

Hickory Neck Episcopal Church
Vestry Minutes
December 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); Don Seeterlin (Pastoral Care); Michael Smith (Outreach); and Mary Teale (Register).

Excused: Eve Butler-Gee

Absent: None

Also Present: Carrol Bailey, Margene Hartsough, Lucy Rothnie, Steve Snyder, and Pam Stromberg.

Before the meeting began, Steve Snyder took a group photograph of the 2010 Vestry.

- I. **Vestry Check-In:** Vestry members shared personal news since the November meeting.
- II. **Opening Prayer and Meditation:** Ann Bartholomay led the opening meditation. Melissa Casheros will lead the opening prayer in January.
- III. **Approval of Minutes:** On a motion by Lauris Zeni and a second by Melissa Casheros the minutes of the November meeting were approved.
- IV. **Parishioner Comments:** Fred Boelt relayed a compliment by Joe and Judy Steele, parishioners at a local church, who attended the HNC service on December 6 and remarked on the energy of our service. They plan to visit again. Carrol Bailey said that Betty Somloi is “doing well”.
- V. **Treasurer's Report:** Fred Boelt, Treasurer, was pleased to report that pledge and non-pledge income for November were over budget and monthly expenses were down \$2000, resulting in the month ending in the black by \$6,359. While, year to date pledge income is down by \$2400, over-all income is nearly \$10,000 over budget, and expenses are down by \$2,200 so that YTD we are still in the black.

A payment of \$4,000 was made to the mortgage principal in November, resulting in a mortgage balance of \$477,330 on December 1.

The loose plate collection on December 6 of \$450 was given to the Bishop's Discretionary Fund.

There have been 131 pledges received to date for the 2010 budget, totaling \$390,844. Ten pledges from 2009, totaling \$15,700 have not yet been renewed. However, Fred feels that the 2010 budget approved at the Annual Meeting is quite realistic.

VI. Junior Warden's Report: Gary Harvey, Junior Warden, said that one area of the Wilkinson Center crawl space contained water after the November 13 northeaster. After considering several solutions, he has chosen to have the crawl space entrance relocated to the front of the building, replacing one of the vents to the side of the steps for a cost of \$500.

One electric breaker in the New Chapel has been malfunctioning repeatedly. It has taken some time to find a commercial electrician to deal with the sophisticated system but he has found a capable contractor.

Hamilton Electric will put in a light on the side of the New Chapel to provide illumination from dusk to dawn for those leaving evening events.

VII. Senior Warden's Report:

A. Lauris Zeni, Senior Warden, distributed the following "Report from the Endowment Board, December 2009" and said to call Bill Small or Bill Teale for answers to any questions:

"Our Vestry passed a resolution on April 1, 2008 establishing the Hickory Neck Church Covenant Endowment Fund. Endowments open a new way for people to contribute toward the long-term fiscal security of Hickory Neck. In addition to bequests/gifts going to the General, Historic Chapel, Building or other funds, the Covenant Endowment Fund will allow gifts to be held as a true endowment with the principal being held in perpetuity. The Endowment Fund will give Hickory Neck Church the ability to plan for coming generations with confidence in our resources. The earnings of the Covenant Fund may be used for capital needs, outreach ministries and grants, seed money for new ministries and special one-time projects, and other purposes specifically designated by the donor. They cannot be used to supplement the Hickory Neck Church operating budget. As part of the resolution, the Vestry also authorized the formation of an Endowment Board to oversee the Endowment Fund. This year's Board members included Mayes Mathews as chair, Penny Orth, Bill Teale, Coleman Ragsdale and Bill Small.

GUIDELINES

The Endowment Board first met in September 2008 and spent the first part of this year developing a set of guidelines. They were adopted by the Vestry on March 10, 2009. The guidelines address ways gifts/bequests can be made, the types of endowment funds available, investment guidelines and goals, and spending rules. The guidelines can be reviewed on the Hickory Neck Church web-side under

Ministries.

