

Hickory Neck Episcopal Church
Vestry Minutes
June 12, 2007

Present: Fred Boelt (Treasurer/Senior Warden), Bill Teale (Junior Warden/Stewardship), Ann Dieterle (Associate Rector), Melissa Casheros (Stewardship), Sue Dugan (Pastoral Care), Nancy Geddes (Youth), Lynn Geddy (Parish Life), Chuck Jundt (Outreach), Connie Kendrick (Worship), Mayes Mathews (Strategic Planning), Don Seeterlin (Buildings & Grounds), Paula Simmons (Christian Formation), and Lauris Zeni (Newcomers)

Absent: The Very Reverend Michael Delk (on sabbatical); Nancy Geddes, and Mayes Mathews

Also Present: Mark Kintner, member of Fall Festival Committee

I. Vestry Check In:

Vestry members shared personal news since the last meeting in May.

II. Opening Prayer and Meditation:

Eve Gee offered the Opening Prayer and meditation.

III. Approval of Vestry Minutes:

On motion of Chuck Jundt, seconded by Connie Kendrick and agreed to unanimously, the Minutes of the May Vestry meeting were approved.

IV. Parishioner's Comments and Initiatives:

Sue Dugan reported that the Wednesday Morning Bible Study Group was inquiring about whether they should order more of the tapestry pillows depicting the HNC Historic Chapel, which had been for sale several years ago. The artwork and set up are already done, so the pillows could be sold for \$30 each. Bill Teale recollected that HNC had made \$1500 on their sale last time. Sue said that the Ladies Group suggested they might be sold at the Fall Festival.

Chuck Jundt reminded that there had also been pen and ink sketches by Shirley Lake of the Historic Chapel which had also been for sale last year. The suggestion was made that the pillows and the sketches could be on display at the Historic Chapel during Martha McCartney's tours and people could buy them at a booth in the New Chapel. Sue Dugan will investigate further and report back to Fred Boelt.

Lauris Zeni relayed a request from Joan Forrest that the Vestry consider purchasing a Labyrinth. Fred Boelt and several other Vestry members reported that a Labyrinth had

been mentioned in the PVP sessions. Lauris has some information on portable Labyrinths which she submitted for Vestry review.

Lauris Zeni also relayed a conversation between parishioners who were curious about the inclusion of a kitchen in the New Chapel. Fred Boelt indicated that the kitchen was part of Phase II of the Building Plan (Fellowship Wing).

V. Treasurer's Report:

Fred Boelt reported that the month of May actual income vs. budgeted income was down by \$5,100 and that the year-to-date actual income vs. budgeted income was down by \$600. The pre-paid pledges at the beginning of the year made the statements from the beginning of the year look good, but now there appears to be a slowdown.

There were anticipated over-budget expenses due to the advance payment of various insurance premiums at the beginning of the year (as previously reported to the Vestry), but there were a number of unanticipated maintenance items as well which pushed expenses up while income did not keep up.

This kind of slump in pledging/contributions is not unusual following a big building campaign, but thought needs to be given to what can jump-start general operating fund donations again. It is possible that the Parish Visioning Process may accomplish this in part, since people like to have something to work toward. HNC takes care of a lot of things (see Outreach projects below), but we must be mindful of our Operating Fund which keeps everything else going.

Payment of Capital Campaign pledges stepped up a bit in May, so we are okay for June and July. Mayes Mathews has placed the Pledge Thermometer in the Narthex and we collected \$1,100 this past Sunday. Also, there were a few more contributions to Phase II of the organ fund, so that we are \$4,100 short of our goal to fund Phase II.

HNC's congregation is energized regarding outreach. Relay for Life earned \$5,000 for the American Cancer Society, African Team Ministries raised \$ 996.00, and there were a number of donations to Food for the Poor, although the numbers have not been reported to Outreach yet.

On motion of Bill Teale and seconded by Paula Simmons, the Treasurer's report was approved.

VI. Junior Warden's Report:

Bill Teale reported that the new Time and Talent forms are out and are coming in and Hope is entering the data.

