

**Hickory Neck Episcopal Church
Vestry Minutes**

May 9, 2006

Present: Fred Boelt (Treasurer/Junior Warden), Donna Casanave (Parish Life) Michael Delk (Rector), Ann Dieterle (Associate Rector), Sue Dugan (Pastoral Care), De Fehrenbach (Formation), Nancy Geddes (Youth), Lynn Geddy (Parish Life), Connie Kendrick (Worship), Chuck Jundt (Outreach), Katrina Luksovsky (Newcomers), Brian Manning (Buildings and Grounds), Randy Tanner (Senior Warden) and Bill Teale (Outreach).

I. Vestry Check-in:

Vestry members shared personal news since our last meeting.

II. Opening Prayer and Meditation:

Michael opened our May meeting with a prayer.

III. Approval of the Minutes:

A motion was made to approve the April vestry minutes, seconded and passed unanimously.

IV. Parishioner Comments and Initiatives:

*Martha McCartney will be working with Mark Wenger and will later report findings on the Historic Chapel to the Vestry. *See April minutes.

V. New Chapel Report:

Aaron Small briefed the vestry on progress on the new chapel. He distributed a spreadsheet of the construction contract schedule and informed the vestry that work is going smoothly. Full power should be on in the new building on or near the 19th of May. Delivery of interior lighting was held up due to the fact that the wrong type of slope adapters were sent (6" housing rather than 8") however, that problem has been addressed. Acoustical tiles had to be changed so that optimum sound quality could be achieved. Our furnishings budget is over the expected figure so this issue will need to be addressed. A purchase order policy has been implemented so that dual control of any monies spent can be maintained. Installation of the organ could begin as early as Thursday, May 18th and this process will take about two weeks to complete. Ron Tyndall will be working on this project. Flooring in front of the organ will be an oak hardwood although in areas not visible, plywood will be used to keep costs down. Ceramic tile is due to arrive in about two weeks after the ceiling and sound system is in place. Thursday, April 18th, paving of the parking lot is scheduled to begin. Volunteers will be needed to help move the plants that were saved from the construction area at the onset of work. Memorial bricks will be placed in the intersection of the walkway later in the summer. Although we are over budget by around \$8500.00, construction is proceeding on schedule for the consecration on June 24, 2006. Fr.

Michael and the vestry expressed appreciation of all of the work that Aaron has done on the project.

VI. Treasurer's Report:

Fred Boelt reported that as of this date, expenses are where they should be. This month we will borrow \$124,000.00 from the interest-only construction loan for the new building. Due to the fact that billing is behind, we'll save on interest. Fred distributed reports to vestry members. A motion was made to accept and approve the Treasurer's Report; it was seconded and passed unanimously.

VII. Junior Warden's Report:

Fred gave the vestry a summary of plans for the cemetery. Due to the acquisition of additional land, there has been some discussion on opening the cemetery to the public however; this would involve complicated county codes and the necessity of licensing, etc. Based upon these factors, Fred recommended that we do not go public at this time. We will be utilizing land at the edge of the field in order for parishioners and their families to be able to use this space. Christian Services Cemetery land was donated to us with the stipulation that a percentage of whatever we sell is returned to the Hankins family. Cemetery funds are currently just over \$13,000.00.

VIII. Senior Warden's Report:

Randy Tanner reported that \$11,680.00 has been set aside for renovation of the Parish House. It has been determined that improvements are needed to the administrative assistant's office and that a lock for the door should be installed to protect sensitive material and office supplies. Thus, the copy machine would need to be moved out of Gini's office so that it could be used at anytime whether or not the door is locked. A permanent wall dividing Michael's office from Ed's would be installed as well as solid doors leading into the two offices. The fire alarm panel that is presently in Gini's office would need to be turned around for access when the door is locked. Gini's office would be enlarged to provide space for additional clerical assistance. Also under consideration is a buzzer system and/or fish-eye peep-hole for the front door to the building as Gini and/or Ann+ are at times working alone in the building. Henderson Contracting and Don Seeterlin Construction Company have been contacted for bids on the aforementioned work. Randy passed out a summary of the church's insurance coverage so that if questioned by parishioners, the vestry can be informed of details pertaining to what is and is not covered. We are under builder's risk insurance coverage until we take occupancy of the new building.

