

Hickory Neck Episcopal Church
Vestry Minutes
December 9, 2008

Present: The Very Reverend Michael Delk (Rector); The Reverend Lauren McDonald (Associate Rector); Bill Teale (Senior Warden/Personnel); Lauris Zeni (Junior Warden); Fred Boelt (Treasurer); Melissa Casheros (Stewardship); Gay Forloine (Pastoral Care); Lynn Geddy (Parish Life); Eve Butler-Gee (Register/Communications); Gary Harvey (Outreach); Chuck Jundt (Outreach); Ed Joyner (Newcomers); Don Seeterlin (Buildings & Grounds); Paula Simmons (Children's and Youth Ministries); and Betty Somloi (Newcomers).

Also present: Incoming Vestry members: Ann Batholomay, Jean Hancock, Brig Lampert, and Michael Smith.

I. Vestry Check In: Vestry members shared personal news since the last meeting in November, 2008.

II. Opening Prayer and Meditation: The opening prayer and meditation were led by Bill Teale. The Opening Prayer and Meditation for January will be led by Paula Simmons.

III. Approval of Vestry Minutes: On motion of Bill Teale and seconded by Paula Simmons, the minutes of the meeting of November 11, 2008 were approved.

IV. Parishioner's Comments and Initiatives: Don Seeterlin suggested that Name badges of parishioners should be displayed more prominently and in a more accessible place. Don Seeterlin will explore workable options and report back to the Vestry.

Treasurer's Report (Attachment A): Fred Boelt, Treasurer, reported that pledge income for November exceeded budget income by almost \$1,000, but year-to-date, income is about \$13,000 behind budget. Non-pledge income is ahead of year-to-date budget by \$15,000. Expenses were slightly over budget for November and year-to-date. However, the month of November was in the black by \$4,752 and year-to-date in the black by \$11,100.

Payment of \$11,500 was made in November toward the principal of the Wilkinson Center, paying that portion of our loan off **in full**. A note burning is scheduled for Epiphany. As of December 1, the principal balance of the mortgage was \$424,536 and the demand note balance was \$90,000. The Davenport Fund balance as of November 30 was \$44,312.50. Due to the stock market troubles, we lost \$8,700 in the Davenport Fund for the period of October 1 to November 30, 2008. We have \$10,000 in the Davenport Money Market account in addition to the invested funds.

Regarding the revised budget of spring, 2008, the \$6,422 designated for debt service will be moved to the building fund/debt service account in December. This will give us a balance of at least \$15,700 by year's end and will provide for debt service for the first quarter of 2009. In 2008 we have made regular payments for principal and interest on the mortgage and the demand note in the amount of \$55,800, plus an additional \$48,500 on principal for a total paid to debt service of \$104,300.00. On motion of Bill Teale and seconded by Paula Simmons, the Treasurer's report was approved.

VI. Junior Warden's Report: Lauris Zeni made her last report as Junior Warden by recognizing and thanking Bill Teale, outgoing Senior Warden, for his outstanding work and support over the past year. Lauris also praised the work and dedication of outgoing Vestry members: Lynn Geddy, Chuck Jundt and Betty Somloi.

VII. Senior Warden's Report: Bill Teale, Senior Warden, gave his final update as departing Senior Warden and Vestry member. Bill reported that the Endowment Board had met twice and would meet again on December 15. The Board is currently working on an assignment to study various other endowments funds and has reviewed the spirit and intent of the endowment process. Bill reported that the Outreach Council had met and allocated funds from Fall Festival proceeds to various ministries in our community and recognized Gary Harvey who reported on the donations made to various organizations from the net proceeds of the Parish Festival as follows, (with the small amount remaining to be put on hold after disbursement itemized below):

Angels of Mercy-----	\$5,100 to be disbursed monthly over twelve months
Homeless Task Force,	
Salvation Army-----	\$3,600 to be disbursed monthly over twelve months
Williamsburg Faith in Action-----	\$2,400 to be disbursed monthly over twelve months
Grove Center-----	\$ 800 " "
Spirit Works-----	\$ 675 in one donation
Wmsbrg Walk the Talk-----	\$ 300 in one donation
Meals on Wheels-----	\$ 500 in one donation
Eastern State Hospital-----	\$ 250 in one donation

Subsequently, Bill Teale gave Lauris Zeni his Senior Wardens book and wished her all the best. Fr. Michael and the Vestry thanked Bill for his outstanding service as Senior Warden.