INVESTMENT STRATEGY

The Board also conducted a search to find the best investment strategy for the Endowment Fund. The Board particularly looked at endowment funds for large institutions such as universities and the Episcopal Church. The search was eventually narrowed down to the Episcopal Church Foundation (ECF) pooled endowment accounts. This endowment fund has a range of investment options some of which (the Income Fund) actually increased in value in 2008. The portfolio manager for ECF is State Street Global Advisors (SsgA) which is the investment management arm of State Street Corporation, Boston, MA. SsgA is the world's largest institutional asset manager, having over \$1.4 trillion under its management and over \$12 trillion in its custody. Charitable accounts total \$2.5 billion. The ECF is well placed to provide a level of risk that is intended to produce a total annual return adequate to cover expenditures from the HNC Endowment Fund, inflation and growth of the Endowment Fund. The board of the Episcopal Church Foundation continually monitors investment strategy with the SsgA. The HNC Endowment Board felt that the ECF fund gives Hickory Neck Church the flexibility, safety and professional oversight it seeks. The continuing future role of the Endowment Board will be to oversee the management of the assets of the Covenant Endowment Fund.

FUNDING

In the past Hickory Neck has received many generous bequests and gifts. Over the last 40 years they have helped us pay down our debt, establish an emergency fund which is still in use today, build a new church and maintain an historic one. Most of these bequests and gifts were made directly to "hickory Neck Church" which means that the Vestry has been able to put the money to the best use based on the current realities at that time. The Endowment Board has respectfully requested that the Vestry consider tithing any future unrestricted bequests/gifts it receives to help to establish the Covenant Fund which will benefit Hickory Neck Church in the future. In addition, the Covenant Fund can receive bequests or gifts directly if the donor designates the "Hickory Neck Church Endowment or Covenant Fund" as the recipient.

We have enjoyed being the first Endowment Board, starting a process that can help Hickory Neck Church thrive in the future.

Mayes Mathews Bill Small Penny Orth Coleman Ragsdale Bill Teale"

- B. Lauris Zeni distributed the following report on the distribution of the Fall Festival grants and observed that the new process of visiting each charity before allocating the money was very helpful in coming to a consensus:

“The Financial Grant Team of the Outreach Committee has awarded \$12,725 to local Charities from money raised at the 2009 Fall Festival. Members of the team met with every Charity or representative of the Charity to evaluate what the organization does for our community and what their volunteer and financial needs are in the coming year. Grants were awarded to the following charities:

- *\$3,600 to **Housing Employment and Linkages Project (HELP)**, a collaboration of the government and service agencies working with the faith community to address homelessness in the Williamsburg area.*
- *\$3,000 to **Angels of Mercy**, a free clinic designed to help patients manage and treat their diseases. This is the 9th year we have supported the clinic.*
- *\$2,100 to **Williamsburg Faith in Action**, an organization that helps people to continue living in their homes. This is the 4th year we have supported WFIA financially and with over a dozen volunteers.*
- *\$2,000 to **SpiritWorks**, an organization that works to free individuals from the cycle of addiction and minister to the children of parents fighting addiction.*
- *\$1,325 is the value of the food donated to **Grove Christian Outreach Center** which provides meals and other services to those in need in the Grove community. We have also set aside \$400 to buy food in 2010 for the quarterly **From His Hands** meals Hickory Neck Parishioners prepare and then serve at Grove. Several Hickory Neck parishioners also volunteer at Grove on a regular basis.*
- *The Financial Grant Team also awarded \$150 to **Williamsburg Walks the Talk** and \$150 to **Good News Jail and Prison Ministries**.*

To learn more about Hickory Neck's outreach efforts look on our website at www.hickoryneck.org and click on Outreach.

