts since the last Vestry meeting had been the working with the Future Funding Ministry Committee regarding the changes to the Future Funding Resolution and to the conforming By-Law changes.

He expressed his congratulations to all who worked to make Ann Dieterle's farewell reception such a success.

He reported that the Hickory Neck Hymnals had not yet been produced since he is waiting for an approved list of hymns from Nancy Ashiero and others. When the approved list is received, it will be submitted to Fr. Michael for his review after which Bill will run about 150 sets to be contained in a small folder.

Bill is working with Laurie Brown Melissa Casheros and Laurie Brown on structuring the new website so that there can be an item on the site map entitled, "How You Can Give to Hickory Neck Church". This will include Year Round Stewardship, Planned Giving, and Other Bequests. Gay Forloine suggested it include "Five Wishes" as well.

VIII. Associate Rector's Report: Due to the Reverend Ann Dieterle's departure, there was no Associate Rector's Report.

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

*"Average Sunday attendance in March 2008 (excluding Easter Day) – 231
Average Sunday attendance in March 2007 – 218*

Holy Week & Easter Attendance

	<u>Maundy Thursday</u>	<u>Good Friday</u>	<u>Great Vigil</u>	<u>Easter Day</u>
2008	71	131	65	412
2007	59	123	38	387

Baptisms, since last Vestry meeting:

Lily Amanda Kaiser – 22 March

Aidan Rory Wade – 22 March

New Members by Letter of Transfer, since last Vestry meeting:

Norman and Louise Cooper

Sue Edwards

Marriages, since last Vestry meeting:

Crystal Ann Nicholas and Anthony Nicholas Perseo – 29 March

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

Calendar Events, since last Vestry meeting:

- *3/16 ... Palm/Passion Sunday*
- *3/18 ... Day Care/Pre-School Feasibility Team, 7p*
- *3/20 ... Maundy Thursday, 7p*
- *3/21 ... Good Friday, 12n, 6p, 7p*
- *3/22 ... Great Vigil of Easter, 7p*
- *3/23 ... Easter Day*
- *3/25 ... Stewardship Team meeting, 7p*
- *3/29 ... Nicholas/Perseo Wedding, 3:30p*
- *3/30 ... Ann's Farewell Reception*

Upcoming Calendar Events:

- *4/6 ... Youthcarist goes to 1st and 3rd Sundays*
- *4/11 – 4/13 ... Delk AWAY at VTS*
- *4/14 ... Day Care / Pre-School Feasibility Team, 7pm*
- *4/15 – 4/16 ... Delk AWAY on Bishop Candidate Site Visit*
- *4/20 ... Lauren McDonald Visits HNC on Sunday*
- *4/22 ... Primus Cameron visits HNC, 7pm*
- *4/23 – 4/26 ... Delk AWAY on Bishop Candidate Site Visit".*

Fr. Michael reported that both the Day Care/Pre-School Feasibility and Phase II Teams are making good progress.

The Day Care group is looking at the gaps in coverage needed when contemplating Day Care vs. Pre-School operations.

The Phase II group is engaged in projecting the size, cost and placement of a new building and the demographic trends involved in that determination. Fr. Michael has absented himself for this committee meetings and Aaron Small is chairing the group.

Fr. Michael distributed proposed revisions to the Marriage Requirements at Hickory Neck Church, based upon his experiences with weddings at the church, and advised the Vestry of his intention to implement these changes. The changes include a more realistic and appropriate scheduling of premarital counseling sessions, with no more weekend sessions; set forth worship requirements for couples desiring to marry at the church; state the requirement that one member of the couple be a member in good standing of Hickory Neck Church or have a relative who is a member in good standing; insist on the timely

submission of photocopies of any divorce decrees and the cancellation of a scheduled wedding if a copy of a decree is not produced one week prior to the scheduling of a wedding date; and the provide for the escrowing of a sum of money to insure that weddings start on time, which sum is to be returned to the couple as long as the wedding starts as scheduled.

Gay Forloine suggested that Margene Hartsough has long desired to be a wedding coordinator and Paula Simmons expressed her desire to do the same following the expiration of her term on the Vestry. A wedding coordinator can supervise details on the day of the wedding and make sure that all regulations are complied with as wedding plans progress.

