

Hickory Neck Episcopal Church
Vestry Minutes
August 11, 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); Gay Forloine (Pastoral Care); Eve Butler-Gee (Register); Jean Hancock (Newcomers); Ed Joyner (Stewardship); Brig Lampert (Children and Youth); Don Seeterlin (Pastoral Care); Paula Simmons (Children and Youth); and Michael Smith (Outreach).

Also Present: Josh Dutro, Karen Dutro and Mark Kintner.

I. Vestry Check In: Vestry members shared personal news since the last meeting in June, 2009.

II. Opening Prayer and Meditation: The opening prayer and meditation were led by Gay Forloine. September's prayer and meditation will be led by Gary Harvey.

III. Approval of Vestry Minutes: On motion of Lauris Zeni and seconded by Gay Forloine, the minutes of the meeting of June 9 were approved.

IV. Parishioner's Comments and Initiatives: Fr. Michael welcomed Josh Dutro and Karen Dutro. Josh chose to fulfill a requirement of his confirmation class by attending a Vestry meeting.

Fr. Michael welcomed Mark Kintner, Chairman of the 2009 Fall Festival, who made the following progress report:

" - **Amazin Grazin: (no activity)**

- **Arts & Crafts:**

- - Six (6) inside booths and one (1) outside booth already signed up to participate.

- - - Cheryl Beal	Baskets & quilts
- - - Phyllis Faas	Paintings
- - - Diane Perry	HNC cookbooks
- - - Diane Perry	Various (fabric items, bottle lamps, Christmas ornaments, etc.)
- - - Robin Seeterlin	Plants (outside)
- - - Mary Jo Smith	Paintings
- - - Rebecca Zoellner	Various (paintings, jewelry, etc.)

- Attic Treasures:

- - Two sheds cleaned out for collection of small items
- - Coordinated for use of Simmons' large (22' x 60') tent for cover of outside sales items
- - Plan to start collecting items on 1 Sep 09

- Communications:

- - Articles have been published in Sunday Announcements and Nuggets
- - Fall Festival Website has been updated and included on this year's FF posters
- - Fall Festival information posted on Kiosk in Narthex
- - Fall Festival posters (150) have been printed and also posted on the FF website
- - Articles will be included in local papers / magazines / radio stations

- Facilities:

- - Big Top order submitted for tables / chairs / tents / Moon Bounce
- - Order for room dividers in Nave for Arts & Crafts booths and Attic Treasures has been submitted
- - Vinyl sign for in front of the Wilkinson Center (by road) is at the sign painter's being updated with the date information
- - Grounds Cleanup Day has been scheduled for Saturday, 19 Sep 2009
- - "Fire Permit" will be requested once we receive the certificate from Big Top for the tents (approx 2 weeks prior to FF)

- Food Sales:

- - Uncle Dave's Kettle Korn has been scheduled to participate at this year's FF
- - Refrigerated Trailer for onsite food storage has been rented from Handy Ice (bill will be sent to HNEC)
 - - - Scheduled onsite from Thursday, 24 Sep / 5:00 pm to Saturday, 26 Sep / 5:00 pm
- - All food will be ordered from Ukrop's again this year
- - Food prices established: Stew - \$10 Qt / \$6 Pt BBQ - \$12 Qt / \$7 Pt Chili - \$10 Qt / \$6 Pt

- Kid's Activities:

- - Moon Bounce has been rented from Big Top (they provide the attendant)
- - Bean Bag Toss game
- - Have not been able to get any commitment from Kolonial Klowns for face painting yet
 - - - Will check with them on cost for face painters to see if that helps
 - - - Will have tattoos as backup again
- - Still checking on Llama Petting Zoo & Bunky's Horse Rides (may do Hay Rides in place of Horse Rides??)

- Management:

- - All Committee Chairs have been identified (all chairs are repeats from last year)
- - Did not find anybody willing to be the Fall Festival Co-Chair (Mark K will do FF Chair again next year)
- - Participation Lists are being updated, will be coordinated with the Committee Chairs, and then posted in Narthex mid-August

- Music:

- - Two (2) music groups scheduled to participate.

--- "Servant" - 10:00 am to 11:45 am
--- "Fourth Day Band" - 12:00 am to 3:00 pm

- Silent Auction:

- - Silent Auction team has been contacting businesses for solicitations
--- 42 donations in hand with market value of \$3,200
--- Only 8 businesses have turned down our requests
--- Waiting on reports from approx 50 businesses - most will probably give something
- - SA Team plans to finish up solicitations by the end of August
- - SA Team members were provided 100 Fall Festival posters to hand out to businesses during solicitations to help with advertising

- Special Contributions:

- - 2009 DuPont Community Fund: \$500 Site donation & \$2,000 DuPont matching donation grant / Requested by Larry Kelley".

