

## Hickory Neck Episcopal Church

### Vestry Meeting September 8, 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); Jean Hancock (Newcomers); Ed Joyner (Stewardship); Brig Lampert (Children and Youth); Paula Simmons (Children and Youth); and Michael Smith (Outreach).

**Excused:** Eve Butler-Gee, Don Seeterlin (Pastoral Care).

**Absent:** None

**Also Present:** Mark Kintner, Ryan Leggett, Alyson Ross, Dr. James Ross, Bill Teale, and Mary Teale.

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

II. **Opening Prayer and Meditation:** The opening prayer and meditation were led by Gary Harvey. October's prayer and meditation will be led by Paula Simmons.

Fr. Michael introduced Mary Teale as a candidate for the position of Register. Upon a motion by Gary Harvey and a second by Ed Joyner the Vestry vote was in favor of the nomination. Fr. Michael led the brief commissioning of the new Register.

III. **Approval of the Vestry Minutes:** Paula Simmons moved and Melissa Casheros seconded the approval of the minutes of August 11, 2009. The minutes were approved.

#### IV. **Parishioners' Comments and Initiatives:**

A. **Fr. Michael** announced that Eve Butler-Gee has been assigned to St. Mark's Church, Hampton, Don Seeterlin has been assigned to Grace Church, Yorktown, and Hickory Neck has been given permission to use Bob Gay in a deaconate role until his ordination.

B. **Mark Kintner, Chairman of the Fall Festival**, said that preparations are going smoothly for the Fall Festival. He provided the following information:

- i. Needs new chairs for certain committees for next year;
- ii. Placed posters in 37 community locations as well as the electronic newsletters of St. Martins, Bruton, and Fords Colony;

- iii. Music to be provided by Albemarle Morris Men, Charlottesville;
- iv. Received more than 80 items (value \$8K) for Silent Auction but no bids on the New Jersey shore house. Steve Snyder will set up a golf tournament using four gift certificates for rounds of golf for four, charging \$35/tournament entry, and
- v. All Fall Festival charity recipients will have a station or an individual in the narthex.

C. **Ryan Leggett**, a representative of New York Life Insurance Company, gave a presentation on his company's program for churches and their congregations. (See XI. New Business, C.)

D. **Gay Forloine** said that a parishioner had asked if communion hymns could be chosen from one hymnal only or progress from one book to another without going back and forth.

V. **Treasurer's Report:** Fred Boelt, Treasurer, reported that August pledge income was down by \$1,085, but non-pledge income was up by \$687. Although the August income was under budget, total income, YTD, is up by \$11,646.

August expenses were under budget despite an extra landscaping expense of \$1,800 for the removal of two trees. The month ended \$8.86 in the red. YTD expenses are in the black by \$14,516.

Boelt will distribute forms to those who have budget items in order to obtain information for the preliminary 2010 budget.

Steve Barnes has sent a letter to the church, saying that his review of the church's balance sheet, statement of income, expenses, deposits, assets and liabilities show all accounts to be reasonable and accurate for 2008.

Upon a motion by Gay Forloine and a second by Melissa Casheros, the Treasurer's report was approved.

VI. **Junior Warden's Report:** Gary Harvey, Junior Warden, reported that the front steps and banister of the Wilkinson Center have been replaced and the porch platform has been leveled. The gate to the playground and all loose boards on the trash enclosure have been repaired. The fire extinguishers have been checked and will be re-checked annually.

VII. **Senior Warden's Report:** Lauris Zeni, Senior Warden, reported that the Nominating Committee has the names of 15 candidates for the Vestry and 10 for Council. All candidates have been contacted, and responses are expected by the end of this week.

Bishop Hollerith has sent a letter to the church concerning diocesan pledges, saying the standard of giving should be 10% or working toward such a standard.

There will be diocesan-wide budget presentations this fall for parish delegates.

