

**Hickory Neck Episcopal Church**  
**Vestry Minutes**  
**April 14, 2009**

**Present:** Lauris Zeni (Senior Warden); Gary Harvey (Junior Warden); Ann Bartholomay (Parish Life); Fred Boelt (Treasurer); Gay Forloine (Pastoral Care); Eve Butler-Gee (Register); Jean Hancock (Newcomers); Ed Joyner (Stewardship); Brig Lampert (Children and Youth); Don Seeterlin (Pastoral Care); and Paula Simmons (Children and Youth).

**Absent:** The Very Reverend Michael Delk, The Reverend Lauren McDonald; Melissa Casheros, and Michael Smith.

**Also present:** Mr. Bob Gay

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

**II. Opening Meditation:** The opening meditation was led by Eve Gee. May's meditation and prayer will be led by Lauris Zeni.

**III. Approval of Vestry Minutes:** On motion of Gay Forloine and seconded by Ed Joyner, the minutes of the meeting of March 10, 2009 were approved.

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

**V. Treasurer's Report:** Fred Boelt, Treasurer, reported that we are in the black for the month of March as well as the first quarter of the year. Income for the quarter was over budget by \$24,000 (but taking into consideration that \$11,000 of that amount came from pre-paid pledges for 2009). Pledge income is over budget by \$20,000. Although seasonally in line, expenses are over budget by \$6,200. That considered, the quarter ended in the black by \$17,885. We transmitted the \$1205 raised in Lent to the Reverend Lauren Stanley for her missionary work. On motion of Eve Gee and seconded by Paula Simmons, the Treasurer's report was approved.

**VI. Junior Warden's Report:** Gary Harvey, the Junior Warden, reported that the new HNC alarm system is completed with Kamco handling the monitoring. There are alarms in the Wilkinson Center, the new Chapel system includes a device to monitor fire suppressant (sprinklers) and duct returns and there are three alarms in the Historic Chapel. He reported that there was a record turnout for the Pre-Easter grounds cleanup and that the humidifier mineral filtration system add-on is up and running in the New Chapel and seems to have solved the problem. The HVAC people have performed their seasonal checkup and, apart from the #7 system in the Wilkinson Center (which will not

be repaired since it only controls one room upstairs) everything looks fine.

**VII. Senior Warden's Report:** Lauris Zeni, the Senior Warden, reported that the Endowment Board met on March 16 and, after having surveyed a number of investment organizations, approved the use of the Growth, Balanced and Fixed Income Funds managed by the Episcopal Church Foundation for investment of all HNC Covenant Fund donations. This organization proved to provide the most services and have the best management. The next step for the Endowment Board is to let people know how and where to give to HNC. There will be an informational campaign using the *Nuggets*, the HNC website and a marketing brochure which will be drafted by the Endowment Board.

Lauris reported that she had started work on a new parish directory, due to the large number of new members who need to be readily identified by parishioners. Bill Teale and Fred Boelt are conducting a "snag and shoot" photo campaign on Sundays between services. Paula Simmons suggested that families with children be photographed at the Wilkinson Center where most of the children can be found on Sunday. Lauris will be taking the camera ready copy around to various printers for estimates on having the directory printed. Vestry members suggested Multi-Print in Hampton, Kinkos, and Kwik Kopy on Ironbound Road.

Lauris reported that Fr. Michael was very pleased with Vestry attendance at Bishop's Day for Vestries and reported that the Stewardship presentation by Fr. Michael, Fred Boelt and/or Bill Teale at both locations went very well. Feedback from Vestry members in attendance was very positive: Jean Hancock benefitted from the Newcomers Workshop; Ann Bartholomay from the Communications workshop, commenting that HNC seemed to be in the forefront of communications with its electronic communications; Brig Lampert echoed that, after participating in workshops, he was struck by how well HNC was doing in all areas; Paula Simmons, who attended the Youth Workshop, was pleased to hear the facilitator talk about youth needing a "space of their own", knowing that we had just created one for HNC youth; Fred Boelt commented that he, too, was pleased to with the outcome of the Stewardship workshop facilitation and it is clear that we are doing well in all areas; and Lauris Zeni, who attended the "Knowing How Way Leads to Way" workshop, was pleased to hear participants in the workshop emphasize the need for the Diocese to establish a presence in parishes by sending Diocesan representatives around to parishes to educate them as to the aspects of Diocesan life only commonly known to those who attended Council. She also attended Bishop Hollerith's workshop and expressed gratitude that the Bishop talked about the "caring and feeding of the clergy" including that vestries must insist that clergy have regular days off, encourage them to lead a balanced life, and to have a life away from the parish. She happy to hear the Bishop make very clear that pastoral support for clergy from his Diocesan office would be a top priority; Ed Joyner thought the Stewardship presentation was excellent and commented that he had taken a photograph of Emmanuel Church's nametag display; Fred Boelt commented that Emmanuel has photographs of their Vestry and Staff on display and suggested HNC do the same; while Paula Simmons and Gay Forloine commented on the Emmanuel's Children's Chapel and kitchen, respectively.

