

**Hickory Neck Episcopal Church  
Vestry Minutes**

**May 13, 2008**

**Present:** The Very Reverend Michael Delk (Rector); Bill Teale (Senior Warden/Personnel); Fred Boelt (Treasurer); Melissa Casheros (Stewardship); Gay Forloine (Pastoral Care); Lynn Geddy (Parish Life); Eve Butler-Gee (Register/Communications); Gary Harvey (Outreach); Chuck Jundt (Outreach); Ed Joyner (Newcomers); Don Seeterlin (Buildings & Grounds); Paula Simmons (Christian Formation); and Betty Somloi (Newcomers).

**Absent:** Lauris Zeni (Junior Warden)

**Also present:** Members of Day Care/Pre-School Feasibility Team: Stephanie Delk, Dee Fehrenbach and Jean Hancock.

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

**II. Opening Prayer and Meditation:** The opening prayer and meditation were led by Gay Forloine.

**III. Approval of Vestry Minutes:** On motion of Betty Somloi and seconded by Paula Simmons, the minutes of the meeting of April 1, 2008 were approved.

**IV. Parishioner's Comments and Initiatives:** Gay Forloine and Eve Butler-Gee relayed requests from parishioners that the four chairs in the nave with arms (for use by people who are have impaired movement) not be moved from their regular positions on the front row and at the right rear. Eve added a parishioner's request that these chairs have handicapped signs affixed to the back of each chair which can be flipped over to further designate their purpose. Fr. Michael suggested that more chairs with arms might need to be purchased.

Bill Teale reported that there had been many enthusiastic comments from parishioners about the combined service on May 11.

## **V. Progress Report of the Day Care/Pre-School Feasibility Team: Fr.**

Michael welcomed members of the Day Care/Pre-School Feasibility Study team: Stepanie Delk, Dee Fehrenbach, and Jean Hancock. Paula Simmons, Vestry liaison to the team, presented the following report:

*Guided by the outcomes of the visioning process, the feasibility committee was charged with determining if there is a need in the community for childcare. We looked at the availability of both preschool and childcare in the community and came up with the following findings and recommendations.*

*There is a great need for high quality childcare for children in the James City County and greater Williamsburg area, as many working parents need this service for their children when they are at work. Carla Javier of the Kids First Coalition at CDR stated that "64% of children under the age of 6 have working parents." She also estimated that in our community, only 285 licensed child care slots (infant and toddler) are available to serve a growing population (greater than 10,140 from birth to age 18). Child care costs range from \$130 to \$180 per week for an infant, with the cost dropping to \$130 to \$160 per week for a toddler. James City County offers subsidies for childcare that assist families with the cost of this service. We spoke with the James City Department of Social Services, who informed us that there between 80-100 people on the waiting list for childcare subsidies due to a lack of funds. In order to qualify for a subsidy, both parents must be employed and must be working at least 20 hours per week. The provider must also be on an approved list.*

*Additionally, our committee identified several groups of individuals that face particular challenges. There are many people who are slightly over income for childcare subsidies, who are therefore facing the high fees for childcare without significant resources to assist them. There are also cases of a single parent living with their parent (child's grandparent) and they are not eligible for a subsidy because the grandparent is retired.*

*Children who are income eligible for Early Head Start (birth to three) are often eligible for Head Start preschool services, available through the public schools. However, in 2007, only 8 of 42 children transitioned into Head Start, with 34 transitioning into other early childhood programs (per a conversation with the director of Early Head Start). Many preschool programs, including Head Start, offer part time/half-day opportunities, which do not allow for families to continue working or to be in school. These families find it too difficult to transport their children from one program to the other and keep up with job and/or school responsibilities.*

*In looking into childcare facilities that serve this area, we found that all of them begin working with children as young as 6 weeks of age, and many of them provide services for older children who are in school in the form of before and after school care. Hours range from 6:00 a.m. to 6:00 p.m. Other information we gathered was the typical ratios for adults to infants (1:4), toddlers, ages 1-2 years (1:6), and preschoolers, ages 3-4 years (1:8). Only two facilities offer part time rates, and one does offer rates based on a sliding fee scale.*

*Preschool services are an entirely different matter than childcare services. These services are optional, and are based upon the family's desire to offer an additional experience for their two, three, or four year old as they approach the school-age years. Not all children attend preschool. For a family in which both parents work, one or both parents would need a flexible schedule in order to be able to ensure that the child is able to attend the preschool and then the childcare facility for the rest of the day. Preschool is usually a half day program, although there are some that are offered for the entire day.*

*In the greater Williamsburg area, there are 10 preschool opportunities. 7 of those are religiously affiliated. Most of them offer two day a week opportunities for two year olds, three day a week opportunities for three year olds, and four day a week opportunities for four year olds. For two year olds, the cost/month ranges from \$88 to \$150. For 3 day three year olds, the cost/month ranges from \$136 to \$288. For 4 day four year olds, the cost/month ranges from \$167 to \$243. 5 day programs cost/month range from \$201 - \$400, while full day programs cost from \$530 to \$724/month.*

*After reviewing the data, there was a strong desire to return to the outreach ministry area of Hickory Neck. We feel strongly that there is a need in our community to serve children and families in a way that allows them to reach their greatest potential while supporting the developmental needs of the children at the same time. With that in mind, we propose to provide childcare for up to 60 children with a sliding scale to address the needs mentioned above. This could be supplemented with a full cost preschool with a small number to help offset the cost. We see no reason why space could not be shared between Sunday school classes, preschool classes, and daycare with the use of locking cabinets. We also feel that a shared director with a close liaison between the childcare/preschool and the Sunday school would be a necessity that would foster good relations and smooth efficiency.*

*In addition to the need for 6 classrooms, there would also need to be storage space, bathrooms, and a closet for cleaning supplies. We feel that additional time needs to be spent exploring these needs as well as additional space needs for more flexible needs.*

*The following is a possible model for a HNC Daycare/Preschool but is, of course, subject to adjustments due to changes in community needs and demographics, funding, changing regulations, etc.*

**MODEL**

<i>Age</i>	<i>Ratio</i>	<i>Cost</i>	<i>Max. # of children</i>
<i>6 weeks – 12 mo.</i>	<i>1:4</i>	<i>\$150</i>	<i>8 (2 adults)</i>
<i>1-2 year olds</i>	<i>1:6</i>	<i>\$150</i>	<i>12 (2 adults)</i>
<i>2-3 year olds</i>	<i>1:8</i>	<i>\$140</i>	<i>16 (2 adults)</i>
<i>3-4 year olds</i>	<i>1:10</i>	<i>\$130</i>	<i>20 (2 adults)</i>

*Part time preschool:*

*MWF            3-4 year olds 10 children    \$45/week*

*Tu-Th           2-3 year olds 10 children    \$35/week*

During general discussion, a number of related topics were discussed. Among these were: the outreach ministry benefit of a HNC Day Care center in the community due to a scarcity of such facilities, especially within the radius of Hickory Neck; the benefit of a HNC day care facility to lower-income working families who are presently having trouble finding day care facilities; alleviating the strain on families who qualify for day care fees assistance, but are wait-listed because there are not enough assisted-fee day care slots; equating physical requirements for Day Care/Pre-School rooms with Sunday School rooms needed; present scarcity of coverage of day care for the full working day parents; the lack of plans in the county for expansion of Head Start and Early Start; the concept of a Pre-School program with pre-school and post-school day care imbedded in the Pre-School; transportation needs in the HNC area; fee structures, with possible subsidizing of fees; and the pros and cons of establishing the facility as a free-standing secular entity vs. affiliation with Hickory Neck Church.

Fr. Michael suggested that the next step for the team would be to generate a business plan, including the exploring grant opportunities. In addition, he suggested that this report should be conveyed to the Phase II Exploration Study Group by Melissa Casheros,

and that she should advise that committee that Phase II plans should be aimed at the establishment of a Day Care and/or Pre-School.

Chuck Jundt reminded that the Phase II Group will need to factor in the financial similarities/differences in building for a Day Care as opposed to a Pre-School facility, since there are certain mandatory code requirements related to a Pre-School environment. Fr. Michael thanked the team for their hard work and research and commended their efforts.

**VI. Treasurer's Report:** Fred Boelt, Treasurer, reported that April's finances were okay, but that pledge income was down by \$4,500, while non-pledge income was up by \$350. Income for the first 4 months of 2008 was \$7,600 ahead of budget due to pre-paid pledges, while expenses were below budget by \$2,900. We received \$4,057.09 from Diocesan Mission and Ministries. This Diocesan funding is given to Hickory Neck Church, as to other eligible congregations, and represents an amount equal to half of the interest on the first \$100,000 of any debt held for capital purposes.

The debt service funds are doing well enough that we will have enough in the bank to cover the debt service until December. Fred reported that he just applied \$10,000 of those funds to principal on the mortgage.

Fred reported that he had talked to Don Buckless, at SunTrust Bank regarding possible refinancing. Many people fail to understand that HNC has a commercial not residential mortgage, for which rates scales are somewhat different. Don says that, at this point a refinancing would cost more in settlement costs that it would be worth in any interest benefit. This refinancing, while it might affect monthly payments, would also not do anything extra toward reduction in the loan's principal. In addition, the loan is too new to allow for full pre-payment. Pre-payment can shorten the term of a note, but does not affect monthly payments.

In response to a question from Bill Teale, Fred reported that we owe \$45,597 on the Wilkinson Center (Parish House).

Subsequently, Fred Boelt presented to the Vestry a revised Detailed Operating Budget for 2008, based on a number of financial/personnel changes that had taken place since January, 2008. On motion of Eve Butler-Gee and seconded by Paula Simmons, the revised Detailed Operating Budget for 2008 was approved.

**VII. Junior Warden's Report:** Lauris Zeni is still in Jerusalem, therefore there was no Junior Warden's report.

**VIII. Senior Warden's Report:** Bill Teale, Senior Warden, reported that work was still continuing on the revision of the Hickory Neck Hymnal. As soon as all edits are approved, he is prepared to print them.

Bill reported that the complete the By-Laws changes that would be presented at the Sunday, May 18 Parish Meeting are up on the website. Since the last Vestry meeting, it has been discovered that the phrase "Standards and Procedures", was still contained in "Section 2. Purpose and Scope". Since the Vestry had previously voted to delete this phrase each place it appeared in the old version of the By-Laws, this conforming change has been made in accordance with prior Vestry approval.

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

Average Sunday attendance in April 2008 – 194

Average Sunday attendance in April 2007 (excluding Easter Day) – 207

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

Angie Ross

Marriages, since last Vestry meeting:

Tracy Lynn Franklin and Ralph Benjamin Dozier – 5 April

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

Calendar Events, since last Vestry meeting:

- 4/6 ... Youthcarist goes to 1<sup>st</sup> and 3<sup>rd</sup> 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
- 4/20 ... Family Foyer, 4:30p
- 4/22 ... Primus Cameron visits HNC, 7pm
- 4/25 – 4/26 ... Delk AWAY on Bishop Candidate Site Visit
- 4/28 ... Phase II Exploratory Team, 3<sup>rd</sup> mtg., 7p
- 4/29 ... Day Care/Pre-School Feasibility Team, 3<sup>rd</sup> mtg., 7p
- 5/1 ... Ascension Day Eucharist, 7p
- 5/3 ... Diocesan Stewardship Conference at HNC, 9a – 3p
- 5/8 – 5/10 ... Delk on Vacation
- 5/11 ... Pentecost/Mother's Day Eucharist & Brunch, 9:30a
- 5/11 ... Youth Relay for Life Car Wash and Spaghetti to Go

Upcoming Calendar Events:

- 5/16 ... Newcomer Social, 7p

- 5/16 – 5/17 ... Relay for Life, Jamestown High School
- 5/17 ... HNC Spring Clean Up, 8:30a
- 5/18 ... Special Parish Meeting, 10:15a
- 5/18 ... Brickhouse Baptism, 11:15a
- 5/18 ... Family Foyer Year-End Cook Out at Simmon's, 4:30p
- 5/19 ... Outreach Council, 7p
- 5/20 – 5/24 ... Delk on Vacation
- 5/25 ... Foley Baptism, 9a
- 5/26 ... Memorial Day, OFFICES CLOSED
- 5/27 ... Mutual Ministry Review, Rector & Personnel Committee, 5p
- 5/29 – 5/30 ... Final Bishop Nominating Committee Meeting, Norfolk
- 6/1 ... Sunday School Student and Teacher Recognition, 10:15a

Fr. Michael reviewed with the Vestry the agenda for the forthcoming Sunday, May 18 Parish Meeting.

Fr. Michael reported that the Annual Fall Parish Retreat would be October 24 and 25 at Chanco. Hope will be carrying the announcement in the Sunday bulletin. Reservations for overnight stays are limited to 32 people. Others can come up on Saturday and spend the day, which will be less expensive.

Fr. Michael read a thank you letter from the Reverend Ann Dieterle to the Vestry, reporting that she had just completed her third Sunday at the Church of the Holy Comforter in suburban Chicago. Ann expressed her thanks to the Vestry and the people of Hickory Neck Church for walking with her in her growth as a person and a priest while among us and conveyed her love to all.

Fr. Michael reminded the Vestry of the forthcoming Newcomers' Reception, Friday night, May 16, the "Meet n' Greets" for Lauren McDonald in early July, and the Vestry mid-year retreat on July 12.

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

**A. Children's and Youth Ministries:** Paula Simmons reported the following:

*I suggested to Michael that my liaison position be changed to Children's and Youth Ministries since there is currently not a youth liaison on the vestry. My area of focus has not included the adult offerings for Christian Formation anyway, only the children's. Nursery has been included, and I have kept Children's Chapel in the loop, even when there has been a worship liaison on Vestry.*

*The **attendance** numbers for the Nursery, Children's Chapel, and children's Sunday school classes are down from last year. Nursery averages 6 children per Sunday and*

*Children's Chapel averages 8-9. For the Sunday school, the average for last year was 22 in attendance; so far this year, it is 12. One reason is a higher incidence of illness this year.*

***The Christian Formation Committee** members are the same as previously reported.*

### ***Year-end Recognition***

*Recognition will be Sunday, June 1<sup>st</sup> during the Sunday school time in the Parish House. We will celebrate the year and recognize those involved in the following ministries: Sunday School, Nursery, Children's Chapel, and Youth.*

### ***Children's Sunday School***

*We continue with 3 Godly Play classes, although on some Sundays the two younger classes are combined when attendance is low in each class. We have requested that shelves be added to the former nursery as this is where the materials are stored prior to introduction in the classroom and during the summer. Stephanie Delk has worked tirelessly on adding new stories and subsequently the new materials this year. We are concerned about the materials that are missing or intentionally damaged. Anyone using the Parish House needs to be aware that supervision is needed for those upstairs.*

*The 3<sup>rd</sup>-5<sup>th</sup> graders continue to look forward to their class time together each week as noted by parents.*

### ***Nursery***

*Linda Becker continues overseeing the nursery staff. The nursery staff includes one paid worker and several volunteers. Thankfully, our volunteer pool has expanded since the last report. More are always welcome. Linda and Paula continue establishing guidelines and safety policies. During the upcoming parish cleanup day, they will finish cleaning out unnecessary toys and thoroughly cleaning the room and toys.*

### ***Vacation Bible School***

*The joint Episcopal Vacation Bible School between Hickory Neck, St. Martin's, and Bruton Parish will be at Bruton Parish, August 6-10, 9:00 a.m. to Noon. It is open to children ages 3-years-old through rising 6th graders. The theme is "God's Green Earth" and based on the creation story. We will focus on how to take care of God's creation. We need adult and teen volunteers to help.*

### ***Children's Choir***

*The children's choir, directed by Terri Lensenmayer, began practicing in September with seven children from four families participating. The children have sung 6-7 times and will sing again on May 25. The choir is down to five children from two families. Paula*

*is talking with parents to learn what the interest is and what will work best for scheduling practices for next year.*

### ***Youth Group***

*Maria Kane and Pamela Maddox-Jefferson continue to serve as youth group advisors. The youth are participating in Relay for Life, making over \$800 with the car wash and spaghetti dinner-to-go fundraisers.*

### ***Children's Chapel***

*Children's Chapel continues to meet during part of the 9:00 service. Jean Hancock plans and organizes the lesson for each Sunday, even setting out the materials. She, Barbara Laroche and Paula Simmons rotate as chapel leaders. There are 5 assistants. More leaders are needed.*

Paula shared additional details of the plans for the upcoming Vacation Bible School and discussed the Youth Group and its re-formation after some turnover last year.

Fr. Michael reported that he, Lauren McDonald, Maria Kane and Pam Maddox-Jefferson planned to do fun, spur-of-the-moment activities with Youth Group members this summer. He also indicated that there was still a great need for more adults in the congregation to volunteer to work with the youth.

### **B. Communications:** Eve Butler-Gee reported the following:

*One of the goals articulated by Fr. Michael, the Vestry, and the Parish during the recent Visioning Process, was to have an enhanced and expanded method of communicating the extraordinary fellowship, worship, educational and outreach ministries of Hickory Neck Church.*

*We are making excellent progress in communications within the Hickory Neck community. Our deepest thanks to all who keep us informed: Steve and Nancy Snyder, who publish the Nuggets; Melissa Casheros, who publishes the E-pistle; Laurie Brown, our WebMinister and photographer; Carol Goff, Nuggets staff writer, Nuggets contributing writers, Doug Smith and Jim Izzo; and Hope Brans, our Parish Administrator, who coordinates ministry schedules for the Nuggets and the E-pistle, as well as the upcoming events inserts in the Sunday bulletins.*

*In addition, this year marks the beginning of a concerted effort to provide a consistent information stream outside the Hickory Neck community to James City County and beyond, by highlighting the activities and ministries of Hickory Neck in the local media. A great number of you expressed the need for such an effort in your responses during the Visioning Process.*

*We launched this effort in January with the full-page newspaper coverage of the re-opening of the renovated Historic Chapel. Thanks to Kathy Ramsaur for her follow-through and Martha McCartney for her writing skills and media contacts, we were able to share that event with the entire James City County community.*

*Since then, Martha McCartney has kindly agreed to serve as permanent writer/editor as well as liaison person to local media outlets and, when appropriate, to the Jamestown Cross.*

*In addition to the calendar of regular upcoming HNC events, Martha has already issued a press release about the Most Reverend Bruce Cameron's recent visit to Hickory Neck and is preparing an article (photographs already done) about the arrival in July of our new Associate Rector, the Reverend Lauren McDonald. We also plan to highlight Hickory Neck's "hands on" outreach ministries, such as our participation in the "From His Hands" food canteen program at Grove Center.*

*Martha has also set up an account on the Daily Press' Hampton Roads Town Square, where she posts our events on their electronic calendar, such as the May 11<sup>th</sup> Car Wash and Spaghetti-to-Go event.*

*Meanwhile, Steve Snyder interfaces, when necessary, with the Virginia Gazette to make sure that our weekly ad in the "Worship With Us This Week" section reflects changes in service times and other special events.*

*We would welcome others to participate in this growing ministry...especially those with electronic media experience, digital photo experience, and newspaper/advertising experience. We also need experienced writers/editors to back up Martha McCartney at those times when she may not be available, due to other demands on her time.*

*It is high time for the community-at-large to learn more about the exceptional fellowship and ministries of Hickory Neck Church.*

**XI. New Business:** There was no new business to come before the Vestry.

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

**XIII. Other Business:** Paula Simmons reported that the Cookbook Committee had met at Patriots' Colony and were continuing to compile recipes and exploring the printing costs associated with publication.

The next meeting of the Hickory Neck Vestry will be held on **Tuesday, June 3, 2008** at 7 pm in the Wilkinson Center, instead of June 10, due to Fr Michael's travel schedule.

Respectfully submitted,

Eve Butler-Gee