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

"Christian Formation:

Attendance has continued to be good for Sunday School. We had a marvelous event during the Annual Meeting in which Ed Godshall and Bill Harris led a Christmas Carol workshop for the children. We hope to do this again in the future since it worked so well. The Christmas Pageant will be on December 21 at 5:00pm and will include children, youth, and adults. A cookies and punch reception will follow in the Narthex while the youth retire to the Parish House for a Christmas Party.

Youth attendance has leveled out. We had 11 for the bonfire and have had 6-8 since. Michael and I are making plans for the new year that will involve another Laser Tag trip and a possible overnight at Chanco. We are still hoping to send some youth to Happening in the spring.

Adult Formation continues with Michael's study of Corinthians on Monday nights. This study will conclude for the year on December 15. He will resume Bible study on January 5 with the book of Daniel. In Advent we are studying the birth narratives during the Adult Forum. Beginning in January we will do a lectionary Bible study during this time in which we will look at the lessons for the following Sunday, receive some background information, and then have the opportunity to discuss them. We are hoping to also have a blog discussion group around the lectionary that will tie into the Adult Forum. More on that later (when I figure out the technology.) Bob Gay will be offering a class on the prophetic witness of Jesus during Lent.

The centering prayer group has decided to continue in the new year. We will take a few Thursdays off in December and then resume the first week of January.

Outreach:

The Outreach Committee met last week and voted on how to distribute the Fall Festival money. Big thanks to Gary Harvey and Chuck Jundt for their leadership this year. During the transition to new leadership, I will take over facilitating the Outreach meetings for a few months. The committee will be doing some discernment about its mission in the future.

Pastoral Care:

This group continues its work. The Health Team has now met. They will be commissioned on Sunday, January 11. They will also provide blood pressure screenings that morning between services. They have developed a survey to go out in the January Nuggets to determine the kinds of topics in which the congregation is interested. They will use that survey to plan workshops and educational events in the coming year.

I now have the Time and Talent results and will be processing that information to make sure we incorporate all new interests".

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

*"Average Sunday attendance in November 2008 – 212
Average Sunday attendance in November 2007 – 210*

New Member by Letter of Transfer:

Jim Ball

Daniel Bragg

Tricia Beisch (daughter Alexandra to be baptized early 2009)

Baptisms, since last Vestry meeting:

Alastair Smith – 7 December

NO Marriages, Burials or Transfers Out of the Parish, since last Vestry meeting:

Calendar Events, since last Vestry meeting:

- *11/16... Annual Parish Meeting, 10:30am*
- *11/16 ... Youth Bonfire, 6pm*
- *11/19 – 11/26 ... DELK AWAY on Vacation*
- *11/26 ... HOPE OFF*
- *11/27 – 11/30 ... McDONALD AWAY on Vacation*
- *11/27 ... Thanksgiving Day Eucharist, 10am (Historic Chapel)*
- *11/30 ... 1st Day of Advent*

Upcoming Calendar Events:

- *12/12 ... Vestry Advent Party, 7pm at the Rectory*
- *12/21 ... Children's Pageant, 5pm*
- *12/24 ... Eucharist at 5, 8, 11pm*
- *12/25 ... Eucharist at 10am (Historic Chapel)*
- *12/26 ... OFFICES CLOSED*
- *12/27 ... Worship at 8 and 10am, with the latter being Lessons & Carols*
- *12/29 – 1/2 ... Delk AWAY*
- *1/1 ... OFFICES CLOSED*
- *1/5 ... Bible Study on The Book of Daniel commences, 7pm*
- *1/6 ... The Feast of the Epiphany, Eucharist at 6pm, followed by the Burning of Greens and the Wilkinson Center note to follow".*

Fr. Michael welcomed new Vestry members to the meeting and distributed the 2009 schedule for Vestry Liaison Ministry Reports and an updated Vestry contact list. Fr. Michael thanked the departing Vestry members for their service and asked outgoing Vestry members to be available to brief their ministry liaison replacements on details they will need to know.