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

*“Our ministry fair is this Sunday. I’ve had a good response from teams and groups who want to participate. Mark Kintner is helping me with set up the day before.*

### ***Christian Formation***

*Sunday School Registration went well, and classes will be starting this Sunday. We lost one of our teachers but have found one person to replace him and are looking for a second. We will be having a Sunday School family picnic on September 20 from 4:00-6:00.*

*Youth Group is off to a great start. We had 7 the first night, including a couple of friends, and we had 9 the second night. David Simmons and Ryan Leggett are helping out with youth group this year in addition to Maria Kane. Pam Maddox-Jefferson is taking a break. Clergy will still be planning and leading youth group, but each of us will take one Sunday off a month so that we don’t burn out.*

*Adult Forums, Confirmation classes, and a Bible study on the Gospel of John will all begin in October. A brochure with education information for the fall will be going out next week.*

### ***Outreach***

*The Hands-On Ministry Team will not be meeting this month so that we can focus our energies on the Fall Festival. Our From His Hands serving date is September 17. We still need servers. From His Hands will be having a potluck picnic on October 3 for all who participate in that ministry. At the next meeting we will be picking a name for the Hands-On team.*

*The Mission Team will be welcoming the Rev. Richard Kunz on Sunday, September 20 to preach and to give us information about El Hogar and our mission trip in 2010.*

*SpiritWorks is having a picnic this Saturday, 9/12, in honor of Recovery Month. They have invited all of us at HNC, especially the Outreach Committee to stop by and have a burger between 12-5. They will be providing tours.*

### ***Pastoral Care***

*The Health Team will be offering blood pressure screenings Sunday during the Ministry Fair at the Health Team table. The Knitters are resuming their every other Wednesday schedule on Sept. 16. The Eucharistic Visitors are decreasing in number, but we will be trying to recruit some new people to this ministry.”*

Pastor Lauren said that Larry Kelly filed a grant application to Dupont and has

received \$2000 that will go into the Fall Festival income.

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

*“New Member by Letter of Transfer, since last Vestry meeting:*

*Sadie Hunt (husband Travis and their child to be baptized at a later date)*

*No Baptisms, Marriages, Burials, or Transfers Out of the Parish, since last Vestry meeting:*

*Calendar Events, since last Vestry meeting:*

*8/16 ... Children’s Chapel Leader Training, 10:15a [Historic Chapel]*

*8/22 ... Garden Picnic and Fish Bake, 12 – 2p [Wilkinson Center]*

*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*

*9/6 ... Choral Scholars resume. 11:15a*

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

*Upcoming Calendar Events:*

*9/10 ... Parish Choir Rehearsal resumes, 7:30p*

*9/11 ... McDonald preaches at Ecumenical Worship, 7:30p [W’burg UMC]*

*9/12 ... Men’s Breakfast, 8:30a*

*9/13 ... Ministry Fair, 10:15a*

*9/19 ... Parish Clean-Up Day*

*9/20 ... The Rev. Richard Kunz of El Hogar, Honduras preaches/presents*

*9/20 ... Sunday School Family Picnic, 4p [HNC]*

*9/26 ... The 9<sup>th</sup> Annual Fall Festival*

*9/27 ... St. Francis Day Blessing of Animals, 9a*

*9/27 – 10/3 ... DELK at Disney world (present for morning worship)*

*10/4 ... Sunday AM Debates commence, 10:15a [Historic Chapel]*

*10/5 ... Monday night Bible study starts Gospel of John, 7p*

*10/7 ... Confirmation classes commence, 6:30p”*

Fr. Michael hopes that Win Lewis will be able to attend the Vestry Retreat. He reported that Hope Brans will have back surgery on September 18 at MCV, Richmond and will be out of the office for 4-6 weeks. As Hope may be able to do some work from home as she recuperates, the church will not be using a temp service during this time.

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

A. **Stewardship:** Bill Teale, Stewardship Chair, distributed copies of the Stewardship Plan for 2010 and the Time and Talent Form for the Vestry to review and revise if necessary.

