

**Hickory Neck Episcopal Church**  
**Vestry Minutes**  
**November 10, 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); Michael Smith (Outreach) and Mary Teale (Register).

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

**Absent:** Paula Simmons (Children and Youth)

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

II. **Opening Prayer and Meditation:** Jean Hancock led the opening prayer. Ann Bartholomay will lead the opening prayer in December.

III. **Approval of the Minutes** On a motion by Lauris Zeni and a second by Gary Harvey the minutes of the October 2009 meeting were approved.

IV. **Parishioner's Comments and Initiatives:** None

V. **Treasurer's Report:** Fred Boelt, Treasurer, reported that while non-pledges were over budget in October, pledges were slightly under budget. Expenses were greater than budgeted due to carpet repairs and the payment of the last insurance premium of the year, resulting in the month being in the red by \$1,100. YTD the budget is still in the black by \$5,570.19. He expects to make another sizable payment on the mortgage principal in November. A motion by Michael Smith to approve the treasurer's report was seconded by Gay Forloine, and the treasurer's report was approved.

VI. **Junior Warden's Report:** Gary Harvey, Junior Warden, said that the church's annual fire inspection will take place November 17. He is getting a bid from an electrician on the installation of a motion sensor light outside the New Chapel.

VII. **Senior Warden's Report:** Lauris Zeni, Senior Warden, thanked those Vestry members who have already turned in their annual reports to Hope Brans and asked that remaining reports be submitted by November 13. Members may see last year's annual reports on the HNEC website.

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

*“Christian Formation*

*Sunday School is going well, though attendance has dropped some since the beginning of the year. Children's Chapel is working very well, and some of our new volunteers have been getting started in it.*

*Youth Group has been busy. We attended the concert with Fran McKendree on October 25 with youth from Bruton and St. Martin's. On Nov. 1 we baptized Abigail Snyder. Her family joined us for the baptism. It was a joyful occasion. This past Sunday we took 13 youth to play Laser Tag in Newport News. Everyone had a great time. Next Sunday we'll have a bonfire.*

*The Adult Forum debates have been a popular event. We finish them up this Sunday but will return to something similar for the final two Sundays in Advent. We're thinking about a debate over whether Santa is a good idea. In January Carol Goff will be teaching a class, topic to be determined.*

*Centering Prayer has now ended.*

*I have been talking to some people about whether there is an interest in a Women's Spirituality group. It seems that there's enough interest for me to begin planning. It will meet once a month beginning in January on a Saturday morning.*

### **Outreach**

*The Hands-On Team is considering the possibility of featuring one of the organizations we support with Fall Festival funds each month in 2010. For example we might start with Angels of Mercy, including them in the Prayers of the People each week for the month, having a Nuggets article featuring them, and perhaps having a project related to what they do. We will be discussing these plans at our meeting next week.*

*The small group that has been reading David Shipler's book, The Working Poor, will have its last meeting this Wednesday from 12:30-2.*

*The Mission Team will be having a meeting on Wednesday, November 18 at 7:30 pm to begin planning the trip to El Hogar in October of 2010.*

*The Financial Grant team is making visits to the organizations we support this week, in anticipation of making Fall Festival grants later in November. On November 16 there will be a dedication of the Habitat for Humanity House for which we are giving the birdhouse that was made in Vacation Bible School. See me if you'd like to attend.*

### **Pastoral Care**

*The Health Team held their workshop on November 8 on managing medication. They had two in attendance.*

*The Healing Team had a great meeting in October and will be having a retreat on November 21. They find their ministry to be a blessing to them as well as to those*

*receiving healing prayer.”*

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

*“Baptisms since last Vestry meeting:*

*David Kenton Fisher – 1 November*

*Abigail Helen Snyder – 1 November*

*Burials since last Vestry meeting:*

*Katherine Magness Ramsaur – 24 October (interment to follow in NC)*

*No New Member by Letter of Transfer, Transfers out of the Parish, or Marriages since last Vestry meeting*

*Calendar Events since last Vestry meeting:*

*10/14 Stewardship Small Groups commence, 10a (HNC)*

*10/20 Stewardship Small Group Session, 7p (Somlois')*

*10/21 Stewardship Small Group Session, 7p (Teales')*

*10/24 Stewardship Small Group Session, 10a (Boelt's)*

*10/25 Youth Event at Bruton with Fran McKendree, 4:30p*

*11/1 All Saints' Day with baptisms at 11:15a and 7:00p*

*11/3-4 Diocesan Clergy Conference at Chanco*

*Upcoming Calendar Events:*

*11/22 Annual Parish Meeting, 10a*

*11/26 Thanksgiving Day Eucharist, 10a (Historic Chapel)*

*11/29 First Sunday of Advent*

*12/6 Bishop Hollerith visits*

*12/6 Caroline Dozier's 100<sup>th</sup> birthday party, Stonehouse Golf Clubhouse”*

In addition, Fr. Michael distributed copies of the agenda for the Annual Parish Meeting, 11/22, which will be held after a brief coffee break between the 9 am and 11 am services.

