

**Hickory Neck Episcopal Church
Vestry Minutes
November 13, 2007**

Present: Fred Boelt (Treasurer/Senior Warden); Bill Teale (Junior Warden/Stewardship); Michael Delk (Rector); Ann Dieterle (Associate Rector); Melissa Casheros (Stewardship); Sue Dugan (Pastoral Care); Nancy Geddes (Youth); Lynn Geddy (Parish Life); Connie Kendrick (Worship); Don Seeterlin (Buildings & Grounds); Paula Simmons (Christian Formation); and Lauris Zeni (Newcomers).

Absent: Mayes Mathews (Strategic Planning) and Chuck Jundt (Outreach).

Also Present: Dr. H. Edwin Godshall, Jr., Organist/Choirmaster and Mr. Bill Forloine

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

II. Opening Prayer and Meditation: Don Seeterlin led the prayer and meditation.

III. Approval of Vestry Minutes: On motion of Fred Boelt and seconded by Bill Teale, the Vestry approved the minutes of the October Vestry meeting as submitted.

IV. Parishioner's Comments and Initiatives:

Columbarium Research and Future Fund for HNC:

The Vestry welcomed parishioner Bill Forloine who made an informal presentation to the Vestry on his research into columbaria. After discussion, The Vestry thanked Bill for his input and research which will be shared with the Cemetery Committee as it explores possible future construction of a HNC Columbarium.

The Vestry also discussed with Bill Forloine various aspects of a planned giving framework for HNC, including the research and work product of the Future Funding committee regarding an endowment fund. Bill asked the Vestry to reconsider its October amending the resolution submitted to the Vestry by the Future Funding Committee. After discussion, the Vestry agreed to revisit this topic with the 2008 Vestry.

Low Humidity Level in the New Chapel and Its Effect on the Organ:

Ed Godshall reported to the Vestry on the effect of the very low level of humidity on the pipes in the organ. Even though a household humidifier has been placed in the niche behind the organ, this is not sufficiently humidifying the pipes, particularly those inside the organ cavity and separated from the little humidifier by the wooden back of the organ casing.

This lack of humidity is presently causing "ciphering", in which the organ emits sounds even though it is not being played. The HVAC system in the chapel has no dedicated humidifier as part of the system, and the household humidifier needs to be filled with water frequently to achieve any results, however minimal.

Don Seeterlin has received bids from Cox Powell (our HVAC installer) and from Christian HVAC, each in the amount of \$7,000 to provide a small, wall-mounted humidifier with a self-feeding water line. The correct solution, which would be to mount an in-line, in-service system onto each of our two HVAC systems would cost approximately \$15,000 per system.

Don and his Building and Grounds team, including Frank Somloi, Aaron Small, and Don's son, have been searching for a self-plumbing, portable industrial unit which could produce the correct capacity humidity and could be installed in the organ niche at the appropriate place. Searches of the internet and with domestic and international HVAC suppliers have not produced results.

After discussion, Fr. Michael volunteered that the staff would undertake to keep the small household humidifier filled with water until a solution can be found. In addition, it was agreed that Don Seeterlin would approach engineers in the congregation, including Frank Somloi, Toni Small and Larry Kelley, and challenge them to come up with a way to manufacture a humidifier within a month's time. Meanwhile, Don Seeterlin will also explore a way to put a hose bib close enough to the humidifier to make it easier to fill the existing small humidifier.

V. Treasurer's Report: Fred Boelt reported that income for the 10 months of 2007 was down by \$10,900 and that expenses were under budget by \$2,000. The Demand Note is down to \$95,000 as of November 1. Fred has talked with the bank and has an appointment on November 17 to roll the note for one more year.

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

VI. Junior Warden's Report: Bill Teale submitted the final numbers from

the Treasurer on the net proceeds of the Fall Festival (Attachment A). He again praised Lauris Zeni, Mark Kintner, and all the Committee Chairs for a phenomenal job.

Bill credited the New Chapel as a big contributing factor to the success of this year's Festival and reminded the Vestry that, for example, the Bake Sale two years ago had produced less than \$600, while it produced \$1,811 this year. Likewise, the Silent Auction (chaired by Chuck Jundt) had produced \$4,500 last year and this year produced \$7,168. All of this effort and hard work has made it possible for Hickory Neck to have a net amount of \$14,694.21 for Outreach.

Bill reported that at the Outreach Council meeting on November 12, the Council approved monthly contributions to Vibrant Life Ministries, Faith in Action, and Angels of Mercy. It was agreed that monthly gifts, rather than lump sum gifts, would enable ministries to budget more efficiently. The Outreach Council will address grants for other charities at their December 10 meeting.