### **“2010 STEWARDSHIP PLAN**

#### ***Communication Strategy***

*Friday, September 4th – Opening stewardship letter sent to parishioners reviewing this years plan.*

- *New members of HNC who joined after the fall of 2008 will be personally invited to attend a session this year by the Stewardship Chair.*

- *Parishioners who did not attend a session last year will be encouraged to attend this year.*

- *All parishioners are welcome to attend a session this year even if they attended last year.*

*Sunday, September 13th – Manned sign-ups in Narthex begin as part of the Ministry Fair.*

*October 1st – October 10th – Follow-up calls to parishioners not yet signed up for a session who did not attend last year.*

*October 14th – October 24th – Group Sessions*

*October 13th – October 23rd – Reminder calls/ e-mails prior to the participants of each session.*

*October 21st – Letter w/ Pledge Card and Time & Talent Form and an overview of our small group session presentation sent to parishioners.*

#### ***Small Group Sessions***

- *Conducted in October*

- *Start with 5 groups:*

- *Wednesday, October 14th at 10AM – HNC.*

- *Sunday, October 18th at 6PM – HNC with child care.*
- *Tuesday, October 20th at 7PM – Somlois' home*
- *Wednesday, October 21st at 7PM – Teales' home*
- *Saturday, October 24th at 10AM – Boelt's home*
- *Self-selected by parishioners.*
- *Groups to be added depending on demand.*
- *Thursday, October 15th at 7PM*
- *Thursday, October 22 at 7PM*

### ***Follow-Up Strategy***

*Sunday, November 1st – Celebration and Commitment Sunday (Normal Services)*

*November 1st – November 10th – Follow-up w/ parishioners who have not sent in their pledge cards*

*Tuesday, November 10th – Vestry Budget Meeting*

*Continue Parishioner follow-up if needed*

### ***Annual Parish Meeting***

- *Sunday, November 22nd*
- *9 am Eucharist*
- *10:30 am Annual Meeting*
- *Speakers at the meeting to include:*
- *Rector*
- *Associate Rector*
- *Senior Warden*
- *Junior Warden*
- *Treasurer (Budget presented by the Treasurer)*
- *12 pm Pot luck lunch (Consider feeding the kids in the Wilkinson Center)”*

Fr. Michael suggested that a blank space be added to the Time and Talent Commitment Form for those who would prefer to write in their choice. Other suggestions for changes should be made by September 11.

Teale hopes that a Vestry member would host each Small Group Session and would make reminder calls to attendees.

Gay Forloine suggested that parishioners have an opportunity to ask questions during the budget presentation at the Annual Meeting

**B. Newcomers:** Jean Hancock made the following report:

*“Purpose: to greet and welcome visitors and new members to Hickory Neck Episcopal Church and help them assimilate into this faith community.*

*Sunday Greeters: for 2009, there are 14 greeters and 2 substitutes for the 9 AM service and 13 greeters and 2 substitutes for the 11:15 AM service.*

*Visitors Cards: from January 4, to August 30 18 visitor cards have been received; welcome bags have been delivered to each of the families. The welcome bags have been delivered primarily by Ann Lipp. Shirley Forde continues to bake the pumpkin bread that is included in the welcome bag.*

*Newcomer’s Social:*

*February Social        3 attended*

*May Social                10 attended*

*November Social        7 families on the invitation list*

*New Activities:*

*Since January there have been several methods used to improve communications between Stewardship and Newcomers groups. To date the most effective communications process has been for Hope to notify Jean when a membership request has been made. Jean then sends out the new member’s packet (membership directory, welcome letter from Fr. Michael, members’ information sheet/return envelope). Jean notifies Hope when the mailing has been done. Two weeks after the new member’s packet has been mailed, Jean notifies Bill Teale and Hope that it is time to send out the stewardship packet. (stewardship letter, pledge card, time and talent form/return envelope) Also, if after two weeks, the member’s information sheet from the new member’s packet has not been returned, Jean gathers the information via the telephone and passes the information on to Hope for inclusion in the church records.*