Bishop Hollerith will be visiting HN on December 6 and has been asked to preach at all three services and to attend Caroline Dozier's birthday celebration. Parish Life will prepare a reception for the Bishop after the 9 am service.

Fr. Michael said that he has submitted his resignation as Dean of the Jamestown Convocation effective February 2010 having concluded the customary three year term of service. Before that occurs Hickory Neck will host the Diocesan Pre-Council

Convocation meeting on January 25.

Eve Butler-Gee and Don Seeterlin will be having interviews with Bishop Hollerith in January to discuss the possibility of postulancy, the next step toward ordination.

Vestry members who wish to change their liaisons should tell Fr. Michael.

**X. Ministry Reports:** Ann Bartholomay gave the following report:

*“Introduction*

*Since last February, when I completed my first report, I have watched thirty-eight people give of themselves to fulfill many needs for the church and the parishioners. The number has grown to forty, and the zeal for working together to meet goals has increased. I wrote a mission statement at the beginning of my work with Parish Life. The members of the committee made it into reality.*

*Mission of Parish Life*

*The mission of the Parish Life Committee is to contribute to the vitality and growth of the church community through caring attention to social events and parishioners who attend the events.*

*Coffee Hour*

*Each Sunday, two members of the committee provide coffee, tea, cold drinks, and snacks for parishioners who attend both the 9:00 AM and 11:15 AM services. We emphasize special snacks on Celebration Sundays but offer some on all Sundays. The committee began serving both services when we noticed a need for it. Soon after it began, one member of the committee and one fellow vestry member who attend the 11:15 service volunteered to do the final straightening after the 11:15 service. Parishioners expressed appreciation for the change. Especially grateful are the choir members from William and Mary. As college students, they make certain that leftovers are not a problem for us. Their comments of appreciation are nice to hear.*

*Kitchen*

*Each week, a member of the Kitchen Sub-Committee cleans the kitchen. The suggested schedule is to clean on a day when we can empty the dishwasher before the week-end and have the kitchen straightened from the week's use. The persons often notice needs for repair or special cleaning. They even check carefully for food that is out of date in the refrigerator. This ministry is a very important behind-the-scenes one.*

*Special Events*

*March 30 - Lunch for Bishop and the Executive Board*

*The committee served the Bishop and Board a home-cooked meal.*

*Members helped set the tables and decorated the Narthex with flowers on the tables. The Bishop and Board were very appreciative.*

*April 11 – Building and Grounds Lunch*

*Members of the committee prepared and served Lunch for Building and Grounds. We invited other groups working at the church that day to join us for lunch.*

*April 12 - Easter*

*Members prepared plastic Easter eggs filled with candy and small toys for the Easter Egg Hunt for Sunday School children. We also helped to hide the eggs on Easter morning. (Later, with the help of Sunday School leadership, we assessed improvements needed for next year's Easter Egg Hunt.)*

*Parish Life also provided Easter cakes for coffee hour and children's Sunday School on Easter morning.*

*April 30 – Dean's Meeting*

*Parish Life provided box lunches, coffee, tea, water, and soft drinks.*

*Members helped set the tables, including flowers. They also cleaned up after the meeting.*

*April 16 - Diocesan Lunch – Gay Forloine's leadership*

*Parish Life members provided box lunches, coffee, tea, water, and soft drinks. Members shared the responsibilities of ordering the lunches; setting up coffee, tea, and condiments; picking up box lunches from Ukrop's; and cleaning up after the event.*

*June 7 – Recognition Sunday*

*Parish Life provided a cake for Recognition Sunday. Members helped serve cake and punch for parishioners.*

*September 3 - Bishop's Executive Board Meeting*

*Parish Life members provided box lunches, coffee, tea, water, and soft drinks. Members shared the responsibilities of the event as before. At all events, Mark Kintner set up tables and helped with lunch set-up as well. He also cleaned after some meetings before the Parish Life committee member could get there to clean up.*

*September 13 - Ministry Fair*

*Committee members talked with other parishioners at the fair about Parish Life. We offered a handout (attached to this report).*

*Two parishioners became new members that day, and two others are*

*considering it for the future.*

*September 19 Building and Grounds Lunch*

*Parish Life members cooked and served lunch for workers. We invited others at the church to join us.*

*October 24 – Reception after Kathy Ramsaur's Burial Office*

*Almost every member of the Parish Life Committee, as well as many other members of the Parish, helped to provide the reception on October 24.*

*Planning began on the Wednesday before when the Prayer Shawl Group gathered to remember Kathy and to knit. Upon learning of Kathy's favorite color, we planned the event around orange and fall foliage.*

