

**Hickory Neck Episcopal Church
Vestry Minutes
August 8, 2006**

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

I. Vestry Check-in:

Vestry members shared personal news since our last meeting in July.

II. Opening Prayer and Meditation:

Father Michael shared with vestry members several pages from Velvet Elvis by Rob Bell.

III. Approval of the minutes:

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

IV. Parishioner Comments and Initiatives:

Bob Gay, Coordinator of Pastoral Care was present and summarized the following:

Pastoral Ministry Plan

Purpose: This plan is a guide for Hickory Neck Episcopal Church for carrying out pastoral ministry for and by the members of our faith community. It provides a vision of pastoral ministry, discusses the various needs for pastoral ministry, describes the different types of pastoral ministers, and provides details for executing the pastoral ministry plan.

Authority and Approval: Authority for pastoral ministry flows from the Bishop to Rector. The Rector is the chief pastor of the faith community and as such approves this plan. The Rector and the Associate Rector retain responsibility for pastoral care. At the same time the Rector in the name of the faith community commissions lay ministers to assist the clergy in performing pastoral ministry. The Rector will seek appropriate licenses from the Bishop for the lay ministers.

Vision: Pastoral ministry is a result of God's grace working through the inspiration of the Holy Spirit to care for the Body of Christ as found in the faith community of Hickory Neck. It is essential to recognize that every member of the Body of Christ is a minister. The Book of Common Prayer contains "An Outline of Faith" that is referred to as the Catechism. In the article of the Catechism that discusses ministry (page 855 of the Book of Common Prayer), the first question is "Who are the ministers of the Church?" The answer is "The ministers of the Church are lay persons, bishops, priest and deacons." The order of the answer is significant. Everyone initially starts ministry as a lay person. It is the universal ministry of the Church. Also the vast majority of the ministers of the Church are lay persons. By the virtue of sheer numbers, lay persons have to perform most of the Church's ministry. We become ministers by virtue of our Baptism. In the Baptismal Covenant (page 305 of the Book of Common Prayer), the persons being baptized promises to "proclaim by word and example the Good News of God in Christ." Not only do those being baptized make this promise, but we as the congregation renew our Covenant and remake the same promise. We also pray as a whole faith community for the baptized that the Lord will "teach them to love others in the power of the Spirit" and to "send them into the world to witness to your love."

Thus all of us as members of the Body of Christ are ministers. There are many ministries to which we can be called. One of these ministries is to care for each other in the community of Hickory Neck. When we do this it is important to recognize that we are ministering to each other. This is equally true if we are receiving a service or giving a service. In both cases ministry is happening. This means that both the care giver and the care receiver are equal ministers to each other. Ministry is not an option. The opportunity to minister to each other is a mighty gift from God. It is not our power that is working but the power of God working through us, all of us.

An important point in understanding pastoral ministry working in our particular faith community is to understand what type of community Hickory Neck has been and is now. For almost all of our parish's history we have been a small or "family" sized faith community. That meant that everyone knew everyone else. Before Hickory Neck had a Rector, this family ministered to each other. When part time and then full time clergy arrived at Hickory Neck, the family model was still the dynamic for pastoral ministry because we were still small enough to operate in that fashion.

Where are we now? With our present and expected growth, we are no longer able to function on the family model. There are different names used to describe the size community we have become. We could be called a "transition" or a "program" model community. The real point is not the theory but the reality. First, the community is large enough so everyone can not know every one else. Second, the clergy can not by themselves meet all the pastoral needs of the community. Third, a means is needed to affirm and enable the pastoral ministries that lay persons are called to by the Holy Spirit. This is an important point. Even if we could hire enough clergy to care for all the needs of the community, it would not be the right thing to do. There are times when clergy are needed. But we are all called to "love others" and to "witness to your (the Lord's) love."

Thus it is appropriate to train, equip and enable those lay persons in our community who are called by the Holy Spirit to pastoral ministry. The vision of this plan is to do just that.

Ministry Needs: Every time ministry happens the situation is different and the ministry needed has unique characteristics. While it is essential to be sensitive to the needs of each situation, it is still possible to recognize broad categories of ministry that can be useful in organizing our efforts to respond.

The first category to consider is how long the need will last. Short term needs are those that will require a ministry response of days or weeks. Long term needs are those that will require a response that will last months, years, or indefinitely.

Another category to look at is what types of ministry skills are needed. Some needs are primarily physical; such as help with transportation, food, or shopping. Other needs are spiritual such as prayer, presence, healing, or delivering the Eucharist.

While we will organize our ministry plan around the categories of length of need and types of skills that are required, we will always put the ministry above any artifact of the plan.

Types of Ministers: Just as every ministry situation is somehow unique, so each of us is a unique and wonderful individual and thus a unique minister of God's grace. We must always celebrate our diversity and use the great strength it gives us in carrying out God's will for us and our faith community. While we will establish different "categories" of pastoral ministers so we can better train and organize ourselves to be Christ's hand and feet, we will recognize that each of us have different gifts. We will work to accommodate and use as best we can the wide variety of gifts to which the Spirit calls us.