*Once the pledge card and time and talent form have been returned, Hope passes the pledge card or the time and talent form on to the appropriate person.*

*Tracking the process in on individual forms for each new member or family.*

*New member pictures have been posted on the kiosk in the narthex. Lauris Zeni and Bill Teale have been responsible for taking the pictures and sending them to Jean for printing and posting.*

*On-going Project:*

*Work to consolidate the church membership records will resume in late September. The work is being done in order to provide up-to-date information in the 2010 diocesan report.”*

Hancock said that Ann Lipp will be the Newcomer representative at the Ministry Fair.

XI. New Business:

**A. Financial Life and Legacy Planning Proposal:** Ryan Leggett presented the New York Life Insurance Company's three part program designed to provide for future needs of a church, future needs of its participating congregational members, and education of members in the form of workshops and financial analysis of future needs.

Alyson Ross felt that short term insurance would not provide much benefit to a church, that workshops would be useful on topics such as Social Security and identity theft, and advised caution in embracing a strong sales program such as had been presented.

Bill Teale explained the function of the Hickory Neck Endowment Committee which must decide how to allocate donation gifts without hurting the church's annual stewardship program. After examining various investment funds, the committee had recommended using the Episcopal Church Foundation Fund.

Fr. Delk suggested that Ryan Leggett, Alyson Ross and others might provide input to the Endowment Committee to advise the individual church members on options for leaving a legacy to the church without impacting their own fiscal needs. Alyson suggested that a practicing CPA be added to this group of advisors. A motion to table this discussion until the October meeting was made by Ed Joyner and seconded by Paula Simmons.

**B. Repair/Replacement of Wilkinson Center Carpet:** Gary Harvey said that the 11 year old carpet is coming unglued and needs to be stretched and re-glued at a cost of \$1500 or replaced at a cost of \$8000. He recommended re-gluing as the carpet in two of the offices is in satisfactory shape and the process of fixing the rest is quick (2-3 days) and will provide 5-6 more years of wear. Ed Joyner made a motion that was seconded by Paula Simmons that the carpet be stretched and re-glued. The voice vote was in favor of the motion.

**C. Epidemic Influenza Precaution:** Dr. James Ross can provide a crew consisting of a nurse and a clerical worker to provide both seasonal flu shots and swine flu shots at a cost of \$10-\$15/shot to cover the cost to pay the nurse. The cost of the doses and the needles are provided by the state. The swine flu dosage is yet to be determined but should be ready within a month at which time Dr. Ross would need to know the number of participants. There will be dosage prepared with and without mercury. Dr. Ross has personal liability insurance and the state provides blanket insurance for the dosage. Fr. Michael will check to see if there is also church liability coverage. Fr. Michael accepted Dr. Ross's proposal to provide flu shots and will provide information

and sign up sheets for the congregation once the dosage and cost have been decided.

Dr. Ross suggested some precautions that the church might take to inhibit the spread of flu, including intinction, discontinuance of touching during the Lord's Prayer and the Peace, and the access to Sani-wipes. Fr. Michael agreed to these suggestions, adding that the clergy will wash their hands before administering the Eucharist. Gay Forloine also suggested that Morning Prayer be substituted for Eucharistic services three times/month to lessen the possibility of spreading flu virus.

Gary Harvey has 10 hand sanitizer units ready to install throughout the church buildings. Sanitizer costs \$250 for 24 refills. Fr. Michael gave permission to order sanitizer.

XII. **Old Business:** None

XIII. **Other Business:** None

XIV. **Adjournment and Concluding Prayer:** The next meeting of the Vestry will be held on Tuesday, October 13, 7 pm, in the Wilkinson Center. Fr. Michael concluded the meeting with a prayer.

Respectfully submitted,

Mary Teale, Register