VII. Senior Warden's Report: Fred Boelt read an email from Dr. Mayes Mathews (Attachment "B") in which he submits his resignation as a member of the Hickory Neck Church Vestry.

On motion of Fred Boelt and seconded by Bill Teale, the Vestry, with regret, accepted Dr. Mathews resignation and directed that a letter be sent to him thanking him for his service on the Vestry.

Accordingly, because of the timing of this resignation, six persons (instead of five) out of the eight persons on the slate of candidates for the Vestry will be elected. The sixth person will serve out the remainder of Mayes' 2007-2010 term of office.

Fr. Michael and Fred Boelt presented to the Vestry the following nominees for election to the Vestry:

Melissa Casheros
Gay Forloine
Eve Butler-Gee
Gary Harvey
Pamela Maddox-Jefferson
Ed Joyner
Linda McGee
Betty Somloi

Fr. Michael and Fred Boelt also presented to the Vestry the nominees for delegate to 2008 Diocesan Council:

Nancy Ashiero

Bunky Garfield
George Loving
Ben Manning
Dave Simmons
Bob Williams

Fred announced that this Sunday there will be publications for pickup in the Narthex with biographies and photos of all the Vestry nominees and Diocesan Council nominees so that parishioners can study them prior to voting.

Fred reminded the Vestry that Fr. Michael's Growth Analysis had been right on target and that we need to find a vehicle, other than our outreach ministry, to "advertise" Hickory Neck Church. For example, a number of churches have blurbs in the Gazette about their special services and activities, including one church which publicized its Veteran's Day service.

A discussion ensued regarding various mechanisms and whether there should be a Vestry member tasked with Communications as in the past. The concept of a weekly parish newsletter was also discussed.

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

"Calendar Items

October 18, 2007 - LEV Training

October 27, 2007 – "Unplugging the Christmas Machine" workshop

October 28, 2007 - Commissioning of the Lay Pastoral Ministry Teams

November 4, 2007 – Confirmation

November 15 & 17, 2007 - Ministering to the Ministers Retreat, Round 3

November 21 – December 1, 2007 – Dieterle AWAY

November 25, 2007 - Advent Wreath Workshop

December 1, 2007 - Youth Outreach to St. Paul's, Newport News

December 2, 2007 – Children's Christmas Music Festival (afternoon)

December 2, 2007 - "Youth Service" Kick-off, 7 p.m.

December 23, 2007- Christmas Pageant, 10:15 a.m. in the Nave

"Christian Formation

"The children will be presenting us with a Christmas pageant on Sunday, December 23rd in the Nave.

"I am currently working on the Sunday schedule for the first half of 2008.

"Youth

"After several conversations amongst the youth leaders and the clergy regarding lack of participation of teenagers in Sunday morning worship, we (the clergy) decided to

transform the formative aspect of Sunday night youth group into a '4th Eucharist' to be held in the context of their regular meeting time. The youth will meet for supper at 6:30 p.m. as they have since September 2006, and then move to the chapel (the historic chapel, once renovations are completed) for the Eucharist. There will be time for fun and fellowship after the service until youth group ends at 8 p.m. The idea was presented to the youth on Sunday, November 4th, and they received it enthusiastically. The service will begin on Sunday, December 2nd (I Advent) and Mother Lauren Stanley will give the talk.

"Although designed specifically for teenagers, the Eucharist will be open to everyone. It will be a "Rite 3" service (see "An Order for Celebrating the Holy Eucharist" on page 400), and the clergy will take turns celebrating and preaching. The sermon will be much less formal than what is offered on Sunday morning. We are referring to it as 'the talk' and it will be done without a manuscript, and probably not from the pulpit. Other adults will be invited to give talks, and it is possible and very desirable that some of the youth will feel led to offer a witness talk, too. As we begin, the clergy and adult leaders will take responsibility for the Ministry of the Word, but we will gradually encourage and empower them to take leadership roles in the worship.

"We have planned the lections for three months (through February 24th). By mid-January we will have a good idea about how the service is received by the youth and the participation of those outside of the youth community.

"The Diocesan Youth Mission Trip, originally planned for Dec. 26 – Jan. 1 has been canceled. Planning efforts lost momentum with the departure of Diocesan Youth Missioner Jane Gober, and that momentum was never regained. There is still interest among Hickory Neck Youth to do a mission trip, and there is a possibility that a trip can be organized in the first half of 2008.

"Pastoral Care

"There was another Lay Eucharistic Visitor Training on Oct. 18th where we trained three new LEV's. They will begin as 'apprentices' and go on visits with more experienced LEVs until they are comfortable going out by themselves.