Our ministers will be organized as Lay Eucharistic Ministers (who connect the faith community by means of our common spiritual meal), Lay Visitor Ministers (who bring presence and prayer), Lay Healing Ministers (who bring the special gift of prayer and healing), and Lay Help Ministers (who meet physical needs.)

Ministry Plan

Organization: The Rector is the chief pastor and is responsible for pastoral care and ministry.

The Associate Rector, under the Rector, is also a pastor and is responsible for the implementation of this plan.

The Vestry Liaison for Pastoral Care is the Vestry's representative to the faith community for pastoral care and is responsible to the Vestry for any pastoral care matters. The Pastoral Care Liaison is responsible for matters of policy, budget or interface with any outside organization.

The Pastoral Ministry Coordinator is appointed by the Rector. The Coordinator reports to the Associate Rector for matters directly associated with ministry coordination. The Coordinator reports to the Vestry Liaison for any matters involving policy, budget or interface with any outside agency. The Coordinator works with the Rector, the Associate Rector, and the Administrative Assistant and with any other clergy that may be affiliated with Hickory Neck to help insure that pastoral ministry (both care givers and care receivers) needs of the faith community are being met. In order to assist in this task, the Coordinator will, at the invitation of the Rector, attend staff meeting whenever possible. The Coordinator is an unpaid lay minister and a member of the faith community and as such is not a member of staff. The Coordinator will be engaged in individual pastoral ministry but does not and should not be engaged in each and every individual pastoral ministry effort. The Coordinator's task is to enable lay ministry, not to try to do all of it. The Coordinator will also liaison with the Outreach Council to coordinate ministry efforts. When possible the Coordinator will attend Outreach Council meetings.

Confidentiality: There is an absolute requirement for complete confidentiality in regards to every facet of pastoral care. There are legal and moral reasons for this. But the most important reason is spiritual. There can be no more serious breach of the bond of love that joins Christ and every member of his Mystical Body than the breaking of those bonds by willful or careless talk. The hurt and injury is not only to the individual but to the very fabric of the faith community. It puts in jeopardy the very existence of the community and its capability to function. Information has to be shared with clergy and possibly other lay ministers working together. But any information should be treated as privileged and shared only as necessary.

Long Term Care Needs: In order to support those who need long term or indefinite pastoral ministry, a Pastoral Ministry Team (PMT) will be established. Long term means more than a month. A team will have as many members as needed. It can be as few as one person, but several members are desirable to insure care is available when needed and to prevent burnout. Members of a PMT should be chosen based on the needs of the individuals being cared for and on the skills of the team care givers. Members may rotate off a PMT and new members can be appointed to a PMT as needed. The Pastoral Ministry Coordinator, working with the staff's input, will propose the members of a PMT. The Associate Rector will approve all members of a PMT.

Upon forming a PMT, the team members, the Pastoral Ministry Coordinator and the Associate Rector will meet and agree on a ministry plan. Periodic reviews of the ministry plan will be held with the PMT members and the Pastoral Ministry Coordinator. The frequency of review will be no less than twice a year and may be more often as needed. The Associate Rector will determine how often the review is held and who will lead the review. The review can be lead, determined by the circumstances of the particular needs that the PMT is addressing, by any of the clergy or by the Pastoral Ministry Coordinator. In any case a written record of the review will be prepared by the coordinator and forwarded to the Associate Rector and the Rector for review. The Associate Rector and the Rector can take whatever steps are necessary based on this written record including, but not limited to, approval, change of review periodicity, change to the ministry plan, or

a separate review with the Rector or Associate Rector as needed. A PMT will be disestablished only with the concurrence of the Associate Rector. Between reviews the PMT members and the Coordinator should bring to the Associate Rector's attention any matter that is deemed necessary. The Coordinator's responsibility is to insure that the Rector, the Associate Rector and the rest of the staff are fully informed of any pastoral ministry concerns.

The PMT will have as members whatever Lay Visitor Ministers and Lay Help Ministers are needed. The PMT may have Lay Eucharistic Ministers and Lay Healing Ministers if appropriate. If a need arises for a Lay Eucharistic Minister or a Lay Healing Minister and the PMT does not include these ministers, the PMT should ask the Coordinator for help and ultimate assignment if possible of such ministers.

The existence of a PMT does not in any way preclude the involvement of any member of the clergy in the care of the individuals assigned to the PMT. Where confidentiality allows, the PMT and the Coordinator should be given any input and guidance possible from the clergy involvement.

Short Term Care Needs: From time to time events such as sickness, accidents or death will require pastoral care. This may happen on short notice. The primary point of contact to call for these needs is initially the church office. If the office is not open then any member of the clergy or the Pastoral Ministry Coordinator should be contacted. After the initial response is handled, the Coordinator will ensure that whatever lay ministers that are needed to assist the clergy are contacted and scheduled. If the situation appears to be one that will last more than a month or does last more than a month, the Coordinator will begin establishing a PMT to handle the care needs.