HNC Directory photographs are being taken in the Narthex each Sunday by Steve Snyder, Carol Goff, and Pete Haines. Those who do not want candid photos taken can

submit digital photos of themselves for the Directory.

There is now a basket for FISH donations in the Narthex, at the request of the Outreach Committee. Chuck Jundt offered to place copies of the FISH needs list in the basket as a guide for those who want to donate.

Sue Dugan mentioned that her Parish Visioning Group is asking if the Time and Talent forms would be the vehicle for those individuals who need to be the recipients of assistance with transportation, etc. to make those needs known. A discussion ensued about the best way to become aware of those needs in the congregation.

VII. Senior Warden's Report:

Fred Boelt announced that Melissa Casheros had consented to become Chairman of the Stewardship Committee.

Fred distributed a note from Fr. Michael thanking the Vestry for their gift of a Journal for his use during his sabbatical.

Fred announced the Bishop's Visitation would be November 4 and that confirmation classes would be scheduled prior to that visit.

VIII. Associate Rector's Report:

Pastor Ann Dieterle submitted her report to the Vestry as follows:

"Calendar Items

"May 13, 2007- Choral Scholars Last Sunday

May 17, 2007 – Ascension Day

May 20, 2007 – Food for the Poor

May 26, 2007- Memorial Service for Don Wirt

June 2, 2007- Landry/Passalacqua Wedding

June 8-9, 2007- Relay for Life at Jamestown High School

June 10, 2007- Sunday School Recognition; Luksovsky Goodbye

June 17, 2007- Graduation Recognition

June 23, 2007 – Olsen/Starkova Wedding (off-site)

July 1, 2007- Diocesan Youth Mission Trip Interest and Information Meeting (here)

"Christian Formation

"Sunday school for children officially ended with the Recognition Reception this past Sunday.

The recognition went very well and the Christian Formation Committee will begin preparations for the new classroom beginning this Saturday.

"Youth

"This year Hickory Neck raised over \$5,100 for the Relay for Life. There were more adult participants this year than ever before as well.

"Marta Zoellner was awarded the Leroy Watson Memorial Scholarship (\$1000) from St. George's Episcopal Church, Newport News. We have two graduating seniors this year- Marta and Ryan Leggett, and we will recognize them with a brief presentation at whichever service they attend.

"Pastoral Care

I have spoken with Carolyn Gaylord about the ministry of Parish Nurse here at Hickory Neck. Carolyn is an RN and formerly served as parish nurse at Bruton. Although parish nurses do not give actual medical care, they can make visits when there is an obvious or suspected medical need and can assist clergy with those types of assessments, or accompany parishioners to doctor's visits. In addition, Carolyn will be a liaison with the parish nurses association, and provide information on training, health resources, etc.

"The ministry of parish nurse will interact with and compliment various other aspects of our pastoral care ministry. There will be a concerted effort to publicize these ministries and better educate parishioners about their availability and how to access them in the late summer/early fall."

Pastor Ann submitted the expanded attendance report submitted in the categories requested by the Vestry at the May meeting (see attachment A).

Pastor Ann advised the Vestry that Julia Messer had been accepted as a postulant and would be attending Virginia Theological Seminary in the Fall.

Pastor Ann reported that HNC had received a thank you note from the Diocesan Liturgical Commission for our hospitality while hosting the Chrism Mass during Holy Week. Pastor Ann reported that those who attended were particularly impressed with the luncheon and she thanked Lynn Geddy and her Parish Life helpers for making the day such a success.

Pastor Ann distributed a Time Line (Attachment B) for events and meetings leading up to the election of a new Bishop of the Diocese of Southern Virginia (September 27, 2008). All convocations will meet in June & July, convened by our Deans, to share information regarding the election, to elect candidates for participation on the Nomination and New Ministry Committees. These candidates will subsequently be appointed to these two committees by the Standing Committee. Our convocation will meet on July 21 at 7 pm at Bruton Parish Church.

She reported that HNC's participation in Relay for Life had raised \$5,100 and that there was increased adult participation this year. Also, Food for the Poor had raised a number of donations from HNC.