OUTREACH GRANT HISTORY

<u>GROUP</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
AOM *	\$4,000	\$5,400	\$5,100	\$3,000
WFIA	\$1,000	\$2,100	\$2,400	\$2,100
VL	\$5,000	\$1,800**	0	0
HELP	0	0	\$3,600	\$3,600
GROVE	\$500	\$500	\$800	\$1,325***
From His Hands	0	\$65	\$292	\$400
SPIRIT WORKS	\$500	\$500	\$675	\$2,000

WWTT	0	0	\$300	\$150
MEALS ON WHEELS	0	0	\$300	0
EASTERN STATE	\$500	0	\$250	0
GN JAIL MIN.	0	0	0	\$150
TOTAL	\$11,500	\$11,615	\$13,447	\$12,725

* The first five Fall Festivals benefited AOM: 2002, \$400; 2003, \$2,400; 2004, \$4,000; 2005, \$6,800; and 2006, \$5,500.

**The original grant was \$5,400. The relationship was terminated after 4 months in 2008.

*** \$1,325 was for food from the Fall Festival.”

C. In conclusion, Lauris said that her term as Senior Warden was a year of incredible learning and growth for her and thanked the Vestry for its' support.

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

“Christian Formation

On Sunday 7 people were confirmed, 4 were received, and 1 reaffirmed. It was a glorious day with our new bishop. Confirmation classes are now over for a goodly while.

We have managed to get in the Advent Godly Play lessons by teaching them during Children’s Chapel on Sundays without Sunday School. The children had a great time at the Christmas Carol Cavalcade with Bill Harris during the Annual Meeting.

Youth Group enjoyed a bonfire on November 22. Jan Brown brought the labyrinth and gave the kids the opportunity to walk it together. This coming Sunday we will have a healing Eucharist with them, and then we will finish up the year with a Christmas Party on Dec. 20.

*We are still finalizing details on the final two debates for the last two Sundays in Advent during Adult Forums. Check your bulletins for details. Carol Goff is busily making preparations to teach a class on Francis Collins’ book, *The Language of God*, about the relationship between science and faith. She will be presenting during the Adult Forums in Epiphany.*

Interest has been strong in a Women’s Spirituality group. The first meeting will be on Saturday, January 16 from 10:00-11:30 am.

Outreach

The Hands-On Team is a bit in flux as we decide how to go forward in the new year. I’ll give an

update in January.

Our From His Hands serving on December 3 went very well. We served 100 meals. I had to turn away volunteers because so many wanted to participate. More churches have begun to participate in the program, so most of the slots are full for next year. Our serving dates for 2010 are March 4, July 29, September 30, and December 2.

We are planning a Christmas outreach program to soldiers in the area in the next two weeks.

The Mission Team will be having a meeting on Tuesday, December 15 at 7:00 pm to begin planning the trip to El Hogar in October 0f 2010.

The Financial Grant Team has made decisions on how to distribute the Fall Festival money. They visited each of the organizations we support, learned more about what they do, deliberated prayerfully and awarded grants. I am grateful for their careful and responsible attention to their task.

Pastoral Care

Pastoral Care will be reporting elsewhere in this meeting.

The Healing Team had a meaningful day retreat in November, studying scripture, worshipping and sharing conversation with each other.”

Pastor Lauren said that the youth group enjoyed the use of the portable labyrinth so much that she is exploring possibilities of making one or purchasing a used one. A Christmas outreach program, Adopt a Sailor, is being discussed. There are several options including sending cards by way of Jeff Seiler, contributing a stocking filled with fruit and small personal hygiene products, and hosting a sailor and his family for a meal or lodging 12/24-27.

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

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

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

Calendar Events, since last Vestry meeting:

- *11/22 ... Annual Parish Meeting, 10a*
- *11/26 ... Thanksgiving Day Eucharist, 10a [Historic Chapel]*
- *11/29 ... 1st Sunday of Advent*
- *12/1 ... New Vestry Member Orientation, 6pm*
- *12/6 ... Bishop Hollerith visits*
- *12/6 ... Caroline Dozier's 100th Birthday Party, Stonehouse Golf CH*

Upcoming Calendar Events:

- *12/15 ... Honduras Mission Meeting, 7pm*
- *12/20 ... Children's Christmas Pageant, 4pm*
- *12/20 ... Youth Christmas Celebration, 6pm*