Coordination with Outreach Ministry: Often there are needs for practical help, especially for elderly or chronically ill persons. The Outreach Council has established as one of its ministries to participate in the Williamsburg Area Faith In Action. This is an interdenominational effort by many Williamsburg faith communities to assist people so that they can live in their own homes. Faith In Action supplies many services such as transportation, light chores, and care giver respite. It has many positive attributes. First is it is a great way to be a care giver and perform ministry since Faith In Action is very flexible in meeting your schedule. They also are a much larger organization and can respond with a much higher degree of ability to meet the needs and time constraints of the person needing the care. There are limits on Faith In Action. First, they are limited to York and James City counties. Second, their emphasis is on enabling people to maintain independent living. Third, there will be some people who want to be ministered to by people from Hickory neck and not by some outside organization. Within these limitations, The Pastoral Care Coordinator will try to use the assets of Faith In Action when possible and will coordinate with the Outreach Council in this effort. The Pastoral Ministry Coordinator will attend Outreach Council meetings when possible to help coordinate the efforts of the Outreach and Pastoral Care Ministries.

Lay Pastoral Ministers: Lay ministers need to be raised up, trained, equipped and enabled for ministries. Many ministries are common sense such as taking a meal to someone or giving someone a ride to church. Others such as Lay Eucharistic Ministers require training and licensing. There is no limit on how many types of ministry any one person can perform. That call is up to the Holy Spirit. Any lay pastoral minister shall be nominated by the Associate Rector, approved by the Rector and commissioned and licensed as appropriate. The Pastoral Ministry Coordinator will assist the Rector and associate Rector as required in training and licensing of lay ministers.

In summation, Bob stressed that we are the hands and feet of Christ and that we need to be more deliberate in preventing the care for one another from falling between the cracks. Bob also pointed out that when a ministry situation occurs, everyone involved is a minister thus all are equally important in their individual roles. He said that this plan is a tool rather than a goal in which a clear understanding of the value of each individual is imperative. Further Bob stated that we must get up to speed on abuse training, and that implementation of the plan will begin in September.

Fr. Michael made a motion to endorse Bob's plan, it was seconded and passed unanimously.

IV. Stewardship Report:

Bill Forloine shared this year's stewardship plan which resulted from the meeting of the stewardship committee on August 3, 2006.

Members of our stewardship committee are:

Bill Harrison, Dave Simmons, Mayes Mathews, Melissa Casheros, Coleman Ragsdale, Bob Williams, Fred Boelt, Bill Forloine and Father Michael Delk. The Objective – to help members of Hickory Neck Church embrace in their spiritual journey the full nature of God's grace through personal stewardship.

Stewardship 2007 program:

The Theme – In the Light of Grace

Roles – Campaign Coordinator, Promotion/Marketing/Communications Coordinator, Commitment Follow-up Coordinator, Account Coordinator, Congregational Dinner Coordinator (11/12/2006 to be held in our new chapel) and the Children/Youth Stewardship Coordinator.

Implementation of this plan will be through a special stewardship prayer, music, sermons, bible study classes, testimonials, pledge cards, Celebration Sunday (full congregational dinner) meetings, vestry visits, and prayer.

Bill distributed a timeline chart to vestry members.

Fr. Michael expressed appreciation to Bill for his dedicated work on this project.

V. Treasurer's Report:

Fred Boelt reported that some pledges that were behind have been caught up however with two monthly loan payments finances will be tight this fall. The commercial loan in the amount of \$500,000.00 with interest at 8.06% is a twenty-year commitment with a five-year call. The remainder is in a demand note in the amount of \$185,000.00 with interest LIBOR plus 2.75% due on the 31st of December 2007. The two monthly loan payments will come from the

Capital Campaign funds through the end of 2006, thereby making these funds tight for the remainder of the year thus, it was suggested that we make a temporary reduction in our diocesan pledge amount for 2006 from \$16,000 to \$12,000 continuing to pay \$1,000 a month as we have done to date. A motion was made, seconded and passed unanimously to this reduction. Fred further stated that the cost of flowers for Sunday worship have increased from \$25.00 a week to \$45.00 thus, an allowance must be made.

We recently learned from our attorney that we need formal Vestry approval for the Trustees to sign the two notes. The following motion is offered by Fred Boelt, if everyone would respond to me with a second, which will be cast as an "aye" vote, we can proceed. Sorry we didn't get this done Tuesday night. Here is the text of the motion:

"A motion is made authorizing the Trustees to sign notes to SunTrust Bank, on behalf of the church, refinancing the existing construction loan, to be secured by the existing \$1,146,000 credit line deed of trust encumbering all of the church's real property, dated May 5, 2005, as modified by Modification Agreement dated March 3, 2006, increasing the credit line to \$1,560,000 which notes are (1) \$500,000.00 at 8.06% annual interest, amortized over 20 years, with a balloon payment after 5 years, and (2) \$185,518.26 at 2.75 percentage points above the LIBOR rate, interest payable monthly, and principal on demand."

Peace,

Michael

Minutes from E-Vote August 11, 2006

On August 11th, 2006, Father Michael Delk sent an e-mail to Vestry members stating that our attorney has instructed that formal Vestry approval is needed to enable Trustees to sign the following notes:

To Sun Trust Bank on behalf of the church, refinancing the existing construction loan, to be secured by the existing \$1,146,000 credit line deed of trust encumbering all of the church's real property, dated May 5, 2005, as modified by Modification Agreement dated March 3, 2006, increasing the credit line to \$1,560,000 in which notes are (1) \$500,000 at 8.06% annual interest, amortized over 20 years, with a balloon payment after 5 years, and (2) \$185,518.26 at 2.75 percentage points above the LIBOR rate, interest payable monthly, and principal on demand.

