

**Hickory Neck Episcopal Church**  
**Vestry Minutes**  
**September 11, 2007**

**Present: Present:** Fred Boelt (Treasurer/Senior Warden); Bill Teale (Junior Warden); Michael Delk (Rector); 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:** Mayes Mathews and Lynn Geddy.

**I. Vestry Check In:** Vestry members shared personal news since the last Vestry Meeting in August.

Fr. Michael announced to the Vestry the death of long-time parishioner, Bettie Guntherberg, and advised that her memorial service would be held on Saturday, September 15 at 2 pm.

**II. Opening Prayer and Meditation:** Lauris Zeni led the opening prayer and meditation.

**III. Approval of Vestry Minutes:** On motion of Fred Boelt and seconded by Paula Simmons, the minutes of the Vestry meeting of August 14 were approved.

**IV. Parishioner's Comments and Initiatives:** Lauris Zeni announced That Gretchen and Israel Fielder who are planning to take a tour group to Israel in May, will be making a presentation. Ann Dieterle added that the presentation is scheduled for October 14.

**V. Treasurer's Report:** Fred Boelt reported that income was down by \$7,000 and expenses were down against budget by \$500. September is a five-Sunday month and we had a good Sunday last Sunday with all the extra visitors engendered by Fr. Michael's "bring a friend or stranger to HNC" initiative. We are holding our own re cash flow for the time being.

We presently owe \$110,000 on the demand note. \$10,000 has recently been received and has been used against the demand note.

Hickory Neck Church applied for a grant from the Mission and Ministry Foundation in April and just received a check for a little over \$4,000.

Fred announced that this is the time of year when we begin to work on the budget. He will leave a printout in each Vestry member's box for the first eight months of 2007. The process is that the

Treasurer receives funding requests from each ministry and those requests are then considered in light of the overall budget. The Personnel Committee meets in October (in accordance with Diocesan guidelines), after which the draft budget is presented for Vestry approval and presented to the congregation at large at the annual meeting.

In response to an inquiry from Bill Teale about projected end-of-the-year revenues, Fred reported that revenues would likely be down \$10,000 against budget, although December is always a good revenue month because of the year-end tax considerations for potential donors.

Fred reported that the Davenport Fund, which had a balance of \$60,000 in January and from which \$4400 was allocated to repair the floor in the Historic Chapel Sacristy, is now back up to \$60,000. In addition, the Organ Repair Fund is complete (but for \$19) and Phase II repairs are nearly accomplished.

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

**VI. Junior Warden's Report:** Bill Teale reported that, thanks to Chris Casheros, the new Time and Talent forms are now accessible from the HNC website in writeable PDF format. Bill will be emailing everyone reminding them to fill in the forms if they have not already done so. Melissa Casheros suggested that there be an additional Time and Talent category for those who want to help on an ad hoc basis.

Fr. Michael read statistical data to the Vestry developed by Hugh Majers, who was for many years in charge of Stewardship for the National Church.

**VII. Senior Warden's Report:** Fred Boelt reported that it was time for the Vestry nominating process to begin. This year's Nominating Committee consists of outgoing Vestry members Connie Kendrick, Sue Dugan, Nancy Geddes and Fred. Bill Teale volunteered and was accepted as the mandatory at-large member.

Fr. Michael explained that there should be 8 names on the slate and that, although open nominations from the congregation are always in order, although this seldom happens. Consequently, members of the Nominating Committee need to compile a list of at least 36 names which they will submit for the rector's approval.

Following that, the list is divided among the members of the Committee who call each person and prevail upon them to accept nomination. The Nominating Committee also prepares a list of 8 nominees as delegates to Diocesan Council. There are three slots as delegates that will need to be filled. These delegates will be in place during the election of the new Bishop of Southern Virginia.

Fred Boelt pointed out that Melissa Casheros is filling the balance of Katrina Luksovsky's term. According to the HNC By Laws, the fifth highest person after the four highest elected to a full three-year term on the Vestry, will fill out the remaining 1 year of Katrina's term.