Regarding the desire to have people from the Diocese visit parishes for informational purposes, Paula Simmons suggested that HNC delegates to Council report back to the parish after Council both to the Vestry and to the parish in the form of an adult forum offering, explaining to the congregation what took place.

Lauris Zeni presented a report on the Personnel Committee's Mutual Ministry Review with Fr. Michael, along with Fr. Michael's point-by-point written response to that review, both of which were well received by the Vestry.

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

*"The Associate Rector will be on vacation/at a preaching festival from May 13- May 27.*

***Christian Formation:***

*In April and May we will continue our Adult Forum lectionary series. Lauren will lead the first one and then the rest will be led by our parishioners who are in seminary formation: Bob Gay, Eve Gee, Maria Kane, and Don Seeterlin. Michael will begin his Bible study on Acts on April 20, which will continue through the end of the year with a few breaks. Confirmation classes begin with a four hour session on May 2 and will continue on Sunday evenings at 5pm for the Youth and 6pm for Adults.*

*We've had our first Vacation Bible School meeting. This year Hickory Neck is hosting the first week of August. We will be using a Habitat for Humanity curriculum called Under Construction. We have started the process of recruiting volunteers.*

*The Youth Room has been painted Rocky Mountain Sky blue. The painting is almost complete. Pam Maddox-Jefferson will be finishing the trim and ceiling touch-ups this week before we restore the furniture to the room. The youth also constructed two bookcases and moved the library books to the first floor of the parish house. Gradually they are making the space their own. They have had a lot of energy about it. We took Palm Sunday and Easter off from Youth Group primarily due to spring break.*

*The Quiet Day in Lent went very well. Though we only had 5 in attendance, those who were there greatly appreciated the contemplative morning.*

***Outreach***

*The 'From His Hands' event in March went very well. We had the right amount of people both to cook and to serve. About 65 people were served. We are hoping to find a second person to obtain the cooking and truck driving licenses necessary for this ministry. We would like to move to an every other month schedule for this ministry next year.*

*The African Team Ministry will be holding its annual event May 2-17.*

*The Outreach Committee is continuing its discernment process.*

### **Pastoral Care**

*The Pastoral Care team leaders met on March 11 and had a good check in meeting. Carrol Bailey is now co-chairing the Meal Team with Shirley Forde.*

*The Health Team Ministry is sponsoring a workshop on Advanced Directives on Sunday, April 26 at 2:00 pm in the Parish House. Chaplain Milt Hines from Sentara Williamsburg Hospital will be our guest presenter. This workshop will give an overview of Advanced Directives and the issues involved in medical decision making. At a later time Ollie Kendrick will offer his 5 Wishes workshop again.*

*The healing ministry has been well received by the congregation. The healing ministers will be meeting at 10:00am on Saturday, April 18 to train some new healers and continue the conversation about healing ministry at HNC."*

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

*"New Member by Letter of Transfer:*

*Doug Mistler*

*Baptisms, since last Vestry meeting:*

*Bunkie Righter – 11 April*

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

*Calendar Events, since last Vestry meeting:*

- *3/17 ... Staff Day Retreat*
- *3/21 ... Bishop's Day with Vestries and Clergy (West) at Christ Church, Amelia, 8:30a – 3p*
- *3/28 ... Bishop's Day with Vestries and Clergy (East) at Emmanuel, Virginia Beach, 8:30a – 3p*
- *3/30 ... Council of Advice Inaugural mtg., 7p*
- *4/5 ... Palm/Passion Sunday*
- *4/9 ... Maundy Thursday Footwashing, Eucharist, & Altar Stripping, 7p*
- *4/10 ... Good Friday Liturgy, 12n and 7p; Stations of the Cross, 6p*
- *4/11 ... Buildings and Grounds Clean-Up*
- *4/11 ... The Great Vigil of Easter*
- *4/12 ... Easter Day*
- *4/13 ... Easter Monday -- OFFICES CLOSED*