A motion is made authorizing the Trustees to sign the above notes, was seconded and passed unanimously via e-vote by Vestry members.

VI. Junior Warden's Report:

Fred Boelt stated that there is nothing to report at this time.

VII. Senior Warden's Report

Randy Tanner reported that Don Seeterlin will be working on renovation of the Parish House next week. A punch list was distributed to vestry members in which the following items were discussed:

New Chapel Punch List/ Wish List

1) Contractor

- The doors need to be fixed. Front door does not lock. Storage doors can not be closed without locking ***Henderson has been adjusting the doors. Are there anymore doors that are issues? The front doors have some hardware that was on backorder and should be fixed within the next week.***
- Shield in men's room. ***Not included on the original drawings, but Henderson is aware of the issue.***
- Sacristy exterior door handle put on. Right now the person opening door unlocks the lock then pulls door open using key. This could lead to a broken key in lock and person still not in building. ***I believe this hardware was being installed.***
- Electrical outlet needed on wall with window. ***I assume this is in the Sacristy. Henderson is checking the drawings to see if it is there. Either way, they have been instructed to have an outlet installed.***
- We need a drain in front of the new chapel. The lot slopes in that direction. ***This was in issue with the site contractor. When he returned to complete the remaining work at the rear of the building, he added a "dry well" and graded the front to drain better.***
- There is one cove lighting fixture that needs to be installed at the altar end of the right hand cove as you face the altar. The fixture is in the electrical room.
- The door between the cry room and the nursery creaks loudly when opened and closed. ***Henderson was out on Wednesday addressing this issue.***

- The left hand door at the coffee hour sink and cabinet area cannot be opened because it can't be unlatched at the top. ***Some sawdust had gotten lodged in the latch. It has now been fixed.***
- Ben Manning brought up a code issue involving surge protection of phone cable lines and fire alarm lines between the parish house and the new chapel. Aaron has an e-mail from Ben so I am not copying the entire e-mail here. ***The main issue has to do with the telephone lines were not included in Henderson's scope of work. They installed a temporary line so we could obtain our occupancy permit and we will need to install a permanent cable. The permanent cable will require a small surge protector to meet code. The electrician will supply the surge protector when the new cable is installed.***
- The outside sacristy door needs some sort of strip on the bottom to seal the gap between the door and the floor to keep from wasting heat and air. ***Henderson attempted to install a sweep, but it was not sufficient. Pella (who supplied the door) is coming next Wednesday (8/16) to replace two windows that were etched by some metal work and will install a new sweep then.***
- The dumpster door won't open because it scrapes on the ground. ***Henderson is aware of the issue and will install a wheel (if not already) at the door to aid its opening.***

2) In House

- Needed by Flower and Altar Guild members:
 1. Key to sacristy/ or church front door for every altar guild member as the persons function at different times. ***A better solution may be a lock box at the sacristy entrance similar to the one on the parish house.***
 2. Make the lower cupboard in sacristy the designed closet by having ALL shelves removed. I know we must keep wooden box over electrical light switch. This cupboard is where we are to store ironing board, ladder, vacuum, steamer, etc. Top section of cupboard can stay as is.
- Ability to turn lights on and off by sections. Who will be trained on how the lights work? ***The lights are controlled by wall stations and the system is programmable. A factory technician is scheduled to be on site no later than 7/21/06 to program the lights. Randy Tanner will be responsible for training.***
- Training on H/AC and sound systems. ***Sound training was accomplished last week w/ Fr. Michael and others. HVAC is pre-***

programmed and needs no adjustment. Staff was trained on use. Aaron can train others as needed.

- Hoses, sprinklers and a plan to water and maintain the new grounds.
- A locker in the sound room to secure the sound equipment in a manner so that each item is accessible and visible.
- A plan for the storage rooms so that they don't become junk rooms and we can get items in and out with ease. In the Parish house stuff is just dumped into the only closet.
- A plan for the campus now that we have the new church open, i.e. use of parish house spaces.
- A location in the new church for announcements, sign-ups, etc. ***Kiosk?***
- We need to have a key someplace so the people needing to get in on Saturday to set up for Sunday can get in. ***See above for lock box.***
- We need a cleaning plan. I know we have a cleaning company but what is our expectation for them. ***The cleaning company was only made aware of the new building just prior to the opening. Our expectations should be the same as for the parish house.***
- Where will we put the name buttons?
- Where should the food for Fish go?
- Who is responsible for set up and take down. ***Same as for the parish house. Whoever needs it, sets up and restores it.***
- Who will control the A/C and heat so we don't waste energy? ***It is programmable and is pre-set.***
- Who is responsible for making sure the doors are locked after church on Sunday or everyday? ***Everyone.***
- I am concerned that there is no telephone in the building. If a child has an emergency we don't have a phone. ***Phone jacks are currently installed but do not necessarily contain wiring back to the phone box in the electrical room. See information above regarding the phone line. Most folks have cell phones for the time being.***
- Michael's domain -
 - 1- I feel that the top of the new font acting as Oblation table is too small to

safely hold the bread and bottle of wine for 9:00 service. For now I plan on using one of the smaller silver cruets for the wine as it is slightly smaller.