IX. Associate Rector's Report:

Ann+ is working with Sue Dugan on a singles ministry. Also a grief support group will be implemented at some point. Carolyn Gaylord attended a parish nurses' conference which among other things, dealt with how to advocate for oneself as a patient in the hospital and at home. Wednesday evening "Popcorn

Theology” sessions are going well. On June 11th, Sunday school teachers will be recognized at an appreciation celebration at 10:15am.

X. Rector’s Report:

Average Sunday attendance since last vestry meeting (excluding Easter Day) ~ 198

Easter attendance (including Vigil) ~ 391

Average Sunday attendance in the last period between meetings ~ 192

New members by letter of transfer since last vestry meeting ~ Tracy Molnar

No transfers out of the Parish since last vestry meeting

Baptisms since last vestry meeting:

Abigail Jane Foley ~ 30th of April

Burials, since last vestry meeting:

Martha Page Sherman ~ 27th of April

Calendar events since last vestry meeting:

- 4/13 ... Maundy Thursday
- 4/14 ... Good Friday
- 4/15 ... Holy Saturday
- 4/16 ... Easter Day
- 5/07 ... Youth Group Spaghetti Sale ~ for Relay for Life

Upcoming calendar events:

- 5/20 ... Ultreya at Mathews’ Farm 5:30 pm
- 5/21 ... Youth CarWash for Relay for Life
- 5/25 ... Ascension Day Eucharist 7:00 pm
- 5/28 ... Molnar and Ashmore Baptisms, 9:00 am
- 5/29 ... Offices closed in observance of Memorial Day
- 6/04 ... The Feast of Pentecost
- 6/11 ... Church School Recognition Sunday 10:15 am

Fr. Michael told the vestry that on June 4th from 4:00pm to 6:00pm, Bishop Johnson will be at Bruton Parish Church for a briefing on the upcoming General Convention. He encouraged vestry members to attend.

XI. Ministry Team Reports:

A. Building and Grounds

Buildings and Grounds Ministry Report - May 2006

The goals established at the beginning of 2006 as Building and Grounds Ministry liaison were as follows:

1. Make contact with an individual or individuals to help With the maintenance and upkeep of the buildings and Grounds.

2. Contact Chris Coyne to revise the current grounds
Contract to include the additional land area.
3. Make contact with an individual or individuals to help or
oversee the gardening aspects of the grounds
maintenance.

So far I have enlisted the help of Don Seeterlin for repairs and project work such as the structure for the Sydney King restoration which turned out great. He also helps out with any repairs that I need done such as the doors shifting in the Historic chapel and the parish house. He is willing to help out in any way that he can.

I have also submitted a revised contract from Chris Coyne to Fred Boelt who is in the process of incorporating it in the Budget. Chris is already cutting more of the grass than before and it looks good.

On March 28th I held a Building and Grounds meeting to establish some additional goals for the existing building and grounds and also to possibly start some work in the new areas. But as we all know, our new chapel will not be ready until June, so I continue to focus on the existing areas. The parishioners in attendance were: Chuck Jundt, Bonnie Manning, Bruce Manning, Diane Perry, John Greenman, Mary Teal, and Roland Todd. Mary is in the process of talking to Ellen Bombalski and Robin Seeterlin for advice on what to plant in the flowerbeds. Roland Todd painted the front steps as people have noticed and John Greenman picked up the pine straw that was donated to the church by Jim Dickey. Also discussed in the meeting was our annual spring clean up which has been scheduled for May 20th. We will focus on the flowerbeds that day and any other grounds clean up that may need to be done.

This concludes the Building and Grounds Ministry Liaison report at this time. More to come December. So stay tuned.

Brian Manning
Building and Grounds
Hickory Neck Episcopal Church

B. Outreach:
Vestry Outreach Report, May 9, 2006
By Chuck Jundt and Bill Teale

In our last report on February 21, 2006, we stated that our short-term objective was to continue our ongoing programs, but to do them better. In addition we wanted to become informed about the many programs that serve the community and finally, that we wanted to form an Outreach Council.