Fred also announced that the Toano Revitalizing Initiative which is applying for a VDOT grant of \$80,000 for the improvement of downtown Toano, needs to have signatures on a petition for the projected beautification and renovation. Members of Hickory Neck Church as bona fide members of the Toano community are eligible to sign the petition, which will then be sent to the Board of Supervisors. Fr. Michael endorsed the signing of the petition as something HNC could do to be a good neighbor to the immediate community.

### **VIII. Associate Rector's Report:** Pastor Ann submitted the following report:

#### **"Calendar Items**

*September 6 & 8, 2007 – Ministering to Ministers Retreat (2<sup>nd</sup> and 3<sup>rd</sup> of 3 identical sessions)*

*September 9, 2007 – Youth Group Kick-Off*

*September 10, 2007 – Confirmation Classes Began*

*September 15, 2007 – HNC Youth Leaders Planning Retreat, postponed*

*September 19, 2007 – EFM Begins*

*September 22, 2007 – Safe Churches Training, (youth and adult sections)*

*October 6, 2007 - Diocesan Special Council*

*October 8 – 13, 2007 – Dieterle Away*

*October 27, 2007 – “Unplugging the Christmas Machine” workshop*

#### **"Christian Formation**

*EFM begins on Wednesday September 19<sup>th</sup>. Mentor Daniel Wetta expects the course to be full or very close to full again this year, with 10 returning participants and 4 who have expressed interest but who have not yet committed to joining (there is a maximum of 12). If there is overflow we may initiate a second group to begin later in the fall or in January 2008. There is a minimum of 6 (not including the mentor) to organize a group.*

*"Confirmation classes began on September 10<sup>th</sup>. There are 8 in the class, 6 seeking confirmation and 2 who are attending for a refresher. The age range in the class is from 12 – 71! Bob Gay and I have developed “Confirmation Guidelines” and I have written a “Confirmation Covenant” for those taking the class who intend to be confirmed. Copies are available upon request.*

*"Three other mid-week classes/groups will begin starting on September 16<sup>th</sup>:*

- *A Brief History of American Evangelism, led by Maria Kane*
- *Lecture Series on Democracy in America, led by Gay Forloine*
- *Exploring the Richness of the Prayer Book, facilitated by Tom Gee*

#### **"Youth**

*The Youth Kick-Off was September 9<sup>th</sup> from 6:30 – 8. We had a strong showing of youth, 13 total split almost evenly between junior and senior high schoolers. We are using the Episcopal*

*Curriculum for Youth (What am I Called to Be? for grades 9 – 12 and Called by God for grades 6-8). Maria Kane and I are taking the lead for the teaching component, while the other advisors take the lead in the areas of fellowship, games and outreach. We continue to have supper together in the context of our meetings, and Christine Barnes is coordinating that schedule for us. Beginning in October the first Saturday of each month will be an “Outreach Day” and that will be our activity for the weekend. Each youth received “Devozine,” a devotional lifestyle magazine that is similar to the “Forward Day by Day” magazines, but the material is written by teenagers.*

*"I postponed a Youth Advisors retreat originally scheduled for this coming Saturday, September 15th due to several last minute and unanticipated conflicts among the participants. The retreat will be rescheduled for October.*

### **"Pastoral Care**

*We held the second two sessions of the second Ministering to Ministers retreat on September 6<sup>th</sup> and 8<sup>th</sup>. The topic was personal prayer, and twenty-two people attended one of the three identical sessions. The third round, “Prayer in the Context of Ministry” will be scheduled shortly.*

*"One of the lessons that we have learned in the past few months is that it is difficult to meet the pastoral need of those who require the ministry of a LEM without a rotation. Eve Gee is developing a rotation in a similar fashion as the lay readers, and other Sunday servers starting with the next quarter. We will hold another training for anyone interested in being a Lay Eucharistic Visitor in October (date tbd), and we will commission the pastoral ministers on Sunday, Oct. 28<sup>th</sup>."*

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

*"Average Sunday attendance in August 2007 -- 204  
Average Sunday attendance in August 2006 -- 218*