These items were brought up after yesterday's (7/16) worship services.

- Chairs should be hooked together once we settle on the correct number to be set up. Elderly parishioners are having problems with the chairs moving as they get up and down. **Done.**
- More space is needed between the middle section and the side sections to allow more freedom of movement. Remove one chair from each middle section row. **I think we're ok now aren't we?**
- We need to do a better job organizing the prayer books, hymnals and Hickory Neck hymnals. **This has been addressed.**
- Will there be a cross on the altar or in the church, possibly hanging from the ceiling?
- There are an awful lot of crickets!
- How will we maintain the cleared area behind the chapel that is not seeded? It can't be cleared with a mower and varmints will become a problem. ***To reduce our costs for county land disturbing permits, we had to limit the amount of bulldozing that could occur. I spoke with the site contractor and he's going to see what he can do about getting a dozer or pulverizer out once the grass has died down in the late fall. Then he will seed it for mowing next season.***
- A suggestion was made to have a curtain built (not sure how) behind Ed, shoulder high, to cut down on the distraction of his playing.
- Instead of having the kneelers under all the chairs-put them in a basket or in the narthex and have people grab them if they want to use them.

VIII. Associate Rector's Report:

Pastor Ann distributed the following report to vestry members:

Christian Formation

Sunday morning classes for adults begin this Sunday, Aug. 13th and weekday classes begin after Labor Day. (See attached)

Christian Formation for Children begins with registration and orientation on August 27th and the first day of Sunday school is September 10th. (See Christian Formation Report for more information)

Daniel Wetta is attending EFM Mentor Training in Sewanee on August 10th – 12th. We are in contact to select a meeting day and time and to register participants and will publish that information ASAP. There is a 6 person minimum and a 12 person maximum per EFM group. Class will begin in early September.

Christian Formation Committee- plan will be ready for distribution at September meeting. The committee's work will begin shortly thereafter.

Youth

7/30: Great/Game Growth Plan

Action Items:

- Worship- (1) Youth Planned Service; (2) Incorporate worship into Sunday evening activities.
- Christian Formation/Study- (1) Intentional lesson planning and formation activities (includes curriculum selection and development; communicating schedule beforehand, and appropriate separation and unification of junior and senior high groups
- Services- (1) Junior High Mission Trip; (2) Joint youth/leader planning on service days and activities
- Fun- More field-trips; Continue and increase events with Bruton and St. Martin's

9/10: First official Sunday of Youth Group

Pastoral Care

Pastoral Ministry Plan (see Rector's Report)

No additional items to report.

Other

Continuing education leave: 8/14 – 8/19. Work will focus on preparing Bonhoeffer class materials and personal, professional development.

IX. Rector's Report:

Average Sunday attendance, since last meeting – 214

Average Sunday attendance in the last period between meetings – 214

NO New Member by Letter of Transfer, Baptisms, Burials, Marriages, or Transfers Out of the Parish, since last Vestry Meeting:

Calendar Events, since last Vestry meeting:

- 7/19 ... Stewardship Team meeting, 7p
- 7/13 – 7/23 ... Dieterle AWAY
- 7/22 ... Bishop Johnson farewell celebration at Chanco, 11a
- 7/25 – 8/3 ... Delk AWAY

- 7/30 ... Youth “Great/Growth” Game Plan meeting, 1p
- 8/6 ... The Blessing of the Clowns, 9a
- 8/7 – 8/11 ... HNC hosts tri-parish VBS, 9a – 12n

Upcoming Calendar Events:

- 8/12 ... Praise Band/Choir Party at Geddy’s, 6p
- 8/14 – 8/23 ... Parish House Renovations
- 8/27 ... Church School Orientation
- 8/27 ... Parish Picnic and Foyer Kickoff, 5p
- 9/4 ... Labor Day, offices closed
- 9/10 ... Children’s Church School begins
- 9/10 ... Deal baptism, 9a

X. Ministry Team Reports:

A. Christian Formation:

Christian Formation

August 2006

Christian Formation for children has been growing and an increasing number of volunteers have contributed to the vibrancy of the ministry. The liaison approach stressed by Father Michael and Pastor Ann has been invaluable and hopefully it will continue to grow and strengthen.

Sunday School 2005-2006:

- **The Christmas Pageant**, “Carriers of the Light”, was held on Sunday, December 18, in the historic chapel. For the first time it was held in the late afternoon with a reception following. The pageant was a musical version of the Christmas story using a purchased script. The chapel was filled to overflowing and over 20 children participated. Terri Lensenmayer and Suzi Blanchard did an excellent job of planning, coordinating, and directing.
- **Recognition Sunday** was held in an expanded fashion on Sunday June 11. For the first time the recognition included the youth group members as well as Sunday school children and adult workers. Fifty-six young people and thirty-one adults were recognized. Paula Simmons, Toni Small, Linda Becker, Stephanie Delk, and Pete Haines did an outstanding job of planning and executing the event. (See attached documents)
- We completed our first year of **Godly Play™** and the results far surpassed our wildest expectations! Dedicated teachers/storytellers and materials coordinator, Stephanie Delk, and her numerous assistants contributed to the successful first year.