Youth Programs

Currently, the youth programs have a life of their own, proceeding with little or no coordination with the Outreach Council or with us. Many HNC members are doing a great job with Relay for Life, spaghetti dinners, car washes, raising money for retreats, etc.

We are concerned, however, that as the church membership grows there will be conflicting fundraisers and events. One of our goals for the next few months is to see if the Outreach Council and Outreach Liaisons can encourage advance communication and coordination of events without damaging the enthusiasm and spontaneity of those who have been coordinating the programs on their own.

Farm Fresh Fundraiser

On March 25 HNC participated in a bake sale and car wash at Farm Fresh on Route 60 with half the proceeds going to Fight Cancer at the Children's Hospital of the King's Daughters and the other half going to the HNC outreach fund. Many HNC members baked goodies, worked the booth or washed cars. Our portion of the event raised over \$550.

Fall Festival

The Fall Festival is scheduled for Saturday, September 30, a day that is sure to be full of sunshine. Lauris Zeni will be a new co-chair of the Festival. We will hold the first planning meeting prior to our June vestry meeting.

We are looking for committee chairs for Communications, Facilities, Kids Events, and the Silent Auction. Any suggestions would be welcome.

We are also evaluating how the funds raised will be used. In the past, 100% of the proceeds were given to the Angels of Mercy Clinic. We may recommend that a portion of the funds raised be set aside for other outreach efforts.

Outreach Council

Taking the first steps to form an Outreach Council has been our most significant accomplishment since our last report. The Council meets on the second Monday of the month and to date, we have had three meetings. The following HNC members have attended one or more meetings:

Gay Forloine, Joan Forrest, Rick Garfield, Esther and Bob Gay, Lynn and Bert Geddy, John Greenman and Patty Kipps, Pete Haines, Bill Harrison, Linda McGee, Ken Parsons, Coleman Ragsdale, Robin Seeterlin, Lauris Zeni.

In **March** we had a formation meeting with a review of HNC outreach efforts in the past and the development of goals for the future. We reviewed organizations that we might partner with in the future, and we decided to invite selected organizations/people to make presentations to us at future meetings.

In **April** Gay Forloine reviewed the Meals on Wheels program with us. Several HNC members currently volunteer to deliver meals for this group. We also had a presentation on the Williamsburg Area Faith in Action organization by Anne Johanson, executive director, and Dr. Jim Barton, Board Chairman. Anne and her husband, Art, have recently joined HNC. The Council, impressed with the presentation, decided that this was a group that we should partner with in the future, and selected Esther Gay to be the HNC coordinator with Faith in Action. Esther has already attended training and is currently undergoing a background check as required by the state of Virginia.

Our goals are:

- To have a group of volunteers who will support the FIA programs;
- To make our members aware of the services that FIA provides; and
- To consider making a financial contribution to FIA by year's end.

In **May** we had two presentations.

Joyce O'Brian, Williamsburg United Way, gave a very thorough presentation of the homeless situation in the Williamsburg area. She presented the problem as well as gave an overview of various groups which are actively doing something about the problem. We are going to invite one or more of these groups to present at a future Outreach Council meeting.

Four members of the Grove Christian Outreach Center, led by their director, Pat McCormick, also made a presentation. Its mission is to maintain an outreach center in the Grove area of JCC in order to minister to the physical and spiritual needs of the poor and disadvantaged in the Grove community.

The Center seems to be doing a fantastic job. It needs service, prayer and financial partners.

The Outreach Council wants to meet with more groups before it decides which other organizations, in addition to Faith in Action, we would want to partner with through volunteer or financial support in the future.

Summary

We do not want to spread the resources of HNC too thin. Our goal is have the Outreach Council select a few additional groups with which to partner in 2006. We will select those groups by the end of the summer and launch our efforts church-wide this fall.

XI. New Business:

Brian Manning is looking into different HVAC firms for estimates and will submit prices to the vestry. A vote was not deemed necessary as HVAC expenses are already in place in the budget.

XII. Old Business

None

XIII. Other Business:

None

XVI. Concluding Prayer

Fr. Michael and the vestry celebrated Compline at the end of the meeting.

The next regular meeting of the vestry will occur on Tuesday, June 6th at 7:00pm.

Faithfully submitted:

Phyllis Faas, Registrar