Mark reported that: There was no information as yet in the "Amazin' Grazin'" category; Attic Treasures chairs Mary Jo Smith and Jenny McCray are almost ready to receive donations (September 1); larger items storage may need to be kept at donors' homes until the last minute or other solution; items that will be displayed outside will be under cover (Simmons' tent); communications are being handled by Jim and Joanne Izzo; the HNC website is being updated; 150 posters have been given to the Silent Auction team for distribution; everything has been ordered for the outside activities—chairs, tables, moon bounce, etc; and grounds cleanup signup for the weekend prior to the Festival will be posted (see Junior Warden's report above).

Fr. Michael suggested that, as part of communications, Bruton Parish Church and St. Martin's Church should receive information about the Festival for publication in their internal communications. Also, he reminded that both churches be asked if they would like to have a booth at the Festival.

The Vestry discussed with Mark the need to find replacement chairs for the various Festival categories as existing chairs (who have served for several years) step down. Fr. Michael suggested that Vestry members look at the liaison ministries to see if anyone within their area of responsibility might be interested in chairing a Fall Festival committee. Paula Simmons also reminded Vestry members to solicit donations/items to the Festival silent auction from those with whom they do business.

The Vestry thanked Mark Kintner for his service as Fall Festival chair and pledged their efforts to assist in the recruitment of chairpersons for next year's Festival.

Michael Smith and Paula Simmons advised the Vestry that the Activities Director at Dominion Village to which one of the VBS birdhouses had been delivered, asked whether the HNC choir would be willing to sing at the Village occasionally. Fr. Michael will advise Ed Godshall that the Vestry had discussed the potential of having the choir (or the choral scholars) visit Dominion Village.

V. Treasurer's Report: Fred Boelt, Treasurer, reported that Vestry members should review statements for both June and July (due no Vestry meeting in July). As of June 30, a payment of \$7,500 had been made to principal of the mortgage, and as of August 1, the principal balance was \$492,648. At the end of June, the Davenport balance had gained in value by \$4,366, restoring some of the earlier losses. At the end of June, the operating budget was in the black by \$13,068.

Regarding pledge income, of the 142 pledge statements that went out, 7 pledges were paid in full in advance for 2009. 41 pledging units had contributed more than half of their annual pledge at the end of six months, however 44 pledges are behind (although no more than a few weeks); some have paid very little. At the end of June we were \$13,063 behind in our half year pledge receipts, and it looks as though we may not meet our budgeted total pledge amount. As for new pledges, we have received one pledge. We are getting back Time and Talent sheets, etc, but no pledges from newcomers, other than the one July non-pledge income was \$1,777. This was \$679 over the July budgeted amount of \$1,098.

Expenses were under budget by \$2,100 at the end of July, but the month ended in the red by \$4,400, although some July expense items were annual one-time payments (bulk mail and the HVAC contract payment). Year-to-date income was at \$14,000 at the end of July but behind in actual, due to the fact that some of that income is the annual grant from the Diocese interest pickup of \$4,057. If we had not received that grant, we would have been in the red by \$8,000 for the month of July.

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

VI. Junior Warden's Report: Gary Harvey, the Junior Warden, reported that: JES contractors should be finished with the Wilkinson Center crawl space by Wednesday, August 12; the hole in the parking lot has been patched and seems to be working; he has contacted Toano Well Works twice with no reply—has left the plat map and will await developments; the tree contractor will remove the poplar trees this week

with a cost of \$1,800; a list is posted a list in the Narthex for volunteers to do cleanup the weekend prior to the Fall Festival; and the carpeting in the Wilkinson Center will be repaired and stretched the week of August 10. Melissa Casheros thanked Gary for the shelves in the Sunday School room.

VII. Senior Warden's Report: Lauris Zeni, the Senior Warden, reported that: The framed display of Vestry photographs has been hung on the wall in the Narthex with thanks to Paula Simmons (advice on matting and placement) and Fred Boelt (for the frame and the hanging); it is time for the Vestry Nominating Committee to meet to compile a slate of Vestry and Council Delegate candidates; the Committee will consist of outgoing Vestry members: Lauris Zeni, Don Seeterlin, Eve Butler-Gee, and Paula Simmons, plus Fred Boelt and Gary Harvey to complete the committee; during the second quarter the Endowment Board met electronically to confirm no meetings were required; and the Endowment Board will meet September 8 to discuss the production of promotional materials.