IX. Rector's Report : Due to Fr. Michael's absence on sabbatical, there was no report submitted from the Rector.

X. Team Ministry Reports: Since ministry reports were not scheduled for this Vestry meeting, Lauris Zeni, Chairman of the Fall Festival, was invited to make an informal report to the Vestry as follows:

The Vestry welcomed Mark Kintner who attended the Vestry meeting at Lauris' request to provide additional input about the details of Fall Festival planning.

Arts and Crafts: Kathy Balentine has agreed to head up the Arts and Crafts again this year. There will be a meeting next Wednesday at noon with prior participants in Arts and Crafts invited, plus several new people who had expressed an interest. Guidelines for booths, discussion of whether HNC should charge a fee for booths or a percentage of sales will be discussed with the purpose of standardizing booth procedures. Bill Teale will attend the meeting and will discuss mapping out space for booths. There are 8 or 9 people on the list requesting space thus far.

Attic Treasures: Mary Jo Smith and Jenny McCray are heading this up again this year. Mark Kintner indicated that the Attic Treasures team is looking for storage space at HNC in which to store donated items for those donors who do not want or cannot hold onto items until the Festival. Several suggestions from Vestry members on storage facilities were offered and these will be pursued.

Classic Car Show: Lauris and Nancy Geddes have written to the President of the Classic Car Club who handled the exhibit last year.

Nancy contacted Uncle Dave of Uncle Dave's Kettle Corn who has indicated that he will be glad to participate this year.

Communications: Cathy Ramsaur and Linda McGee have agreed to handle communications and there will be a meeting on Tuesday, June 19.

Vestry members indicated that other Episcopal churches in the area should receive information on the Festival (posters, brochures, etc) including, St. Martin's, Bruton Parish, St. Peter's, New Kent City, St. Paul's and St. John's in West Point.

Lauris and Mark will make an appointment with the Virginia Gazette Religious Editor to ask what can be done to give HNC good coverage on this event.

Building Facilities & Configuration: Bill Teale is taking care of mapping out the space for the booths and this year may move the altar, etc back a little further to make more room.

Mark Kintner indicated that, this year, the plant sales would be outside under a tent which would free up more space inside.

Food Preparation & Sales: Bert Geddy will head this up and he plans to ask Randy Tanner to help him. Vestry members suggested some other names of individuals who might also like to help out.

Mark Kintner indicated that Bill Forloine would be trying to do some work in advance so that the cooking doesn't go all night. Slice and Dicers will still be needed.

Jams and Jellies: Sue Dugan has spoken with Dorothy Kirk and it may be that Dorothy may not feel up to doing the jams and jellies this year. Vestry expressed concern and it was decided that Dorothy be given the opportunity to defer this year, so that she would have the interval between now and next Festival to get her strength back and train her apprentices.

Bake Sale: Paula Simmons has agreed to head up the bake sale again this year. A discussion ensued about increasing the supply of some popular items that sold out. Paula will consult the notes she made at the last Festival.

Children's' Events: Teri Lensenmayer has agreed to be responsible for children's' events. Moonbounce is ordered; Clown Alley folks from Richmond will face paint; Bunky and Rick Garfield; Jim Perry and Patti Richlands will be contacted about bringing the alpacas; and Pat Meszaros is checking to see if the therapy dogs would be available on September 29.

Music: There is no chair for the Music Committee yet, but Lauris has spoken with a Celtic group which has agreed to donate an hour. Buddy Matthews is negotiating with the Old Mountain Gospel Music group and has contacted a spokesperson for FOAM (Steve Clement) to see if they may also be available to play.

Silent Auction: Chuck Jundt has agreed to head up Silent Auction again this year and has divided the donation teams up geographically. He is in need of someone to work the Jamestown Road/John Tyler Highway area; he also needs someone to work the new shopping center at Mooretown Road (New Ukrops, etc). Chuck asked Pastor Ann for permission to make an announcement before the beginning of the 9 am and 11:15 am services for additional helpers.

Mark Kintner indicated that this year there may be periodic announcements highlighting Silent Auction items throughout the bidding period to draw interest.