"The third and final "Ministering to the Ministers" retreat for 2007 will be held on Thursday, November 15th or Saturday, November 17th. The topic is prayer in the context of ministry. The retreats have been well received, and I am giving thought to topics for retreats during 2008. I am going to poll the team leaders and retreat participants for topical ideas, and might consider doing breakout sessions within each retreat.

"Gay Forloine, team leader for the Pastoral Visitors, will attend a workshop on "The 36 Hour Day," about Alzheimer's care and treatment. Other pastoral visitors have expressed interest as well, and this will give us some knowledge in that area.

"Other

"I have ordered a subscription to "The Sunday Paper," a bulletin designed for use by children during worship. A parishioner reminded me of this resource in the context of a conversation about a child who was too old for children's chapel but not really getting into 'adult' worship yet. This is part of an on-going thought/conversation about how to integrate children and youth into our worship."

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

"Average Sunday attendance in October 2007 – 210

Average Sunday attendance in October 2006 – 222

"New Members by Letter of Transfer, since last Vestry meeting:

Charles and Theresa Hunter

Pam Stromberg

"NO Burials, Baptisms, Transfers Out of the Parish, or Marriages, since last Vestry meeting.

"Calendar Events, since last Vestry meeting:

- *10/16 – 10/17 ... Diocesan Clergy Conference at Chanco*
- *10/27 ... Unplug the Christmas Machine, 9am – noon*
- *10/28 ... Season of Stewardship Commitment Sunday*
- *11/4 ... Bishop Buchanan Visit, Renaming of Parish House*
- *11/4 ... Co-Ed Cursillo Closing*
- *11/11 ... Veteran's Day Celebration*

"Upcoming Calendar Events:

- *11/18 ... Capital Campaign Conclusion Celebration Concert, 5 – 7pm*
- *11/22 ... Thanksgiving Day Eucharist, 10am*
- *12/2 ... Mother Lauren visits; 1st Sunday of Advent*
- *12/2 ... Launch Sunday 7pm Eucharist*
- *12/9 ... Annual Parish Meeting, 10:15a.m."*

Fr. Michael announced the Vestry Retreat would begin at 6 pm on Friday, January 25 through 3 pm on Saturday, January 26, 2008.

Fr. Michael also reported that the Nominating Committee of the Search Committee for the New Bishop of the Diocese of Southern Virginia had a time line for its search process, culminating in the announcement of a slate of candidates by mid-June, 2008.

X. Team Ministry Reports: The following ministry reports were submitted to the Vestry:

A. Worship Committee and 2007 Music Program:

Connie Kendrick submitted the following Worship Committee Report with an Addendum of Ed Godshall's 2007 Music Program Report:

"The Worship Committee is responsible for worship and worship related functions within the church.

"This committee maintains a vision of spiritual growth for the congregation that is consistent with the rector's plans throughout the church year. This includes our regular worship services, the church's seasonal programs, special occasion services and parishioner's religious services such as baptisms, weddings, and funeral/memorial services.

"Our congregation has grown during the past year and as we now have used our new chapel the guilds have remained well organized and consistent in their duties. Training of the new member is done as needed and written guild material is available for everybody. Volunteers are recruited on an as needed basis and with the growth of our congregation the guilds must be always ready to serve everyone at anytime.

"The committee chairperson provide(s) direction for the Worship guilds of the church—Acolytes, Altar Guild, Heavenly Bread Bakers, Lay Chalice Bearers, Lay Eucharistic Ministers, Children's Chapel, Festival Flowers, Lay Worship Readers or Lectors, and Ushers. These guilds function for all of our services.

"Our congregation has grown during the past year and as we now have used our new chapel the guilds have remained well organized and consistent in their duties. Training of the new member is done as needed and written guild material is available for everybody. Volunteers are recruited on an as needed basis and with the growth of our congregation the guilds must be always ready to serve everyone at anytime.

"Acolytes: The acolytes are functioning well with one server at Sunday services and extra people are called upon for larger special services. As we start our new church year and have less youth available to be servers the use of adults to serve at the services may be tried.

"Altar Guild: Sixteen very dedicated ladies serve on a rotating basis with a partner. We are always recruiting new members. The Altar Guild is responsible for having the correct seasonal paraments on the altar and in sanctuary, setting the altar for services, keeping all linens and implements and chapel cleaned, and ordering our supplies for the services.

"Heavenly Bread Bakers: Behind the scenes are several persons faithfully baking the loaves of bread for the 9 am service.