Vacation Bible School

- Vacation Bible school is currently underway, hosted this year by Hickory Neck. VBS will meet daily from 9-12 from August 7-11. The theme is SonTreasure Island (Discovering God’s Love- I Corinthians 13) with the daily foci giving, helping, caring, forgiving, and God’s love.

- Approximately 72 children are enrolled from the three parishes, HNC, St. Martin's, and Bruton Parish. Adult volunteers from all three parishes number approximately 35. There are also approximately 15 youth group members assisting. Financial costs are also being shared by all three parishes.
- A proposal has been made to strengthen the cooperative nature of VBS by convening a committee made up of the three parishes with each year's chairs remaining on the committee the next year to assist and advise. In 2007 the VBS will be held at St. Martin's and there has already been a discussion about writing our own curriculum which will tie in to the Jamestown 1607 celebration.
- VBS chairs Paula Simmons and Linda Becker are to be congratulated for their excellent work.

Prevention of Sexual Misconduct Training

- New classes have been scheduled (see attachment) There will also be train the trainer classes on November 9th. Ann Dieterle is working on identifying two people from HNC to go to the training so that sessions can be held here.

Sunday School plans for 2006-2007:

- We are planning two classes of **Godly Play™** which teaches children the art of using religious language - parable, sacred story, silence, and liturgical action - to help them become more fully aware of the mystery of God's presence in their lives. Most of our teachers will be returning so the second year should be even more exciting than the first. The classes will be Pre-K and K-2nd grade.
- Our 3rd-5th grade class will remain in the excellent Episcopal Children's Curriculum which is built on a three year cycle; they will begin the cycle for the second time. The teachers, Terri Lensenmayer and Suzi Blanchard, have been very pleased with the curriculum; the classes have had lively discussions and activities using the curriculum.

Implications and thoughts of the future:

- We will need to watch the Sunday school classes to see if the enrollment expands sufficiently to make it necessary to create a third **Godly Play™** class.
- Space is now a challenge and will continue to be. We need to continue to monitor use of the parish house each Sunday morning to prepare the classrooms for **Godly Play™**.
- More **Godly Play™** teachers need to be found so the transition to a third classroom will be smooth.
- An efficient method of taking accurate attendance each Sunday morning will be found.
- After VBS is completed we will need to evaluate the experience and consider implications for VBS 2007.

- Based on the needs of our growing congregation and to ensure a smooth transition as the liaison for Christian formation matriculates off the vestry in December, a Christian formation committee will be formed and their scope of work will include administration of children's formation programs and activities.

Teachers (as of August 8,2006)

Nursery

Linda Becker, Leader

Volunteers:, Katrina Luksovsky, Kris Benham, Emily Corlett, Ann Ragsdale, Bev Kemp, Ann Chlebos, Denise Deal and Lucy Purse (when no Sunday school), Nicoleen Dodd, Paula Simmons(substitute)

Sunday School

Toni Small, Leader

Godly Play

Melissa Casheros, Alan Zoellner, Denise Deal, Lucy Purse

3, 4, 5 grades

Susan Blanchard, Terri Lensenmayer

Substitutes:

Karen Dutro

Linda Mathews

Robin Seeterlin

Amy Miller

Chris Miller

Carol Shutt

Sunday school schedule and Godly Play lessons:

8/27 Registration, Open House, Teacher Commissioning

9/10 Orientation with feast, crayons

9/17 Story of the light

9/24 Parable of the good shepherd

10/1 St. Francis Day – **NO CLASS**

10/8 Introduce the desert

10/15 Noah

10/22 Abram and Sarai

11/5 10 best ways to live

11/12 How the church tells time

11/19 Annual meeting – **NO CLASS**

11/26 Advent I and II

12/3 Advent wreath making – **NO CLASS**

12/10 Advent III

12/17 Advent IV

12/30 Christmas
1/7 Boy Jesus in the temple
1/14 Jesus is baptized
1/21 Jesus in the Wilderness
1/28 Story of the light
2/4 Mustard Seed
2/11 Good Samaritan
2/18 10 Best ways to live (?)
2/25 Parable of the Sower
3-4 Lenten Puzzle
3/11 Jesus with the children
3/18 Jesus with Bartimaeus
3/25 Jesus with Zaccheus
4/1 Jesus the King
4/8 Palm Sunday
4/15 Easter
4/22 Jesus' last Passover
4/29 Easter – Mary Magdalene and the tomb
5/6 Easter – Emmaus
5/13 Parable of the Good Shepherd
5/20 Story of the light
5/27 Baptism
6/3 Pentecost

Prevention of Sexual Misconduct Training

Wednesday, August 23, 2006

Workshop on Prevention of Child Sexual Abuse, Christ Church, Richmond, 5:30-9:30 PM.