Bill Teale indicated that he would submit to Lauris Zeni a list of those individuals who had indicated on their Time and Talent sheets that they would like to help with the Fall Festival.

Tours of the Historic Chapel: Martha McCartney has agreed to conduct tours for as long as she is needed throughout the Festival. Those who tour the chapel will be directed to the booth in the New Chapel where pillows and Historic Chapel artwork will be available.

OTHER INFORMAL MINISTRIES REPORTS:

HNC Cookbook Committee: Paula Simmons reported that Diane Perry and the

Cookbook Committee had met and wondered whether there could be a link off the HNC website to which HNC parishioners could submit recipes for the book. The deadline to submit recipes is October 15, 2007. It is hope that the cookbook will be ready to debut at the 2008 Fall Festival.

Outreach Council: Bill Teale reported that the Outreach Council had met on Monday, June 11 and had had a lively session. He suggested that Vestry members make sure to seek out Anne Johansen (who attends the 9 am) and thank her for her hard work as Executive Director of Faith in Action.

Since Ann Johansen assumed the directorship, Faith in Action has gone from \$80,000 per year in donations to \$140,000 per year. Volunteers total some 17,000 with 10,000 care receivers hours invested in the transportation, care and listening to the elderly and homebound in the region.

Faith in Action needs more volunteers. Some HNC parishioners current participating are Lynn Geddy, Jim and Linda McGee, Esther Gay (who coordinates HNC volunteers). Linda McGee has offered to publicize Faith in Action to engage more people in this ministry.

A discussion ensued about booth(s) at the Festival for the 3 major ministries HNC supports (Faith in Action, Angels of Mercy and Vibrant Life) so they can inform Festival attendees about their ministries.

Christian Formation: Paula Simmons reported that 2 or 3 people from HNC are planning to attend the Godly Play Diocesan training.

VAST Committee: Pastor Ann reported that the VAST committee had met and would meet again in July. Cleve Corlett, who specializes in market analysis, will train the committee on compiling and categorizing the Parish Visioning Process notes.

XI. New Business

Pest Control

Fred Boelt reported that it had been the belief that the existing Pest Control contract with HNC covered the Parish House and the Old Chapel for termites as well, but he has discovered this is not the case and that a separate contract is required solely for termite protection.

Bids were solicited and received, but several of the pest control companies have underwriters who would not insure the Historic Chapel because of its age. Mark's Pest Control is willing to treat the floor of the Old Chapel during renovation and before the floor is laid. The annual fee for pest control (excluding termite treatment) for all three buildings is \$600, payable quarterly. Separate termite treatment will be an additional \$2,300. However, Don Seeterlin believes he can arrange to have the foundation of the Old Chapel sprayed pre-

restoration for \$200 to \$300.

Bill Teale moved that the Vestry approve the pest control (\$600) contract now, but defer the additional \$2,300 Termite Control contract until the budget adjusts itself. The motion was seconded by Melissa Casheros and passed unanimously.

Humidifier for New Chapel

Don Seeterlin has contacted the President of Cox-Powell regarding the additional of a humidifier to the HVAC system in the New Chapel. The individual in charge of actually writing the proposal has not yet gotten back to Don.

Fred Boelt reported that the humidifier was not part of the original construction contract. Aaron has scheduled the final walkthrough to address warranty, rather than punch list items.

XII. Old Business:

Don Seeterlin reported on the HNC "hospitality" card discussed at the May Vestry meeting and distributed the proof for a tri-fold card designed by Laurie Brown, including color photos and graphics for which there is a production cost of 5,000 cards for \$800.

The Vestry discussed a simple business card as an alternative, using the existing HNC business card, altered to contain service times and other information. This card could be purchased at approximately \$37 for 200 cards. Although Vestry members agreed that the tri-fold card artwork produced by Laurie Brown was most attractive and should certainly be kept for future use, it was felt that this option was the too expensive at this time.

Consequently, Don Seeterlin moved that the Vestry have a simple business card created containing the church's name, phone number, address and service hours, by modifying the existing HNC business cards. The motion was seconded by Chuck Jundt and agreed to unanimously.

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, July 9 at 7 pm.

Pastor Ann concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee, Register