VIII. Associate Rector's Report: The Reverend Lauren McDonald submitted the following report:

"Upcoming Dates:

Aug 22 – McDonald out for COM orientation (Commission on Ministry)

Aug 23 – Youth Group Begins

Aug 27 – McDonald out of office for COM retreat

Aug 30 – Sunday School Registration

Aug 31 – Sept 7 – McDonald out on vacation

Sept 13 – 1st Day of Sunday School

Ministry Fair during Coffee hour

Sept 20 – El Hogar visit

Christian Formation

A huge thank you goes out to Paula Simmons and Brig Lampert and all their volunteers for an extraordinary week of Vacation Bible School. The Habitat for Humanity curriculum worked well, and the kids had a great time. We raised almost \$300 for Habitat for Humanity. Children and Youth are reporting this month, so I will leave the rest to them.

We are gearing up for our fall Adult Formation offerings. Michael will continue teaching his Acts class on Monday nights but will speed it up so that he and the class can begin tackling the Gospel of John in October. We will offer another round of Confirmation Classes in October and November in anticipation of the Bishop's visit in December. During Adult Forums in October and November we are going to try a new

approach with a series of debates on both biblical issues and contemporary issues. The Youth will be in attendance at these debates.

I have discontinued the online forum, and Laurie Brown has disconnected the link.

Outreach

Outreach is reporting this month, so I will be brief. We have implemented the changes to the structure of the Outreach Committee, and so far things are going well. Larry Kelly applied for a grant from his company, Dupont, on behalf of Outreach. They are sending us a check for \$2000 to go to our outreach programs. September 17 is our next serving date for From His Hands.

Pastoral Care

The Health Ministry Team met recently to discuss new initiatives. They are planning a workshop for November 8 at 3:00pm on managing medications. They are also planning one more blood pressure screening this year at a date TBA.

The Associate Rectors of the 3 Williamsburg Episcopal churches have gotten together and are planning a retreat for all parishioners involved in caring ministries. It will probably be on a Saturday in the winter at some place like Richmond Hill or Chanco. We are hoping to have a guest retreat leader. I'll provide more information as it becomes available.

Our other Pastoral Care teams are continuing in their ministries."

Pastor Lauren indicated that Commission on Ministry and Fresh Start both meet two Thursdays a month, but not always the same ones. Therefore, her availability on Thursdays will depend upon when these meetings fall.

Pastor Lauren gave credit to Paula Simmons and her volunteers for the great success of Vacation Bible School. Eve Gee echoed by commenting that everything worked very smoothly, the kids were great and the attention to detail was superb. Pastor Lauren reported that: She had been asked to be guest preacher on September 11 at the 9-11 Commemoration service at the United Methodist Church; the adult forums would not be beginning until October; there will be a Ministry Fair in the Narthex on September 13 with tables for the various HNC ministries and the opportunity for people to sign up.

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

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

Calendar Events, since last Vestry meeting:

- 6/16 – 6/22 ... DELK AWAY
- 6/21 ... Father's Day
- 6/23 ... Lauren McDonald's Mutual Ministry Review
- 6/23 ... Ed Godshall's Mutual Ministry Review
- 6/27 ... Vestry Mid-Year Day Retreat, 9a – 3p at Boelt Residence
- 6/28 ... Kendrick 50th Anniversary Vow Renewal
- 7/5 ... Independence Day [observed]
- 7/6 – 7/18 ... DELK at The General Convention in Anaheim, California
- 8/2 ... Blessing of the Clowns, 9a
- 8/3 – 8/7 ... HNC hosts VBS
- 8/9 ... Guest Preacher: Gini Campbell, Williamsburg Presbyterian

Upcoming Calendar Events:

- 8/16 ... Children's Chapel Leader Training, 10:15a [Historic Chapel]
- 8/22 ... Garden Picnic and Catfish Fry, 12 – 2p
- 8/23 ... Children's Chapel Leader Training, 10:15a [Historic Chapel]
- 8/26 ... Bishop/Deputation on General Convention, 7pm
at Christ & Grace, Petersburg
- 8/30 ... Sunday School Registration and Orientation, 10:15a
- 9/2 ... Bishop/Deputation on General Convention, 7pm
at St. Andrew's, Newport News

9/7 ... OFFICES CLOSED in Observance of Labor Day

Fr. Michael reported that: On Sunday, August 23, the service of Morning Prayer will be substituted for the Liturgy of the Word, which revives the use of Morning Prayer and may also encourage people to use this service at home as part of their daily devotions; as of this Vestry meeting, Eve Gee will be stepping down as registrar and Mary Teale has expressed an interest in serving as registrar; and the Stewardship plan this year will be similar to last years, but there will be five groups instead of 15 with half of the meetings taking place in homes and half at HNC.

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

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

"Recognition Sunday

Children's & Youth Ministry Recognition was held in the Nave on Sunday, June 7th. The children and youth of HNC, as well as the adults who lead or support the ministries, were recognized for their participation in a Sunday School, Nursery, Children's Chapel, Acolytes, and Youth Group. This year, attendance levels were determined and the children were recognized for attendance (<40%), good attendance (40-59%), and excellent attendance (60-100%). Also, for the first year, Bibles were presented to the rising third-graders. Since it was the first year of this presentation, those in the 3rd-5th grade class also received Bibles.

Vacation Bible School

The joint Episcopal Vacation Bible School for Hickory Neck, St. Martin's, and Bruton Parish was held at HNC the week of August 3-7, 9:00 a.m. to noon. Forty-seven children attended. Over 70 teen and adult volunteers helped, including Michael and Lauren as part of the clergy rotation for the mornings. The "Under Construction: A Habitat for Humanity Vacation Bible School" curriculum was enjoyable for all. We substituted some of our own ideas for those in the curriculum. Burt Higgins, the Faith Group Coordinator for Habitat for Humanity, visited VBS 3 times during the week and spoke to the children during the opening on Monday. Three hundred dollars was collected for Habitat for Humanity and will be presented, with a birdhouse, at the next Habitat for Humanity dedication. Three birdhouses built by the children have been given to three Williamsburg nursing homes.

Children's Chapel

Children's Chapel has been revamped with the children leaving the 9:00 a.m. service during the sequence hymn and returning during the peace. The children sing, hear a lesson, and participate in their version of Prayers of the People. Currently, the clergy are usually offering the lesson. A disk with a three-year cycle of lessons is being edited from the lessons Jean Hancock prepared for the past three years. The leaders will each be given a disk to use in preparing lessons in the future. In July, 21 parishioners indicated interest in working with Children's Chapel. Training sessions will be offered on August 16 and 23 after the 9:00 service for those interested in this ministry.

Nursery

Emily Corlett continues as our paid worker with other HNC volunteers rotating

each week. We continue to work to make the nursery safer and more comfortable for the children and the caregivers. The AC vents have been adjusted to raise the temperature in the summer. Safety locks are being added to the cabinets, drawers, and refrigerator. More will be done in the coming months so that our caregivers and facility may better serve our young families.

Christian Formation

The Christian Formation Committee will meet on August 12 to plan Sunday school for the children. Open house and registration will be Sunday, August 30 after the 9:00 a.m. service in the classrooms. Sunday school will begin on Sunday, September 13.

The preschoolers through second graders will be using Godly Play. The third, fourth, and fifth graders Sunday school class will continue using the Episcopal Children's Curriculum, which has a three year rotation cycle. The curriculum has been discontinued but we were able to stock up (at 50% off) for the coming year or more. The high school youth will be encouraged to attend the debate series with the adults.

Youth

The Youth group will have a kickoff gathering on Sunday, August 23. More emphasis will be put on formation, outreach, and off-site events this year. We have some energetic middle-schoolers moving up into this ministry with much excitement".

B. Outreach: Michael Smith reported the following:

"The Outreach Committee has left the discernment phase and has restructured itself into three smaller teams. My updates will be organized according to those teams.

Money/Funding Team

Chaired by Bill Teale, this group has adapted and approved a set of guidelines for themselves, and will meet as frequently as necessary. Most recently, Larry Kelley, on behalf of Hickory Neck, has applied and received a grant from his employer, Dupont, for \$2000.

Mission Team

Norm Cooper has agreed to chair this group, and it will meet when necessary. A tentative date has been set for 16-23 Oct, 2010 for a mission trip to El Hogar, Honduras.

Ministry Team

This group has also adapted a set of guidelines, and still needs a chairperson. The Ministry Team has opted to continue to meet monthly for the time being. Hickory Neck has renewed a relationship with Habitat for Humanity through Vacation Bible School. Burt Higgins, Habitat's representative, was extremely impressed with the VBS program and was excited to be a part of it. The Ministry Team will be considering when and how Hickory Neck and/or its parishioners can further help in the coming months. The Apple Tree Project has commenced and seems successful thus far. Hickory Neck will be serving From From His Hands on 17 September".

XI. New Business:

Gary Harvey ^{1/} inquired about the fall Parish Retreat at Chanco this year. Fr. Michael and Pastor Lauren's other duties will preclude their organizing and planning this year. After discussion, it was decided that the planning and execution of a Parish retreat should more appropriately be a lay-led event, with clergy participation, rather than a clergy planned and led event. Melissa Casheros expressed a willingness to form a group to plan and execute a fall retreat next year.

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

XIII. Other Business: Fr. Michael reported that David Ware was planning a Garden picnic and Catfish Fry, at which Dave would fry the fish and people would bring fresh vegetables. Ann Batholomay will check with Dave regarding his specific plans and if he needs help from Parish Life.

The next meeting of the Hickory Neck Vestry will be held on Tuesday, September ~~8~~¹, 2009 at 7 pm in the Wilkinson Center.

Respectfully submitted,

Eve Butler-Gee

1/ Corrections given before start of September 8, 2009 Vestry meeting.