*"New Members by Letter of Transfer, since last Vestry meeting:  
Michael, Cathleen, Madeleine, Laurlel, and Nicholas Hobert*

*"Marriages, since last Vestry meeting:  
Lisa Ryan and Dan Swaney – August 18*

*'NO Burials, Baptisms, or Transfers out of the Parish, since last Vestry meeting:*

*"Calendar Events, since last Vestry meeting:*

- 8/17 – 8/18 ... Delk at Bishop Search Committee Retreat, Chanco
- 8/18 ... Ryan/Swaney Wedding, 6pm

- 8/19 ... *Youth Mission Trip Planning Meeting*
- 8/26 ... *Church School Registration & Orientation*
- 9/3 ... *Labor Day, offices closed*
- 9/6 & 9/8 ... *Ministering to Ministers Retreat*
- 9/9 ... *1<sup>st</sup> Day of Church School classes*
- 9/9 ... *Bring a Friend (or Stranger) to Church Sunday*
- 9/9 ... *Youth Kick-Off Event*
- 9/10 ... *Confirmation Classes Begin*

*"Upcoming Calendar Events:*

- 9/22 ... *HNC hosts Diocesan Safe Churches training*
- 9/29 ... *Fall Festival*
- 9/30 ... *The Feast of St. Francis (transferred) with animal blessing*
- 9/30 ... *St. Martin's Celebration of New Ministry [rector]*
- 10/6 ... *Diocesan Fall Council, Powhatan*
- 10/7 ... *Stewardship Campaign Launch*
- 10/8 – 10/13 ... *Dieterle AWAY"*

Fr. Michael reported that the "bring a friend or stranger" Sunday on September 9 went well with 15 to 20 visitors. He hopes to see some of them coming back.

Laurie Brown has reported to Fr. Michael that the tri-fold handout about HNC she had designed could be printed by a different provider at the same quality for \$330. Since we have made it clear to the congregation that evangelism is an HNC priority, we might want to consider putting that tri-fold to use in the future.

Fr. Michael announced that Ed Godshall, Ann Dieterle, and Hope Brans have attained their second, second, and first anniversaries, respectively. Each individual will be participating in a Mutual Ministry Review with the Rector and the Personnel Committee in the coming weeks.

Fr. Michael announced that the new Pictorial Directories would be available to the congregation on Sunday, September 23.

Fr. Michael has spoken with Bishop Buchanan regarding the Bishop's visitation on November 4. The 9 and 11:15 services will be consolidated so that the congregation at large can be present. Following the service in the New Chapel, the Bishop will process to the Parish House to re-dedicate and re-name the building as the "Wilkinson Christian Leadership Center". This dedication will honor the many contributions of Dick Wilkinson and his family and was approved by the Vestry approval in Executive Session at the March meeting. A bronze plaque commemorating the dedication will be affixed to the left front corner of the building, facing Richmond Road.

An article about the forthcoming Bishop's visit, the dedication of the Parish House, and the many accomplishments of Dick Wilkinson and his family will be published in the forthcoming Nuggets.

## **X. Team Ministry Reports:**

### **A. Newcomer's Committee Report:** Lauris Zeni submitted the following report:

*"Sunday Greeters – There are 22 people on the Greeters List for the 9:00 AM worship service and 12 for the 11:15 AM service. Greeters have been scheduled through December, 2007. The updated Greeters List, 4<sup>th</sup> Quarter Greeters Schedule and Greeters Instructions have been sent to all volunteers.*

*"Visitor Cards – From April 15, 2007, through September 9, 2007, the administrative assistant has recorded pertinent information from 21 visitor cards.*

*"Newcomers' Welcome Bags – From January through August, 2007, Ann Lipp delivered the welcome bags to visitors from the upper end of the county and Lauris Zeni delivered them to visitors from the lower end of the county. As a result of the new Time and Talent sheet, 6 additional people have signed on to help with this ministry.*

*April: 6 deliveries*

*May: 1 delivery*

*June: 3 deliveries*

*July: 5 deliveries*

*August: 4 deliveries*

*September: 2 deliveries will be made this week*

*"Sweet Bread Bakers – 5 people signed up on the new Time and Talent sheet to help Ann Lipp and Lauris Zeni bake sweet bread, which in addition to information about HNC, is included in the welcome bags.*