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

A. Newcomers Ministry:

Betty Somloi submitted the following report on behalf of herself and Ed Joyner:

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

Sunday Greeters: *There are 12 Greeters for the 9 AM service and 12 for the 11:15 AM service. A training session/information session will be held on April 6 after the 9 AM and 11:15 AM services for the Greeters. Revised guidelines will be distributed emphasizing the need to be available after the service as well as before; the **4 Minute Rule** will be explained.*

Visitors Cards: *From January to April twenty-two visitor's cards were completed and information recorded. We are currently investigating a more convenient location for the Visitor's Cards and hoping to develop a better method of distribution.*

Newcomers Welcome Bags: *From January 6 to March 31 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 to 17 visitors who lived within a 20 mile radius of the church and information minus the pumpkin bread was mailed to the remaining 5 visitors.*

Pumpkin Bread: *During the first quarter Pam Stromberg, and Shirley Forde baked Pumpkin Bread to be delivered in the Welcome Bags. We have 7 people who are willing to bake bread.*

Newcomers Social: *On Sunday Feb. 17, 2 008 sixteen newcomers, 13 adults and 3 children, attend our first Newcomers' Social for 2008. The social was hosted by the*

Vestry and clergy with support from several other parishioners. A special thank you goes to Melissa Casheros, Lauris Zeni and Robin Seeterlin for helping so much on the day of the social. The social for March 31 has been canceled. The next scheduled social is Friday, May 16 at 7 PM.

Name Buttons: *New procedures need to be developed in the making and distributing of name buttons".*

B. Outreach Ministry: Gary Harvey reported the following:

"As we enter 2008, Hickory neck Church has several areas of outreach. Our two major outreach programs from a monetary standpoint are Angels of Mercy (AOM) and Vibrant Life (VL). These two ministries are donated the majority of the funds taken in by the Fall Festival.

"Recently there were some concerns regarding AOM and it's status of being a Medicare provider. Rick Garfield was asked to obtain a clarification from AOM and Jeffrey Black the Executive Director provided an update. AOM is now classified as a free medical clinic. They no longer participate in Medicare primarily for revenue reasons. The supporting documentation was provided by Jeffrey Black and is on file.

"VL has also been center stage with concerns regarding its management of funds. VL spends more than it brings in and is in jeopardy of losing the four houses it owns. Last minute donations keep coming to the rescue. A meeting was conducted at Hickory Neck with Dennis Grannan, Chairman of the Board for VL, to discuss the budget and long-term goals for VL. The Outreach Committee still has concerns about the spending habits of VL but will continue to support this program with oversight by the Outreach Committee. The budget concerns are not one of misuse of funds but one where VL spends more than it has because it refuses to turn down shelter requests from the homeless.

"From His Hands conducted one meal preparation and delivery to the Grove Christian Center on March 27. We had a record turnout to prepare the food and to participate in the delivery. 104 meals were given out and 15 were left at the Grove Christian Outreach Center for distribution the following day. Gary Harvey is now licensed to drive the Salvation Army Emergency Services Canteen Truck so we are no longer relying on outside drivers. Gary Harvey has also been issued a food handlers card by the public health department so we are in compliance with health and sanitation standards.

"FISH has seen an increase in its receipt of food product since the "Gone Fishing" initiative was started where Hickory Neck parishioners pick up the fish with a list of food stuffs needed.

"A series of ministry talks began in March to try to illicit more participation on the part of the congregation. The talks have been well received and have generated some renewed interest in outreach ministries".

Eve Butler-Gee asked if the dates of forthcoming HNC participation in From His Hands could be publicized more in advance so those interested could block those dates on their calendars.

XI. New Business:

A. By-Laws Amendments—See Parishioners' Comments and Initiatives above.

B. Future Funding Ministry--See Parishioners Comments and Initiatives above.

XII. Old Business: There was no old business to come before the Vestry.

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, May 13, 2008 at 7 pm in the Wilkinson Center.

Father Michael concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee, Register