Contact Mary Anne Bryant, 800/DIOCESE x 15, or mabryant@thediocese.net.

Wednesday, September 13, 2006

Workshop on Prevention of Adult Sexual Abuse, Christ Church, Richmond, 5:30-9:30 PM.

Contact Mary Anne Bryant, 800/DIOCESE x 15, or mabryant@thediocese.net.

Thursday, September 28, 2006

Workshop on Prevention of Child Sexual Abuse, Sts. John's Church, Tappahannock, 6-10 PM.

Contact Mary Anne Bryant, 800/DIOCESE x 15, or mabryant@thediocese.net.

Wednesday, October 11, 2006

Workshop on Prevention of Child Sexual Abuse, Christ Church, Richmond, 5:30-9:30 PM.

Contact Mary Anne Bryant, 800/DIOCESE x 15, or mabryant@thediocese.net.

Saturday, October 14, 2006

Workshop on Prevention of Adult Sexual Abuse, St. James's Church, Richmond, 9 AM-1 PM.

Contact Mary Anne Bryant, 800/DIOCESE x 15, or mabryant@thediocese.net.

Saturday, November 18, 2006

9 am – 1 pm

St. Martin's Episcopal Church

Contact TBA

Recognition Sunday Plan

June 11, 2006

I Set-up Parish House 8-10

De, Linda, Toni, Paula

Chairs, LCD, screen

I I Review and organize certificates in class sets De and Toni

III Coffee hour celebration

A. After time to get coffee, cake, etc. everyone is seated for recognition ceremony

B. Opening Prayer and a few thoughts

Ann/Michael

C. Slide Show

Ann/Michael

D. Sunday School Student Recognition

Ann/Michael and De

De calls names and Ann/Michael give certificates and awards

E. Youth Group Members Recognition

Nancy and Ann/Michael

Nancy calls names and Ann/Michael give certificates and awards

- F. Sunday School Teacher Recognition** Ann/Michael and De
- G. Thanks (substitutes, materials providers) and special thanks** De
- H. Youth Group Adult Recognition** Nancy and Ann/Michael
- H. Vacation Bible School advertisement**
- I. Thanks (recruitment) and Closing Prayer** Ann/Michael

**Recognition Sunday
2006**

Pre K Godly Play

Teachers

Amy Miller
Chris Miller
Denise Deal

Students

Abigail Best
Quinn Casheros
Audrey Chlebos

Benjamim Delk
Allyson Houser
Trevor Simmons
Wilson Simmons
Andrew Small
Lisa Small
Emily Wirt
Abigail Hanlon
Debra Ann Sheffield
Victoria

Kindergarten- Second grade

Teachers

Melissa Casheros
Alan Zoellner
Lucy Purse

Students

Piper Baum
Riley Baum
Marshall Blanchard
PJ Casanave
Sophia Chlebos
Amber Deal

Lily Dutro
Ben Lensenmayer
Sam Lensenmayer
Caroline Miller
Kate Molnar
Diana Molnar
Karen Small

3rd-5th Grades

Teachers

Suzy Blanchard
Michael Wilson
Terri Lensenmayer

Students

Montana Baum
Quinton Blanchard
Lauren Bridewell
Ashley Cicero
Josh Dutro
McKenzie Gay
Elizabeth Gay
Neal Lensenmayer
Daniel Parsons
Taylor Sutton

Substitute Teachers/Helpers

Stephanie Delk
Karen Dutro
Linda Mathews
Paula Simmons

Sunday School Materials Providers

Tuesday Night Craft Group
Linda Becker
Don Seeterlin
Steve Snyder
Lewis Sherman
Frank Somloi
Rebecca Zoellner
Anne Chlebos
Shannon Houser
Dave Forrest
Andrea Sheffield

Junior High

Joanna Parsons
Karly Casanave
Kelsey Luksovsky
Corey Paul
Kat Armecent
Heather Sinclair
Tawnie Wetta
Daniel Zoellner
Jake Kelly
Lindsey Cicero
Austin Cicero
Ray Kindley

JUNIOR HIGH LEADERS

Alison Bailes
Greg & Lesley Henderson
Dick Newman

High School:

Ryan Leggett
Amanda Meszaros
Marta Zoellner
Angela Casanave
Alex Kelly
Steven Greenhow
Kris Armecent
Kathryn Parsons

High School Leaders

Karen and John Dutro
Pat Meszaros
Kristin Adsit

Nursery		4	5	3	3	4	3	3	4	4	3	5	3
Children's chapel		10	8	10	11	11	11	12	9	16	14	11	11
Godly Play pre-K	11	5	4	5	5	8							
Godly Play Grades K-2	12	6	6	6	5	5							
Grades 3-5	9	5	6	1	4	4							
Sunday school total	32	16	16	12	14	17							

5/21 there was a car wash and the grades 3-5 group participated rather than attending Sunday School

B. Newcomers:

**NEWCOMERS REPORT
August, 2006**

Purpose: Welcome new visitors who may be searching for a church home. To inform visitors of what Hickory Neck Church has to offer and how they may become a part of our community.

Sunday Greeters: 9am and 11:15am Services have assigned Greeters to give a warm welcome to first time visitors as well as to long time members. Greeters are to inform Father Michael or Rev. Ann if they are aware of visitors during the service and maybe introduce them if possible. If there were any visitor cards filled out and given to the greeter, usher or Clergy, they are to be placed on the Administrative Assistant's desk for the information to be passed down to Newcomer basket deliverer.

Newcomer Baskets Delivery:

All Newcomer baskets have information about Hickory Neck Church, 1-2 copies of the most recent Nuggets, a handwritten note from person making delivery, and either homemade bread or a jar of homemade jam.

2 persons rotate and deliver baskets: Katrina Luksovsky and Ann Lipp

Marjie Chema has also delivered baskets.

January: 5 baskets delivered

February: 2 baskets delivered

March: 7 baskets delivered
April: 9 baskets delivered
May: 6 baskets delivered
June: 2 baskets delivered
July: 9 baskets delivered
August: 1 basket delivered to date

Total of 41 Baskets Delivered To Date

Newcomers who have joined the church in late 2005 thru 2006: 16 families

Newcomers Social: February 26, 2006 – 10 persons attended as well as a large showing from the vestry.

2nd Newcomers Social Scheduled for Sunday September 17th 3pm-4:30pm

New Member Orientation: 1 held, June 9, 2006 – 10 persons attended and each member of the vestry spoke about his/her ministry.

Katrina Luksovsky

XI. New Business:

An addendum to the August 2006 Vestry Minutes:

Father Michael called a meeting of the Hickory Neck Executive Board on July 17, 2006 to discuss the hiring of a part-time sexton. Present were: Michael Delk (Rector), Randy Tanner (Senior Warden), Fred Boelt (Treasurer/Junior Warden), Nancy Geddes (Member at Large) and Phyllis Faas (Registrar).

Compensation in the amount of \$10.00 to \$11.00 an hour was discussed and will be further explored. Fred pointed out the necessity of paying social security and for equipment and cleaning supplies. Despite these additional costs, it was determined that in the long run, we'd be getting much better service for the money. Randy suggested that we could purchase supplies wholesale at stores such as Cost Plus thus realizing substantial savings.

The advantages of a sexton were discussed. The individual would work flexible hours and be available for weddings, funerals, etc. and could serve as a general handyman as well as meet with plumbers, electricians, etc. as necessary. Sweeping sidewalks and watering might be included in a sexton's duties. Responsibilities could also consist of set-up and take-down before and after various events in the chapel and parish house.

Randy suggested that we pursue a search for a part-time sexton and then give a 30-day notice or whatever is necessary to the current cleaning crew.

It is important that we clarify expectations and generate a job description for a sexton and perhaps learn what other churches are paying. Solicitation for this position can be done through the Virginia Gazette. The candidate should have satisfactory references and will not need to be bonded as our insurance policy has comprehensive liability coverage.

A motion was made to allocate funds and draw up a contract, seconded and passed unanimously.

Respectfully submitted:

Phyllis Faas, Registrar

A. Confirm/Veto Executive Board Action on Sexton Position

Position Description

Position Title: Sexton

Status: Part-time, 3/8 (15 hrs./wk.)

Responsible to: The Rev. Michael L. Delk, Rector

Position Purpose: The Sexton of Hickory Neck Episcopal Church shall understand this position to be a ministry of the Church, and shall interact with all persons in a manner befitting this purpose. He/She will be responsible for:

1. Cleaning the Parish House on a weekly basis.
2. Cleaning the Historic Chapel and the New Chapel every other week.
3. In cooperation with the Vestry liaison(s) for Buildings and Grounds, serving as a contact point for various contractors, such as groundskeepers, plumbers, HVAC technicians, painters, etc.
4. Set-up and take-down of furniture in the Parish House and the New Chapel to accommodate parish ministries and other activities.
5. Maintaining a stock of necessary cleaning supplies, and toiletry items.
6. Watering of landscaped areas, as needed.
7. Minor repairs that fall within the capabilities of the Sexton.
8. Annual waxing of the floors in the Parish House and New Chapel.

Hours: Fifteen (15) hours per week to start. We anticipate this position will be expanded gradually from its current scope, with comparable salary and benefits to follow.

Compensation: \$10/hr. with health and pension benefits available should the position expand beyond 20/hrs. per week.

A motion was made to confirm the Executive Board Action on Sexton Position, seconded and passed unanimously.

B. Addition of 15-hour per week administrative assistant position:

It was determined that we should have in place an administrative assistant working a 30-hour week (for very little more compensation than 15-hours) by early October of 2006. At that time a 15-hour week position would be created for Gini as she will be beginning Seminary Fall Semester. A motion was made to approve, seconded and passes unanimously.

C. Temporary reduction of Diocesan Pledge:

A motion was made to decrease this pledge from \$2,000.00 to \$1,000.00, seconded and passed unanimously.

XIII. Old Business:

None

XIV. Other Business:

None

XV. Concluding Prayer:

Fr. Michael concluded the August Vestry meeting with prayer.

The next regular meeting of the Vestry will occur on Tuesday, September 12, at 7:00 p.m. in the Parish House.

Respectfully submitted:
Phyllis Faas, Registrar