*Flowers provided by Barbara LaRoche further carried out the color and fall theme. Food was abundant – enough for the reception, for the Ramsaur family over the week-end, and for coffee hour the next day. All contributors found solace in working as a team to remember Kathy and her contributions to our lives. She helped me with the first luncheon I hosted in January. As a member of Parish Life, she remained in touch with us and knowledgeable of our special events even while undergoing treatments.*

*November 1 – All Saints' Day*

*The coffee hour on All Saints' Day is an example of the special attention and caring that committee members give to this ministry. I assigned one of the new members to set up coffee with me and the other member so she could get acquainted with the process. The other member switched with someone on the committee because of a conflict. I forgot that a third person would be there and continued to plan with the new member.*

*During the week before, Shirley Forde said she would like to bring some flowers for that day. We planned colors for the special day. As it turned out, Shirley brought flowers and brownies. The new member brought several dishes, and the replacement whom I had forgotten brought numerous dishes. In addition, I had baked things too. We all cleaned up and enjoyed working together. The spirit of these women in this event is included in this report to demonstrate how willingly and responsibly everyone participates on Parish Life.*

*PS During coffee hour, several came up to tell me of changes in coffee hour assignments. I asked for confirming emails to prevent my forgetting to make changes in my schedule. Thus, my learning continues.*

*Meetings*

*February 19 – First meeting*

*We discussed the mission that I had written for the committee: The*

*mission of the Parish Life Committee is to contribute to the vitality and growth of the church community through caring attention to social events and parishioners who attend the events. We also discussed three groups within Parish Life and duties of each group - Parish Life Special Events, Coffee Hour, and Kitchen. We reviewed Coffee Hour and Kitchen rosters for needed changes. We also planned the Shrove Tuesday Pancake Supper. Committee members' ideas provided for several improvements in plans.*

*March 30 – Second Meeting*

*The committee served lunch for the Bishop and the Board after which we met for lunch also. We planned upcoming events and recorded volunteers for the events, such as Building and Grounds Lunch (April 11), Easter Egg Hunt (April 12), Diocesan Executive Board Lunch (May 7), the Bishop's visit, and Building and Grounds Lunch ( September 19).*

*May 6 – Meeting for planning and critiquing the year*

*We planned Coffee Hour and Kitchen Helpers from June through September. We then critiqued activities between January and April.*

- *Suggestions for Shrove Tuesday Pancake Supper*
  - *Additional workers*
  - *More sausage*
  - *Consideration of shorter time span for dinner*
  - *Continuation of entertainment*
- *Suggestions for Bishop's lunches*
  - *Specific tasks for each person helping*
  - *Email reminders of upcoming lunch*
- *Suggestions for Building and Grounds Lunches*
  - *More food in order to include all workers that day*
  - *Invitations to Altar Guild, Floral Guild, and others doing church activities*
  - *Additional workers*
- *Suggestions for Easter*
  - *Larger cake for the church*
  - *Implementation of suggestions for Easter Egg hunt provided by Paula Simmons*
- *Coffee Hour*
  - *Rearrangement of food and condiments to prevent bottleneck at coffee pots*
- *Placement of coffee into carafes after the coffee hour to provide coffee for the 11:15 parishioners*

*September 8 Parish Life Meeting*

*The committee planned our part in the Ministry Fair. Members noted spiritual and personal benefits from serving on Parish Life. I included their comments on the Ministry Fair handout. We planned coffee hour and kitchen lists from October through December.”*

**XI. New Business: 2010 Budget**

Fred Boelt, Treasurer, presented the proposed budget. The staff present were excused during the discussion of paid staff operation expenses. The total proposed budget is \$442,279, an increase of \$9,951 (+2%), due largely to expected increases in insurance and utilities, funds for landscaping, modest increases in Christian Formation, and a sizable adjustment for the HNEC diocesan pledge to come into compliance with Bishop Hollerith's request for an 8% minimum. Fred said that 106 pledges have been received to date for a total income of \$323,180. Of those pledges, 47 have maintained the same pledge as in 2009, 40 have increased their pledges, 12 have decreased pledges and 7 are new pledges. 38 members who pledged \$98,316 in 2009 have yet to turn in their pledge cards for 2010. The Stewardship Committee will send a follow-up letter to these individuals, encouraging them to pledge by 11/22. Fred is confident that the total of pledges already made plus the expected pledges yet to be received and the income from non-pledge contributors and loose plate will be adequate for the 2010 budget. A motion was made by Melissa Casheros and seconded by Gay Forloine to approve the proposed budget. The budget was approved.

**XII. Old Business:** Fr. Michael recommended that the motion that was tabled in October to decrease the size of the Vestry be re-considered in 2010.

**XIII. Other Business:** None

**XIV. Adjournment and Concluding Prayer:**

The next meeting of the Vestry will be held in the Wilkinson Center on December 8, 7 pm. Fr. Michael concluded the meeting with a prayer.

Respectfully submitted,

Mary Teale, Register

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