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

A. Buildings and Grounds: Don Seeterlin presented his report as follows:

"The grounds here at Hickory Neck are in good shape due to the effort of our Grounds chairman George Margroum, and his helpers, in the weeding, watering, planting, pruning and general maintenance. George has also been busy designing and planting a new berry arbor along the back property line. This will give us a chance to watch as the berries; blackberry, blueberry, and raspberry, flower and ripen.

Our new sign continues to be a "Welcoming Sign" thanks to those volunteers which planted and maintain the flowers and shrubbery around it.

The garden in front of the Wilkinson Center received a sprucing up, as did the parking lot sidewalk garden, and the area around our historic chapel, in preparation for our annual fall festival.

The border garden around the playground received a new planting of Liriope along with a new covering of mulch. And the interior of the playground was cleaned up with the help of some of our youngest parishioners.

A number of the flower beds have been adopted and maintained by volunteer parishioners, however many beds are still awaiting the love and attention an adoptive person or family could offer.

Our Crape myrtles are looking better than ever, thanks to conscientious pruning and mulching by the members taking care of them.

Coyne and Co. continue to do a good job of keeping the grass cut, and picking up windblown debris after storms.

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 warmer and more inviting place for parishioners and visitors alike.

Cox-Powel continues to provide outstanding service to our heating and air conditioning components.

The much anticipated humidifier for our new chapel nave has been installed and now wards off the drying effects of our gas fired heating system. This was urgently needed to help protect our newly refurbished and expanded pipe organ.

The storage units behind our new chapel, which are used for storing items for our annual Fall Festival, have been made water tight thanks to the new roofs supplied and installed by members of our parish family.

The historic chapel has undergone renovations and repairs to help extend its life.

The dehumidifier drain in the historic chapel has been connected to a pre-existing drain line.

These and many more projects have been accomplished all or in part by members of our Hickory Neck Family. Including the many meals supplied by The Parish Life committee during work days.

[The above is a copy of the report that I gave at the annual Parish meeting. We have had a notable modification since that address. We now are very fortunate to have a team of dedicated volunteers heading up various portions of this ministry area. George Margroom has recommitted to handling the grounds, Mark Kintner has stepped forward and offered to act as our non-stipendiary Sexton, and John Rothnie has valiantly offered his services to manage the buildings portion. All of these wonderful volunteers will be aided in their ministries by the support of Gary Harvey who has offered to take over the reigns as Vestry Liaison for Buildings and Grounds. With the influx of new ideas and fresh energy, we can look forward to a well managed Buildings and Ground machine which responds in a timely manner to the many varied challenges which arise in the daily life of our beloved parish home. We are very blessed here at Hickory Neck to have so many people willing to donate their time and talents to help Hickory Neck in its mission to be a Light to the World, or at least Toano and the surrounding area].

B. Pastoral Care: Gay Forloine reported the following:

"Hickory Neck Church is truly blessed with caring ministers, both clergy and laity. I would like to give a special thank you to Ann Sloan, who retired in August of this year after faithfully coordinating the Prayer Warrior ministry for five years. A "thank you" also to Bob Gay, who coordinated our transportation ministry, providing rides to parishioners to medical appointments, fill prescriptions, and parish functions. In the future, this ministry will function as part of the Lay Visitor ministry. Our Pastoral Care ministries are as follows:

Emergency Meals (Shirley Forde): *Simple meals are provided to those individuals/families needing temporary assistance due to illness or family crisis. There have been more than 50 meals delivered to 16 families/individuals this year.*

Special Deliveries - New Mom's Ministry (Christine Hanlon): *Meals are provided to support new moms, dads and families right after the new baby and mom come home from*

the hospital. This ministry has 14 members, who made special deliveries of 14 meals in 2008.

Prayer Warriors (Lynn Kelley): *About 55 prayer warriors have committed to pray daily for those who request prayers - these prayers are for members of Hickory Neck and also for friends, families, neighbors, and co-workers of our members. There have been more than 360 requests for prayers and thanksgivings this year. Sue Dugan has agreed to provide back-up for Lynn Kelley in this ministry.*

Lay Eucharistic Visitors (Eve Gee): *We have ten trained Eucharistic Visitors who take Holy Communion from the altar at Hickory Neck on Sundays to our parish members at home or in the hospital. This year more than 100 visits have been made to our parishioners.*