"Children's Chapel: This program gives the young children a Sunday service at their level and functions extremely well during the adult lessons and sermon portion of their church service.

"Festival Flowers: This group designs and arranges the flowers for all the services, trying when possible to fit into the theme of the service.

"Lay Eucharistic Ministers: This guild ministers to parishioners who are not able to attend church services. The LEM's bring communion and a message of the day to those who wishing it after Sunday services.

"Lectors: These persons read the lessons of the service and the Prayers of the People during a Eucharist service.

*"Ushers: The ushers consist of 50 parishioners who serve at the various services. The growth of parishioners attending and the larger worship space has led to forming teams of ushers and assistant ushers.
Present we have serving—*

"8:00 am – 6 men and 1 wife-husband team

9:00 am—19 men, a daughter-father and a wife-husband team

11:15 am—3 women, 6 men, 1 brother and 4 wife-husband teams

"Special services during the past year that have involved our guilds:

"Food for the Poor Preacher

Diocesan Chrism Mass/Renewal of Ordinal Vows

Blessing of the Clowns

Blessing of the Animals

Weddings – 2

Funeral/Memorial Services – 5

Baptisms – 3

"Planned for the new Church year—

"Youth: This youth-organized guild will begin with the start of our new church year in giving us a 7 pm Candlelit Eucharist Service on Sunday evenings, run by the youth.

"Resumption of the Healing Service: Laying on of hands during the receiving of communion by the congregation.

"I am very grateful to have served on the Vestry. The dedication and reliability of everyone serving on the worship committee is appreciated far more than you will ever know. Thank you for enabling us to have the wonderful worship services we have each time we gather together."

Music Program 2007

There has been much growth in the music program at Hickory Neck Episcopal Church during 2007. Among the more notable items are the following.

Entirely through congregational subscription much needed work was done on the Woodberry pipe organ. The mechanism was completely overhauled, cleaned, and lubricated. The entire instrument was re-voiced in order to make it sound better in its present acoustical environment. A new Open Diapason stop has been ordered and will be installed in January '08. All of these efforts combine to make the instrument really top notch in its size category. The instrument is listed in the database of the Organ Historical Society.

The Choral Scholars, the William and Mary students who sing at the 11.15 service, have been reorganized to some extent in order to provide for an official rehearsal director and a member who is in charge of secretarial duties. Both of these singers have been given a slight raise in salary. The Choral Scholars' calendar has also been standardized in order to create a higher degree of accountability.

The Parish Choir has grown to a membership of 18 parishioners and is now capable of singing anthems in 4 part harmony. Members are learning to read music as well as learning new anthems. This Choir has become an important part of the 9.00 worship service, singing approximately on alternate Sundays and on other special occasions. Part of the success of the choir is the fact that rehearsals are held every weekly. A two month hiatus in the summer resulted in members returning with a renewed sense of invigoration in the fall.

The choir library of anthems for both the Choral Scholars and the Parish Choir is growing. With anthems costing anywhere from \$.90 to over \$2.00 per copy the challenge is not only to acquire enough copies to furnish each choir member, but also to provide additional copies for future growth. A new filing cabinet will soon be necessary as the library has outgrown the original 4 drawer one.

The music department of Hickory Neck has been the grateful recipient of several gifts this past year. The loaned Clavinova or electronic piano has been given as a gift; and most recently the church was presented with a four year old limited edition Baldwin Hamilton studio piano. Incidentally, a friend of the Director recently contributed 14 copies of the Oxford Carol Book (usual cost \$15).

Through the efforts of parishioner Terri Lensenmayer a children's choir has been formed which has eight regular members and rehearses weekly. The choir is expected to debut at a service in early December.

Ongoing discussions with the members of the Praise Band have resulted in a heightened sense of the importance of this ensemble, a more positive attitude, and an appreciation of the work that they do.

Fr. Michael added that on Sunday, December 23, the Children's Christmas Pageant will take place at 10:15 am. Also, Christmas Eve services on December 24 will be at 5 pm, 8 pm and 11 pm. Incense will be used at the service (either the 8 pm or 11 pm) at which the choir is not singing.

On December 30 there will be a combined service at 10 am (of the 9 am and the 11:15 am services) as was the case on the Sunday of November 4, Bishop Buchanan's Visitation and on the Feast of the Epiphany, Sunday, December 6, the Burning of the Greens will take place after the 7 pm Youth Eucharist.

B. Building and Grounds Report: Don Seeterlin submitted the following report:

"The grounds are in good shape due to the tireless effort of many volunteers in the weeding, watering, planting, pruning and general maintenance. Every time an event has arisen which would require the attention to some aspect of the grounds keeping, a volunteer or two or more have stepped up and quietly and graciously performed the needed service.