*Upcoming Calendar Events:*

- *4/18 ... Healing Team Review Mtg., 10am – Wilkinson Center*
- *4/18 ... Jim Tull Funeral, 1pm – Historic Chapel*
- *4/19 ... Baptism of Paul Olsen III, 9am*
- *4/20 ... Monday night Bible study resumes, 7p (Acts of the Apostles)*
- *4/21 ... Clergy Conference with Bishop Hollerith at Chanco, 11a – 3p*

- 4/30 ... *Dean Meeting with Bishop Hollerith, 11a – 2p @ HNC*
- 5/2 ... *Men's Breakfast, 8:30a – Narthex*
- 5/3 ... *New Member Liturgy*
- 5/4 ... *Warden's Meeting, 3:30pm*
- 5/5 ... *DELK AWAY at Forde Internment, Arlington Natl.' Cemetery*
- 5/7 ... *Diocesan Executive Board Meeting, 10a – 3p @ HNC*
- 5/10 ... *Mother's Day.*

*Here is what I would have said as part of my report if I could have been there tonight:*

*We have entered into a contract with AJC Woodworks (Tony Casanave) for the construction of a mahogany Bishop's Chair at the cost of the \$3,000, to be paid for with memorial contributions offered on the occasion of The Reverend Norman Forde's death. Mrs. Forde is very happy with this use of the funds, and we need a chair of suitable dignity before the second half of 2009. The back and seat will be embroidered with the seal of the Diocese of Southern Virginia and an Agnus Dei (lamb of God) motif, which is being produced by Hope Brans.*

*Bishop Bane has left the Episcopal Church and become the Assisting Bishop of the Diocese of Pittsburg in the Anglican Province of North America, under the jurisdiction of the Province of the Southern Cone. Bishop Bane announced his intention in a lengthy letter to the Presiding Bishop, which was copied to Bishop Hollerith, the Deans of Southern Virginia, and a number of others. I will forward my copy via e-mail to anyone who wishes to read it.*

*Lauren Stanley is being reassigned from the Sudan, possibly to South Africa or Haiti, for two reasons: 1. it is becoming increasingly difficult to insure Lauren's personal safety in the Sudan, where the security situation in all parts of the country is disintegrating quickly; 2. the Archbishop of the Sudan is becoming increasingly hostile with the Episcopal Church over our continuing discussion about gay and lesbian rights in the Church, and has made it clear that Lauren is no longer welcome in the Sudan.*

*Sunday adult formation will continue through early June, but instead of being led predominantly by the clergy, it will be led almost solely by our aspirants, postulants, and candidates for holy orders, namely Eve Gee, Don Seeterlin, Maria Kane, and Bob Gay. This will allow them more opportunity to hone their teaching skills, will not diminish the quality of the class, and will allow the clergy to be present either with the youth or with those who choose to remain in coffee hour. All of this helps comply with one of the provisions in my MMR agreement. The topic of these sessions will continue to be the lections of the upcoming Sunday.*

*The youth group has largely completed the transformation of the library into a dedicated youth area, and they will occupy it as such on Sunday, April 19<sup>th</sup>. The contents of the library have been culled and transferred to the Parish Hall downstairs, and the culled books have been given to various charities. Archival material has been properly stored.*

*The Staff Retreat on Tuesday, March 17<sup>th</sup>, produced tremendous fruit. We learned more about each other as people, as well as a greater appreciation for how we might better collaborate as a ministry team. We agreed that, starting after Easter, I will spend one-hour each month in one-on-one conversation with each staff member that goes beyond “nuts-and-bolts” issues. This will help comply with the staff leadership development portion of my MMR agreement, and will doubtless yield beneficial results for everyone involved. We also articulated some strategic aspirations for ourselves as a group, and individually, which I will share with you in greater detail later via e-mail.*

*I have decided that I will not attend the Province III Synod meeting in West Virginia in its entirety. Instead, I may drive up early on Monday, April 27<sup>th</sup>, to catch the primary meetings, and drive back that same night, once the most constructive work has been completed. This will make me available for service at Hickory Neck on Sunday, April 26<sup>th</sup>, which considering the health of half the staff, is my strong preference. The Chair of our Deputation to the General Convention has made it clear that this meeting, while helpful in preparing for this July in Anaheim, is optional, and therefore I take the option which is best for the parish”.*