Lay Visitors (Pam Maloof): *Nineteen of our members have signed up to make a visit to ill parishioners either at home or in the hospital. Under Pam's leadership there is now a focus on friendly visits to members unable to drive. These visits may include a luncheon outing or attendance at a parish function or a trip to the doctor's office.*

Prayer Shawl/Lap Robe Ministry (Kathy Ramsaur): *This includes a group of about 24 women who knit/crochet at home or meet bi-monthly for lunch and prayer, knitting or crocheting the prayer shawls/lap robes given to those in need of comfort, strength, or celebration. This year 51 prayer shawls and lap robes have been delivered to our Hickory Neck members and to friends and relatives of our members.*

Health Ministry (Carolyn Gaylord): *This new ministry is in the formation stage with plans to institute blood pressure screenings, information on good health practices, and a resource library with information on respite care, in-home care, long-term meal providers, Alzheimer and dementia care, senior citizen issues, and other health issues to be determined by a parish survey.*

PASTORAL CARE TEAM LEADERS:

SHIRLEY FORDE - *Emergency meals*

CHRIS HANLON – *Special Deliveries/new Mom's meals*

BOB GAY – *Volunteer drivers*

EVE GEE – *Lay Eucharistic Visitors*

PAM MALOOF – *Friendly visitors*

KATHY RAMSAUR – *Prayer Shawl ministry*

CAROLYN GAYLORD – *Parish Nurse Ministry*

PRAYER WARRIORS – *Lynn Kelley (Sue Dugan)*

ANN STONE – *Five Years".*

XI. New Business

A. 2009 Budget Revision (Attachments B and C):

Fred Boelt presented the 2009 Revised Budget and reviewed for the Vestry each line item/category where there were reductions. After discussion, on motion of Bill Teale and seconded by GayForloine, the 2009 Revised Budget was agreed to unanimously.

B. Housing Allowance Disbursement Request:

i. The Reverend Lauren McDonald submitted to the Vestry her housing allowance request for 2009 as part of her compensation package (Attachment D). On motion of Don Seeterlin, seconded by Melissa Casheros, and agreed to unanimously, the request was approved.

ii. The Very Reverend Michael Delk submitted to the Vestry his housing allowance request for 2009 as part of his compensation package (Attachment E). On motion of Gay Forloine, seconded by Eve Gee, and agreed to unanimously, the request was approved.

C. Nomination of Senior Warden: Fr. Michael Delk nominated Lauris Zeni to the ministry of Senior Warden. On motion of Bill Teale and seconded by Gary Harvey, the Vestry voted unanimously to confirm that nomination.

D. Nomination of Junior Warden: Fr. Michael Delk nominated Gary Harvey, Jr. to the ministry of Junior Warden. On motion of Gay Forloine and seconded by Don Seeterlin, the Vestry voted unanimously to confirm that nomination.

E. Election of At-Large Member of the Executive Committee: On motion of Betty Somloi and seconded by Bill Teale, Melissa Casheros was unanimously elected as At-Large Member of the Hickory Neck Episcopal Church Executive Committee.

F. Election of the Treasurer: Fr. Michael Delk nominated Fred Boelt to serve as Treasurer. On motion of Gay Forloine and seconded by Melissa Casheros, the Vestry voted unanimously to confirm that nomination.

G. Election of the Register: Fr. Michael Delk nominated Eve Butler-Gee to serve as the Register. On motion of Paula Simmons and seconded by Ed Joyner, the Vestry voted unanimously to confirm that nomination.

H. Election to Fill A Vacancy on the Endowment Board: Gay Forloine nominated Bill Teale to fill an existing vacancy on the Hickory Neck Church Endowment Board. On motion of Lauris Zeni and seconded by Lynn Geddy, the Vestry voted unanimously to confirm that nomination.

XII. Old Business—Day Care/Pre-School Feasibility Study Team: Bill Teale reported that the team had explored the idea of using temporary trailers for a Day Care/Pre-School situation and found the solution unworkable at present. The Team has recommended the project be put on hold for the present. There will be a further report to the Vestry at the January, 2009 meeting.

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

The Vestry adjourned for Eucharist in the Historic Chapel at which retiring Vestry members were released and Junior and Senior Wardens and in-coming Vestry members were commissioned.

The next regular meeting of the Hickory Neck Vestry will be held on Tuesday, January 13, 2009 at 7 pm in the Wilkinson Center.

Respectfully submitted,

Eve Butler-Gee