"Our new sign continues to be a "Welcoming Sign" thanks to those volunteers which planted and maintain the beautiful flowers and shrubbery around it. Many, if not all, of the flower beds have been adopted and maintained by volunteer parishioners.

*"Our Crape myrtles are looking better than ever, thanks to conscientious pruning and mulching by the members taking care of them. The flower beds around our new chapel "seem" to be of the weed-less variety, thanks to the continual weed pulling and other forms of **penance** by parishioners.*

"Our private lake, "Lake of the Front Doors", which seemed to appear magically after every rain fall, has been reduced significantly thanks to the installation of a new drain system.

"The azaleas used on our altar for Easter decorations were transplanted to a bed bordering our playground area, though some succumbed to the ravages of the drought, many are still there struggling on and promising new life and fresh flowers in the spring.

"Two of our wooden picnic tables have received a much needed overhaul, allowing them to be enjoyed by our parish family as well as those who choose to stop and enjoy the tranquility of our parish grounds while enjoying a picnic lunch.

"Coyne and Co. continue to do a good job of keeping the grass cut, and picking up windblown debris after storms. They have cut down the tall weeds in the back area in order to keep the plant looking clean and well cared for.

"Our infamous dumpster enclosure doors, after laying hold of our dear choirmaster Ed, have been reworked, allowing for easier access to the area and less chance of them blowing down in the first wind or tripping up an unwary by passer.

"The buildings, thanks to many volunteer hours, are in very good shape, and continue to show that they are loved, which in turn makes Hickory Neck a more warm and inviting place for parishioners and visitors alike.

"The front of the Wilkinson Center received a much needed sprucing up prior to our re-dedication ceremony."The left door closes on the stoop entrance has been replaced and the handset tightened up. The entrance doors from the ramp entrance were repaired and repainted, along with the weather stripping tuned up to help keep the elements out.

"Our phone system is now in working order, with the fax system working and not preempting incoming calls. We also have a working phone in the nursery of the new chapel.

"Exterior lights and timers have been repaired and reset and help to promote the image of our parish as a "Light on a Hill".

"Cox-Powel continues to provide outstanding service to our heating and air conditioning components as evidenced by their quick response times to our numerous calls and dilemmas, going so far as to have a technician on site with-in 2 hours of calling them on a Sunday after gas fumes were detected.

"Our new chapel is now graced by the presence of a large English oak cross, hanging in front of our recently refinished Pipe Organ. The walls also bare 14 descendants of the large cross, to be used as "Stations of the Cross".

"The historic chapel is undergoing renovations and repairs to help extend its life and to aid it in looking better for the many visitors and parishioners which cross its threshold daily.

"These and many more projects have been accomplished all or in part by members of our Hickory Neck Family. Including the many delicious meals supplied by Parish Life during many work days. Proving the old adage 'if you feed them they will come'.

"It is an honor to be involved in this portion of our ministry".

Don added that, if the present schedule is maintained on the restoration of the Historic Chapel, it should be useable again by the second week of December. Fr. Michael added that, if the present schedule is maintained, there is a plan to have all worship in the

Historic Chapel on Sunday, January 6, 2008.

XI. New Business

A. 2008 Budget: Fred Boelt submitted to the Vestry the 2008 Stewardship Season Summary (Attachment C), which summarized the total of pledges for 2008 received to date, the average of those pledges, the total of pledges which were new, and those which had been increased, decreased, or remained the same from 2007. Also on this summary was the total of 2007 pledging units who had not yet pledged for 2008 as well as the number of those who had pledged in 2007 who had since transferred out of Hickory Neck Church.

Fr. Michael requested Vestry member to volunteer to call each of those who pledged for 2007 but who had not yet pledged for 2008. Vestry members must complete their calls within the week.

After discussion, in accordance with the By-Laws of Hickory Neck Church, Fr. Michael called a special Vestry meeting for Tuesday, December 4 at 7:30 pm, convened for the sole purpose of drafting the 2008 Budget.

Fr. Michael also reminded Ministry heads that they are required to produce an annual report on their various ministries for the December 9 Parish meeting.

XII. Old Business: Old business to come before the Vestry is incorporated into the discussion following Bill Forloine's presentation (see "Parishioner Comments and Initiatives" above).

XIII. Other Business: There was no other business to come before the Vestry.

The next regular meeting of the Hickory Neck Vestry will be held on Tuesday, December 11, 2007 at 7 pm.

Don Seeterlin concluded the meeting with prayer.

Respectfully submitted,
Eve Butler-Gee, Register