*"Newcomers Social – There has not been a Newcomers Social since the last report made to the Vestry on April 10, 2007.*

*"New Member Orientation - Sunday, April 15, 2007, 3:00 - 4:00 PM.*

*18 new members were invited. 4 new members attended. Father Michael and Lauris Zeni were also in attendance. The new format and materials distributed were well received. There were a lot of questions and dialogue among those present. Since the April 15, 2007, New Member Orientation, 1 family has joined HNC by letter of transfer".*

### **B. Outreach Committee Report:** Chuck Jundt submitted the following report:

*"The Hickory Neck Outreach Council has continued to review the actions of the organizations supported with funds from our Fall Festival. Next year's allocation of funds derived from this year's Fall Festival, will be determined at the October meeting.*

*"Rick Garfield reports that Angels of Mercy has an advisory board that is attempting to improve their management and business practices. He sees positive ideas and a great deal of hope for the future of Angels of Mercy.*

*"Parishioners Bob Gay, John Greenman, and Coleman Ragsdale are active in their critical support of Vibrant Life Ministries.*

*"Anne Johansen provided a most comprehensive review of the work of Williamsburg Faith in Action.*

***"Vibrant Life Ministries***

*VLM has taken a new path in providing for the homeless in our area. The following was submitted to the E-pistle and the Nuggets.*

*"As you know, Hickory Neck Church has been helping Vibrant Life Ministries with money and volunteers. Now we have the opportunity for all of us as a congregation to make a meaningful and long lasting contribution to the work of Vibrant Life Ministries. Last month Vibrant Life Ministries was denied permission by Charles City County to operate transitional housing for the homeless in that county.*

*"Working with James City County staff Vibrant Life Ministries is buying four houses to be used as transitional housing. The move in date was in early September so that there is a sense of urgency to finish preparing these houses to become homes. The desired plan is for Hickory Neck to adopt one of the houses. Adopting means providing a mentor to meet with the clients for about an hour each week and adapting means providing the supplies such as kitchen ware, cleaning equipment, and consumables (paper products, laundry soap, dishwasher detergent, light bulbs). It will be the occupants' responsibility to maintain the house inside and out. These houses are not "fixer up" type houses. The house up for Hickory Neck adoption has three bedrooms and two bathrooms with about 1,100 square feet of living space and will house three people.*

*"A work project to "spruce up" the house would do two things. It would show a church involvement and put on a good face to reassure the neighborhood - both positive steps in integrating the home into the neighborhood.*

***"From His Hand Outreach Ministry'***

*I received a call from Skip Floyd at St. Martins regarding another opportunity for outreach. The program is called "From His Hands", and I enclose the information that I was provided at the meeting at The Salvation Army facility in Norge.*

***"From His Hand"*** *is a collaborative effort of individuals and churches to provide occasional home-cooked meals for some low-income residents of Williamsburg/James City County in the Name of Christ.*

*"The effort was begun because several individuals and a church had been in conversation with the Salvation Army about finding a way to share God's love by serving others in their community. The Salvation Army had just been given a used canteen (a mobile feeding unit), which the 'founding' group thought should not sit idle while waiting for use in a disaster situation.*

*"A number of additional benefits to using the canteen were seen.*

- If a number of people are familiar with the canteen from regular local use, when an emergency or disaster situation occurs, more people will be able to respond for service on the canteen with some degree of comfort and expertise.*
- The canteen and its logo are very recognizable, and recipients are comfortable receiving meals from a "known" quantity. The Salvation Army's positive reputation requires no proof or explanation of our intentions.*
- Equipment on the canteen makes it possible to keep large amounts of food hot or cold while transporting it to outlying locations and the canteen provides a covered space for serving the food during inclement weather.*
- Many churches and other groups are willing to work collaboratively with The Salvation Army because of its solid reputation for Christian service.*