**X. Team Ministry Report—Pastoral Care:** Gay Forloine, on behalf of the Pastoral Care Committee, made the following report:

*“Don Seeterlin has joined me in leading the **Pastoral Care** ministry. Along with Pam Maloof, Don is working on co-coordinating **Friendly Visitors** to drop in on shut-ins or Hickory Neckers who are undergoing convalescent or physical therapy care.*

*The **Emergency Meals** ministry is now co-chaired by Shirley Forde and Carol Bailey and under their able leadership, respond to needs of the congregation in times of illness and/or crisis. Christine Hanlon continues the **Special Deliveries - New Mom** ministry which provides meals to families who are welcoming home their new baby.*

*Lynn Kelley has returned to her post overseeing the **Prayer Warrior** ministry, after her own recovery time following her hand surgery. Sue Dugan and Hope Brans have filled in for Lynn when necessary. Eve Gee oversees the scheduling of a total of 13 **Eucharistic Visitors**. Each Sunday, the two scheduled visitors take communion from the altar of Hickory Neck to as many as four parishioners.*

*Kathy Ramsaur’s **Prayer Shawl/Lap Robe** ministry continues to grow, passing on the prayer shawls and lap robes to members of Hickory Neck in crisis. The ministry has also expanded to include friends, neighbors or relatives of our parish who receive comfort from a tangible expression of our care, prayers and concern for them.*

*Carolyn Gaylord heads up the **Health Team** ministry. Earlier 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 is sponsoring a workshop on Advance Directives on April 26<sup>th</sup>. Chaplain Milt Hines from Sentara Williamsburg Hospital will conduct the workshop".

## **XI. New Business:**

### **A. The Candidacy of Bob Gay as a Deacon in the Church of God (taken out of order at the beginning of the Vestry meeting out of respect for Bob Gay's time):**

Bob Gay was recognized by the Senior Warden and, in response to her request, gave an overview of the steps in the ordination process and what had brought him to the point of Candidate for ordination to the vocational diaconate.

He ended by citing the three times the Vestry of a Parish is asked for its approval and concurrence in this process: (1) at the beginning of the discernment process (Aspirant); (2) when the Aspirant applies for status as a Postulant (the first stage in seeking ordination after discernment process is completed—one year period); (3) when the Postulant moves to the final stage prior to ordination and seeks status as a Candidate (after having been a Postulant for one year)—Postulant meets with the Commission on Ministry, the Bishop and the Standing Committee to request Candidacy (ordination usually follows 6 months after Candidacy is granted).

Thereafter, the Vestry members each signed the Certificate of Candidacy for Ordination to the Diaconate, verifying that Robert G. Gay "is a communicant in good standing at Hickory Neck Church and that the Vestry feels that he has been selected in accordance with the canon of the Church and believe his manner of life to be suitable for the exercise of the ministry of the diaconate", which was also signed by the Register and will be conveyed to Fr Michael Delk for his signature.

**B. The Activation of the Parish Well and Installation of Irrigation Piping:** Gary Harvey, Junior Warden, reported that there has been an offer at no charge to activate the existing well on the HNC property and do the trenching required to prepare for the piping of the water from the well to the HNC parishioners' gardens. PVC and several spigots will be purchased at installed to complete the project. During discussion, Fred Boelt, Chairman of the Cemetery Committee, made clear that there were to be *no lines run through the cemetery*. On motion of Gay Forloine, seconded by Don Seeterlin and passed unanimously, the Vestry approved the activation of the Parish well and the installation of the irrigation piping for the HNC gardens.

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

**XIII. Other Business—Newcomers' Social:** Jean Hancock announced that there will be a Newcomers' Social on Sunday, May 17 at 4 p.m. in the Wilkinson Center. There are 14 newcomers and 4 Vestry hosts/hostesses are needed. Jean will handle all

the preparation, but will not be in attendance due to the graduation of her son from Wilmington University with a doctorate in Education. Jean will be recruiting assistance and hosts/hostesses via email.

The next meeting of the Hickory Neck Vestry will be held on Tuesday, May 12, 2009 at 7 pm in the Wilkinson Center. Eve Gee concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee