

Hickory Neck Episcopal Church
Vestry Minutes
May 12, 2009

Present: The Very Reverend Michael Delk (Rector); The Reverend Lauren McDonald (Associate Rector); Lauris Zeni (Senior Warden); Gary Harvey (Junior Warden); Ann Bartholomay (Parish Life); Fred Boelt (Treasurer); Melissa Casheros (Communications); Jean Hancock (Newcomers); Ed Joyner (Stewardship); Brig Lampert (Children and Youth); Don Seeterlin (Pastoral Care); Paula Simmons (Children and Youth); and Michael Smith (Outreach)

Absent: Gay Forloine, Eve Butler-Gee, Register

Also Present: Maria Kane

- I. **Vestry Check in:** The vestry members shared personal news since the meeting in April 2009.
- II. **Opening Meditation:** The opening meditation was led by Lauris Zeni. June's meditation and prayer will be led by Gary Harvey.
- III. **Approval of Vestry Minutes:** On motion of Melissa Casheros and seconded by Paula Simmons the minutes of the April 14, 2009 were unanimously approved.

IV. Parishioner's Comments and Initiatives:

- a. Anne Bartholomay commented that the Parish Life Committee had conducted a critique of their activities and that the outcome was a positive one.
- b. Ed Joyner expressed the need to safe guard the podium sound cord. Fr. Michael explained that the cord was meant to provide a short term sound enhancement that had turned into a long-term solution. He agreed it was time to either enfold the cord in a protective covering or use a smaller microphone.

V. Treasurer's Report (Attachment A): Fred Boelt, Treasurer, reported to date HNC is in the black. Contributing factors are that loose plate contributions are up by \$1000.00; the \$2,700.00 Easter contribution; reduction in the gas bill which was only \$100.00 this month (down from a previous bill of \$1000.00); the consolidation and refinancing of the mortgage loan and the demand note (a reduction of \$700-\$800 per month) with a new interest rate on the loan at 5.48%. Because of the economic unknowns, Fred urged us to keep up our guard. On motion of Lauris Zeni and second by Don Seeterlin, the Treasurer's report was unanimously approved.

VI. Junior Warden's Report: Gary Harvey, Junior Warden, reported that in response to Ann Bartholomay's concerns, he investigated the condition of the ice in the parish house refrigerator and determined that the Teflon on the tray was separating. The manufacturer is being contacted by John Rothne. Also, Ed Godshall reported that the organ platform in the New Chapel was a ¼ inch too high. Gary smoothed down the platform and will have the exposed wood stained as soon as the correct stain is located.

VII. Senior Warden's Report: Lauris Zeni, Senior Warden, thanked the Vestry for coming early to have their pictures taken for the Vestry and staff display to be erected in the New Chapel. She has two frames, one which will hold pictures of the staff with an accompanying picture of the church. The Vestry will be in the second frame. Fr. Michael had suggested that Mary Kelly would be a good person to approach about doing calligraphy titles and other Vestry suggestions about calligraphy were discussed and Paula Simmons volunteered mat board. Lauris reported that there has been no volunteer to make a name tag holder. Gary Harvey and John Rothne know a good carpenter and will get an estimate from him. Ed Joyner will send the photograph he took of the name tag holder at Emmanuel Church to both Gary Harvey and Don Seeterlin.

VIII. Associate Rector's Report: Pastor Lauren submitted the following report:

"Thanks to everyone for your support while I've been working through various health issues. I will be taking a week of vacation and a week of continuing ed from May 13-May 27. I will be attending a preaching conference in Atlanta and visiting family and friends on the way.

Christian Formation:

In May we are continuing our lectionary Bible study during Adult Forum. Our seminarians are taking turns leading the class. Though attendance is low, the discussions are lively. Michael has begun his Bible study class on Acts, which will continue through the rest of the year. Confirmation class began on May 2. We have 5 adults and 2 youth preparing for confirmation, reception or reaffirmation. Classes will continue on Sunday nights from 5:15-6:15 until June 14.

Maria Kane is beginning a book group that will meet once a month during the summer. The first meeting is Saturday, June 27 at 10:00am. The first book is Girl Meets God by Lauren Winner. The group will evaluate at the end of the summer whether it wishes to continue.

The Centering Prayer group has decided to continue meeting Thursdays at 10am during the summer.

A note about a pilgrimage to the Holy Land. At this time we are looking to defer our pilgrimage until the spring of 2011. We would like to attend a program sponsored by St. George's College in Jerusalem, and that is as soon as a slot is available.

Youth Recognition Sunday will be June 7.

Youth Group will continue meeting until June 14 but will not meet on May 24.

The Children and Youth Report will be given by Paula Simmons and Brig Lampert.

Outreach:

The African Team Ministries has just finished its annual jewelry and accessory sale. Outreach will be taking on a new project this summer – the Salvation Army Apple Tree. Similar to the Angel tree project, HNC will have the opportunity to provide school supplies/clothes to kids who need them. Linda McGee and Linda Wever will be co-chairing the project. It will take place in late July/early August and will coincide with the “tax-free weekend.”

The next date for From His Hands is Thursday, June 18. Some of the Confirmation Class may be participating on this date as a project for the class.

The Outreach Committee is winding up its discernment process and will solidify its new structure at the June meeting. We've had about 16 people at each of our meetings this year and are looking forward to moving into a new phase of Outreach.

Pastoral Care:

The Health Ministry Team sponsored an Advanced Directives Workshop on April 26. There were 16 in attendance for the presentation given by Chaplain Milt Hines. The presentation was entertaining and informative. Carolyn Gaylord will be following up with attendees who have further questions about filling out the paperwork.

The Healing Ministry Team is growing. The ministry has been well received by the congregation. There is a chapter of the Order of St. Luke the Physician for our region that meets once a month at St. Martin's and offers periodic trainings. On Saturday, June 13th they will have a training from 10-12 with a guest presenter. It's open to everyone.

Shirley Forde will no longer be chairing the Meal Ministry. Carrol Bailey is the new chair, and Allison Bailes will be her back up. Thanks to Shirley for her years of service. Thanks to all who brought meals to both Ed Godshall and me while we were recovering from our surgeries".

Pastor Lauren emphasized the importance of the following report items: Book study group being led by Maria Kane beginning Saturday June 27, 2009; Pilgrimage to the Holy Land will be in 2011, a program sponsored by St. George's College, Jerusalem. In 2010 there will be a mission trip. The message sent by having the mission trip first is that HNC understands the importance of service; Apple Tree in July with the purpose of gathering school supplies for children in a similar manner as the Angel Tree gathers gifts at Christmas; Outreach discernment is nearly completed.

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

"New Member by Letter of Transfer:

Gerry Baker

Baptisms, since last Vestry meeting:

Paul Olsen III – 19 April

Burials, since last Vestry meeting

The Reverend Norman Peter Forde – 5 May, Arlington National Cemetery

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

Calendar Events, since last Vestry meeting:

- *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*
- *4/26 ... Health Ministry Advanced Directives Workshop, 2p*
- *4/26 ... Family Foyer, 4:30p*
- *4/30 ... Dean Meeting with Bishop Hollerith, 11a – 2p @ HNC*
- *5/2 ... Confirmation Class began, 8a – 12pm*
- *5/4 ... Warden's Meeting, 3:30pm*
- *5/7 ... Diocesan Executive Board Meeting, 10a – 3p @ HNC*
- *5/10 ... Mother's Day*

Upcoming Calendar Events:

- *5/13 – 5/26 ... McDONALD AWAY*
- *5/14 ... Bob Gay's Candidacy Interview with the Commission on Ministry, 3pm @ Chanco*
- *5/17 ... Newcomer Social, 4:30p*
- *5/21 ... Ascension Day Eucharist, 7pm in the Historic Chapel*
- *5/24 ... Baptism of the Pruitt Children, 9a*
- *5/25 ... OFFICES CLOSED in observance of Memorial Day*
- *5/30 ... Men's Breakfast, 8:30a*
- *5/31 ... The Great Feast of Pentecost*
- *6/7 ... Children, Youth, Teacher, and Leader Recognition, 10:30a in Nave".*

Fr. Michael reported that he is pleased with the attendance of newcomers whether or not they have officially joined the church. They have had an impact through their attendance, ministry activities, and their stewardship. Easter attendance in 2008 (9:00 and 11:15 services combined) was 190. 2009 attendance with the traditional 3 services was 233. There will be an explanation in the June Nuggets about why the three services will remain throughout the summer rather than combining the 9:00 and the 11:15. The Nuggets will also contain an article by Fr. Michael about his pulling back from his Diocesan duties, beginning with his resignation as the Department of Missions Chair. He will continue in his duties as Deputy to the General Convention 2009-10. Fr. Michael reported that the Reverend Lauren Stanley is being considered for a position as a missionary in Haiti. If appointed, she will begin her ministry this summer. Ed Godshall is recovering well and has been kept on salary. Worker's Compensation was not used to cover his salary. Ed will be asking the vestry to approve a commission to contract for a new organ in the Historic Chapel. The vestry will be provided with information before the June meeting.

X. Ministry Reports: The following ministry reports were submitted:

A. Stewardship Report: Ed Joyner submitted the following report:

"As most of you know, the 2009 Stewardship Campaign was different from anything we have done in the past. Instead of taking worship time to talk about Stewardship, eleven small group sessions were conducted in parishioners' homes or at Hickory Neck. Over 130 people attended the sessions which included fellowship time, presentations on our Time, Talent and Treasure status and our needs for 2009, a few hymns and bible study. No request for Time, Talent or Treasure was made at this time. These sessions were followed by a mailing which included a letter from Father Michael, the T & T form and a pledge card. A Big Event was held in November with an inspirational talk by a member of our Vestry, entertainment and the offering of the Time and Talent forms. Our pledges for 2009 were strong, considering the economic times, and as usual, parishioners signed up to help HNC and our neighbors in countless ways.

TIME AND TALENT

The number of parishioners who volunteer their time and talent is impressive. Over 200 members signed up for an average of 2.5 ministries on this year's Time and Talent forms. Every Sunday dozens of parishioners help to conduct our services, teach Sunday school, and assist with the youth program. During the week members help in and out of HNC in countless ways; the following are just a few examples. Eleven parishioners volunteer at Williamsburg Faith in Action and have provided over eight hundred hours of service the last few years. One person has spent over 125 hours driving people to doctor appointments and the store, and even takes them to lunch. Another spends four hours a week providing respite care. At Grove Christian Outreach Center, a couple delivers food to shut-ins while another volunteers in the office. At least five members are involved in

Prison Ministry; others are working with those in recovery at SpiritWorks or delivering food for Meals on Wheels. These examples, along with the turnout to help with receptions, clean up days and the Fall Festival, make it clear that we are a caring, giving church.

TREASURE

We started this year by having to make some hard choices with our 2009 budget. We made some cuts we would rather not have made. Thanks to the careful planning of our treasurer, Fred Boelt, and the Vestry, we have not suffered as much as some churches and other organizations. Since then we have refinanced our mortgage and enjoyed a growth in the size of the church. Consequently, HNC continues to operate “in the black”. We have been able to re-instate some of the cuts we made last December. Fred Boelt will elaborate on those.

BEQUESTS/GIFTS

*Hickory Neck has been blessed with several bequests and gifts, many coming at critical times. They have allowed us not only to maintain what we have but to move forward. In 2008 an **Endowment Board and Fund (Covenant Fund)** were created. Since then, the Board has established operating guidelines and evaluated the best location to invest our Covenant Fund when it starts to receive bequests/gifts. This Covenant Fund opens a new way for people to contribute toward the long-term fiscal security of Hickory Neck. In addition to the choice of giving to the General, Historic Chapel, Building or other funds, the Covenant Fund will allow bequests/gifts to be held as a true endowment with the principal held in perpetuity. The earnings of the Covenant Fund will be used for capital needs, outreach ministries and grants, seed money for new ministries and special one-time projects. The five member Endowment Board, appointed by the Vestry, is chaired by Mayes Mathews, and includes Bill Small, Penny Orth, Coleman Ragsdale and Bill Teale. The Rector and the Senior Warden are non-voting members of the Board. Gifts/Bequests marked “Covenant Fund” or “Endowment Fund” will go to this new fund which will go a long way to insure our future.*

Seven (maybe eight) new member letters from Father Michael went out under the direction of Jean Hancock. Bill Teale followed those letters with a Stewardship letter with a pledge card and Time and Talent form. Some of the new members have gotten envelopes and are contributing regularly. So far no Time and Talent forms have come back. Bill will get the current status from Hope Brans the week May 11 and follow up by phone

In summary, to the already numerous opportunities to offer Time, Talent and Treasure, we now have the added Covenant Fund. We continue to be impressed with what the members of Hickory Neck do to make this church and our community a better place to worship and live”.

Ed added reported that Bill Teale had done a good job compiling current stewardship information. Fr. Michael stressed that attention to stewardship is now a year-round reality. He sees this through the work being done at the church: cleaning, planning, the garden plot, etc. Ann Bartholomay stated that the Time and Talent information given to her gave her a good staff, people who feel good about what they are doing-they are having fun. Fr. Michael said the joy=fun. No one should feel trapped in their ministry.

B. Children and Youth Ministries Report: Paula Simmons, on her own behalf and that of Brig Lampert, submitted a chart tracking the progress of Children and Youth Ministries (Attachment B). Paula reported that: The **nursery** is going well and that there is a good pool of folks who have volunteered to staff the nursery; **Children's Chapel** will be evaluated determine whether or not it meets its purpose and a new coordinator needs to be appointed upon the resignation of Jean Hancock; **Sunday School** class sizes will change this fall as the children move up and as a result the location of the classes will need to be changed; **Youth Group** has eight young people in regular attendance, two of whom are not HNC members and one of whom has asked to be baptized by Fr. Michael; **Vacation Bible School** will be hosted by HNC this year and Paula distributed both enrollment and volunteer forms.

Fr. Michael suggested that the forms be inserted in the June Nuggets. Melissa Casheros suggested having the forms online. Discussion ensued about the youth group that meets in the Rector's study 9:00 am service. Fr. Michael reported that the attendance has been as low as 0 and as high as 5. The small group had conversations that were at first cautious, but now have moved into thought-provoking discussions about death and evil.

Paula reported that Brian Manning will be training new acolytes and that Recognition Sunday will be between the 9:00 and 11:15 services on June 7, 2009. A reception will be held in the Narthex of the New Chapel so that more parish members can attend. Fr. Michael will be strongly urging that the parish members attend Recognition Sunday in order to fulfill their commitment at baptisms to support the baptized in their life in Christ.. Brig Lampert asked the vestry members to plug Vacation Bible School, especially with the men of the parish. The VBS theme is "Habitat for Humanity". There will be "construction" projects, including the making of an HNC-shaped birdhouse to be donated to Chambrel, Spiritual toolboxes that will hold a prayer book, cross, etc. HNC continues to be an open and nurturing congregation as evidenced by the non-member youth asking to be baptized, continuing attendance by non-members, being the first church that has helped a family become a part of HNC.

XI. New Business:

C. The Candidacy of Maria Kane as a Priest in the Church of God (taken out of order): Fr. Michael stated that Maria Kane has been a

Postulant for Holy Orders from the diocese of North Carolina for the three years that she had been studying for her doctorate in Early American Religious Studies. Her Candidacy will be reviewed by the Commission on Ministry in the Diocese of North Carolina. That diocese requests and welcomes a recommendation from the Vestry of Hickory Neck Church.

Maria's journey toward priesthood began at Howard University where she was involved with an ecumenical ministry in leadership position. She found that she loved the diversity of the people she encountered and learning their stories. While she thought that teaching would be her niche, she found that being a part of parish life suited her better. While being a part of HNC she has been a Eucharistic Minister, a Lay Reader, a Preacher, an HNC intern, worked with the youth group, led Adult Formation classes, and will lead the summer book study group. On motion by Ed Joyner and second by Gary Harvey, Maria Kane's Candidacy as a Priest in the Church of God was unanimously approved. The official form to be sent to the Diocese of North Carolina was then signed by the vestry members.

A. Budget Revision

- i. *Increase Diocesan Pledge from \$18,000 to \$24,000:*** An increase in the budgeted amount pledged to the Diocese of Southern Virginia had been intended as the financial status of the church improved. In answer to several Vestry questions, this pledge will be paid incrementally and does not "lock in" an amount for the 2010 budget. Lauris Zenni, Senior Warden, expressed that she was pleased we are able to meet our stated original intent in the discussions that were held with the diocese regarding the HNC pledge. On motion by Melissa Casheros and seconded by Michael Smith, the Vestry unanimously approved the increase of Hickory Neck Church's pledge to the Diocese. Fr. Michael instructed the Senior Warden to notify the Diocese of this change.
- ii. *Reinstatement of Choral Scholars for Fall Term:*** Fr. Michael reported that the graduating choral scholars had recruited new members for the coming season. On motion by Ed Joyner and seconded by Don Seeterlin, reinstatement of the Choral Scholars for the Fall Term was unanimously approved.
- iii. *End-of-Year Bonuses for Staff Rather than a Mid-Year Merit Increase Adjustments:*** Fr. Michael reminded the Vestry that the staff is evaluated by the Personnel

Committee (current wardens, past wardens, selected vestry members). Usually, the Committee recommends a merit increase, although, due to budgetary constraints, it is sometimes necessary to delay the increase until the financial status can sustain it. Year-end bonuses are sometimes the method used. The Vestry will look at the HNC financial status again in September. End-of-year bonuses for staff rather than a mid-year merit increase was passed as a non-actionable item.

- iv. **Increase the Parish Life Budget by \$800:** The primary reason for increasing this line item is the increased Diocesan use of Hickory Neck Church as a central meeting venue and because of Bishop Hollerith's residence in Williamsburg. Upon motion by Don Seeterlin and second by Paula Simmons, the requested increase of the Parish Life budget by \$800 was unanimously approved.

C. Schedule Mid-Year Vestry Day Retreat: after checking calendars, the vestry decided that the retreat will be held June 27, 2009 9:00 a.m. to 3:00p.m. at Fred Boelt's house. Fr. Michael and the Wardens will discuss the agenda.

D. Proposal for Preventing Water Infiltration of the Wilkinson Center Crawlspace: Gary Harvey, Junior Warden, submitted the following report:

"- In December 2008 during the transition briefing presented by Don Seeterlin it was mentioned that some technicians had notified him that there was moisture present under the parish house.

- We removed the vent covers in April 2009 and decided to get some companies to inspect and provide us with problems found and solutions to remediate.

- Three basement and crawl space companies were contacted and inspection dates established. The companies were The Drying Co located in Toano, JES Co located in Richmond, and Bone-Dry Co located in Richmond.

- The following issues were found during the inspections:

- The surrounding grade of the property is such that water drains toward the parish house instead of away flooding the crawl space addition. The intrusion was such that on the second inspection after several days of rain, there was standing water in the crawl space.

-- There is evidence of high moisture in the form of spore growth on the wood joists and other surfaces in the crawl space.

-- The crawl space is vented and receiving air and heat from the heat pumps.

- On May 7, 2009 I presented the findings from all three companies to Father Michael, Lauris Zeni (Senior Warden), and Fred Bolt (Treasurer). At this meeting, the proposal from JES was selected as the best solution to go before the Vestry for approval. The details of the JES proposal are contained in Attachment C).

After discussion, including assurances there had been no mold found and that the project would not interfere with Vacation Bible School, Tresurer Fred Boelt distributed a Detailed Operating Budget for 2009. He stated that this project would be itemized and a capitol improvement just as the alarm system upgrade was. The funding would come from the SunTrust account with the proviso that, if necessary, funds from the Davenport could also be used and subsequently reimbursed . Upon motion by Paula Simmons and second by Don Seeterlin, the Vestry unanimously approved the proposal to prevent water infiltration of the Wilkinson Center crawl space with the proviso that, if necessary, funds from the Davenport Fund could be used to finance the project.

XII. Old Business:

Newcomers' Social: Jean Hancock reported that 11 adults and 1 child have responded that they will be attending the May 17th newcomers social (4:00p.m. – 5:30p.m.) Shirley Forde and Ann Lipp will be hostesses. She requested that the vestry members inform her as to their attendance.

Garden Irrigation: Fr. Michael reiterated that any irrigation system for the garden plot will not be anywhere near the cemetery.

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, June 9, 2009 at 7 p.m. in the Wilkinson Center. Fr. Michael concluded the meeting with prayer.

Respectfully submitted,

Jean Hancock, Substitute Register