*"After considering a number of possible service sites and opportunities, The Grove Christian Outreach Center (GCOC) was chosen as the most reasonable source of names for program participants. In addition, the GCOC's wonderful reputation and history in a low-income area of the county provided a known location for meal deliveries.*

*"The GCOC staff agreed to choose approximately 80 individuals to receive hot meals during a pilot project. Those 80 were to be older men living alone who do not cook much for themselves, grandparents raising grandchildren, single mothers and children, and families with very few resources.*

*"A pilot project of providing meals every Thursday for the month of February was planned. Three churches agreed to provide and cook and deliver the food for three of the Thursdays (at their own expense), and a collaboration of individuals and churches took on the remaining week. Members of the 'founding' group agreed to drive the canteen and to be present each week to provide continuity and direction.*

*"Because not everyone has an industrial kitchen, Williamsburg Presbyterian was approached and agreed to make their large, well-equipped kitchen available for cooking each Thursday. GCOC mailed postcards to the participants announcing their selection to receive the meals and GCOC made phone calls to remind participants to come. GCOC gave "From His Hand" a list*

*of names and the number of meals assigned to each name/household. As meals were picked up, names were checked off at the delivery site. Meal pickup times were staggered to prevent long waiting times. One-third of the families were asked to come at 5:30 PM, one-third at 5:45 PM, and one-third at 6 PM.*

*"Thus far, the project has been well received and greatly appreciated. In a review meeting on February 14, 2007, the decision was made to approach other churches or ministry groups to keep the project going each Thursday at the GCOC.*

*"At some point in the future, additional locations or additional families may be served. For the present, however, we want to be sure we can provide quality hot meals once a week for the 80 people who are already on our list and who have come to look forward to our being in their community.*

*"We need help to do that for the long term. Here are the specifics for any group interested in participating in From His Hand.*

- 1. Desire to serve God by serving His people with love and compassion.*
- 2. Commitment to providing enough food and volunteers to prepare and serve a meal for approximately 80 - 85 people once a month or once a quarter.*
  - A. Each serving group may choose its own menu.*
    - i. Entrée, vegetable, bread, and dessert*
    - ii. Bread and some desserts may be acquired from GCOC almost any week by prior request*
    - iii. Meat may be available from GCOC*

*The Salvation Army provides Styrofoam clamshells but donations to cover their cost are appreciated (They cost about 10 cents each.)*

*B. Number of volunteers needed may vary, but, in general, 5 – 6 are needed to cook and 4 – 6 are needed to deliver and serve the meal. Others may be needed to clean up (kitchen and/or canteen). The same 6 people may do all the tasks or more may be involved by spreading out the responsibilities.*

- 3. Commitment to having at least one contact person to coordinate activities and to relate to the From His Hand planning group.*
- 4. Commitment to having at least one person certified by the Salvation Army for emergency response work.*

5. *Commitment to having at least one volunteer certified in food handling (free course by the county or the food bank).*
6. *Commitment to having at least one person added to the Salvation Army's list of approved drivers for the canteen (for insurance purposes).*
7. *Willingness to return the canteen in a clean and orderly manner following its use.*

*"At the September meeting of the Outreach Council, (September 10, 2007) the council agreed to support the concept of the program. It was also decided to participate if members of the congregation were willing to take on the responsibilities. Coleman Ragsdale agreed to see if he could recruit enough people to make this work.*

### ***Gone FISHn***

*Pat Meszaros proposed that we restructure the effort at Hickory Neck to increase our donations of food items to FISH. The Outreach Council agreed with the proposal to identify one Sunday a month as "Gone FISHn". The Sunday before there would be a "fish pond" with a paper fish with the type of food to bring the following "FISHn" Sunday. There will be signage and bins in the narthex between the services. Volunteers are needed to collect the donations and to deliver them to FISH on Monday.*

*"We have the opportunities to support our vision for outreach in our community."*

During general discussion, Melissa Casheros asked if Vibrant Life needed donations of computers. Chuck will inquire and get back to her.

Fred Boelt pointed out that the Vibrant Life and From His Hands program are exactly in line with what the congregation said in the visioning process that it wanted to do in the community.

Chuck reported that, as far as "From His Hands" is concerned, the first opportunities for HNC to participate would be in October and November. Nancy Geddes expressed interest in participating as long as she had enough advance notice to work around her overloaded work schedule.

### **C. Stewardship Committee Report:** Melissa Casheros submitted the following report:

*"The Stewardship Committee met with Father Michael, Fred Boelt and Bill Teale last Wednesday, September 5, to discuss the Stewardship needs and direction for the campaign for this year. We reviewed the draft vision statements and briefly discussed how to use them in developing our Stewardship theme. Although we want to use the vision as a sort of jumping board for the Stewardship campaign, we don't want it be the primary focus. This year's Stewardship Campaign will be the beginning of a year round approach to Stewardship, to impart*

*the importance of stewardship in all aspects of our daily lives in showing God thanks for all that He has given us. The Stewardship Committee will meet again tomorrow evening to further to the congregation approximately one week prior to the Stewardship Campaign kick off on October 7<sup>th</sup>."*

Fr Michael added that the Committee had set of goal of raising \$400,000. He reported that at the end of a three-year Capital Campaign, people realize that they can do it and often move money formerly allocated for a Capital Campaign to giving for general operating support.

Melissa added that the Committee is looking for a way to convey that concept, i.e. if you pay off your car and you have managed without that money while paying it off, why can't you allocate that money to stewardship?

## **XI. New Business**

**A. Date of the Annual Parish Meeting:** Fred Boelt announced that, in accordance with the By-Laws, the Vestry was required to approve the date of the Annual Meeting. On motion of Fred Boelt and seconded by Melissa Casheros, the Vestry unanimously approved December 9 as the date of the 2007 Annual Meeting.

**B. Discussion of the Vision Process:** Fr. Michael reported that he had reviewed the data analysis generated by Cleve Corlett and the VAST Committee and read all the supporting data.

Fr. Michael presented the Vestry with his notes (Attachment A) on the final summary of the process for discussion.

Briefly, Fr. Michael perceives 3 central realities in the outcome of the visioning process:

- 1. To nurture our inner-self/Hickory Neck spirit, individually and as a congregation;*
- 2. for the purpose of being ministers for Godly change in our community and the world;*
- 3. by acting as an imaginative and daring/courageous, yet responsible, steward of all our God-given gifts—our land, our facilities, our funds, our spiritual gifts and energies.*

Fr. Michael indicated that he got a sense that the visioning groups felt that HNC was James City County's best kept secret and that outreach/evangelism was a very high priority in the visioning groups.

Second, Fr. Michael told the Vestry that he perceives a sense of passion for the formative aspects of parish life—a desire and yearning for a closer connection with Christ, through individual and group formation—a yearning that goes beyond knowing.

Thirdly, Fr. Michael believes that the groups felt that being good stewards included considering how to better use our existing parish community/campus for stewardship—a love of the parish's land and facilities and how best to utilize them in an integrated way for service to God – ideas from the groups such as a labyrinth, an outdoor chapel, a prayer garden, a vegetable

garden. If we aren't prayerfully centered in the knowledge that all we have and all we are come from God, we can't achieve (item 2) to be ministers for Godly change.

Fr. Michael then presented the following mission statement to the Vestry for approval:

**"To nurture our Hickory Neck spirit, individually and as a congregation, for the purpose of being ministers for Godly change in the community and the world, by acting as an imaginative and daring/courageous yet responsible steward of all our God-given gifts—our land, our facilities, our funds, our spiritual gifts and energies".**

Fr. Michael announced that, pending approval by the Vestry of the above mission statement, he would be preaching a sermon on September 23 designed to put the visioning process and the mission statement in scriptural context.

On motion of Chuck Jundt and seconded by Fred Boelt, the Vestry unanimously approved the mission statement as written.

**XII. Old Business--Endowment Board Resolution:** On motion of Fred Boelt, the Vestry tabled consideration of an Endowment Board resolution.

**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, October 9 at 7 pm.

Father Michael concluded the meeting with prayer.

Respectfully submitted,

Eve Butler-Gee, Register