- 12/24 ... Eucharist at 5, 8, & 11pm
- 12/25 ... Eucharist at 10am [Historic Chapel]
- 12/25 ... Parish Offices CLOSED
- 12/25 – 1/2/10 ... McDonald AWAY
- 12/27 ... Eucharist @ 8a, Lessons & Carols w/ Communion at 10am
- 12/27 ... NO Youth Group
- 12/28 ... NO Monday night Bible study
- 1/3 ... Youth Group resumes
- 1/4 ... Monday night Bible study resumes
- 1/6 ... Epiphany Eucharist, 7pm [Historic Chapel]"

X. Ministry Reports:

A. Pastoral Care: Gay Forloine submitted the following report:

“Hickory Neck Church continues to be blessed with caring ministers, both clergy and laity. I would like to thank Eve Gee for overseeing the Eucharistic Visitors and Bob Gay for his work in scheduling volunteer drivers. Both Eve and Bob are now engaged in other activities as they train to become Deacons. I would also like to thank Shirley Forde for her faithful ministry with our emergency meals volunteers. Our Pastoral Care ministries are as follows:

Emergency Meals (Carrol Bailey): Simple meals are provided to those individuals/families needing temporary assistance due to illness or family crisis. There have been 16 meals delivered to seven 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 ready and willing to make special deliveries.

Prayer Warriors (Lynn Kelley): About 64 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 provides back-up for Lynn in this ministry.

Lay Eucharistic Visitors (Betty Somloi): We have 11 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. Again this year more than 100 visits have been made to our parishioners.

Friendly/Hospital Visitors (Pam Maloof): Several 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, attendance at Sunday services, at a parish function or a trip to the doctor’s office. Pam has been known to drive as far as to Florida when the need arose for one of our parishioners!

Prayer Shawl/Lap Robe Ministry (Lynn Kelly/Gay Forloine): *It broke our hearts to lose Kathy Ramsaur who introduced this ministry to Hickory Neck. It truly has been a blessing and an inspiration to this 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 43 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): *Early this year the Health Team conducted a survey of the congregation to determine what areas were of interest to our congregation. The top two areas were health issues like exercise, weight control and healthy eating and end of life issues such as Advance Directives, Five Wishes, funeral planning, and long term or in home care. In response to this survey, the Health Team has sponsored a workshop on Advance Directives, conducted by Chaplain Milt Hines from Sentara Williamsburg Hospital. The team also conducted a blood pressure screening during Sunday morning coffee hour and a seminar focusing on safe and wise use of medications. ”*

B. Communications: Melissa Casheros submitted the following report:

“Our internal communications have continued smoothly with regular weekly and monthly communications developed and published by a great team of people. Steve and Nancy Snyder do a wonderful job on The Nuggets each month, with support from Jim Izzo and Martha McCartney. Laurie Brown adds to and improves our Hickory Neck website on a regular basis with new links, pages, pictures, etc. The weekly E-pistle continues to provide updates on important notes and events for the coming week. And Hope Brans coordinates the ministry schedules and provides updates to those including them in the Nuggets and the E-pistle.

Our external communications are led by Jim Izzo and Martha McCartney, both of whom do an excellent job of keeping the local and surrounding areas abreast of all that goes on at Hickory Neck. This is done through articles in local papers, such as the Daily Press, Virginia Gazette, Toano Norge Times, and other publications, as well as in on-line calendars and some radio.

Although we had hoped to have a feature article on Hickory Neck and our clergy in the Southern Diocese Newsletter and possibly the Williamsburg Magazine prior to the Fall Festival, we missed that window. However, I am still working with Martha McCartney to write the feature to submit to those publications in the spring.”

Don Seeterlin suggested that HNC cards and/or brochures could be made and distributed to local motels/hotels to provide information for travelers, looking for a church to visit.

Fred Boelt felt that more information could be submitted to The Gazette concerning the church's special events e.g. the Bishop's visit, and names of Confirmands should be listed in the church in-house publications including the *E-pistle*, *Nuggets*, and the Sunday bulletin announcements.

Lucy Rothnie suggested that information on HNC should be provided to the New Kent Chronicle since several of our members come from that area.

Ed Joyner distributed lists of volunteers, compiled from the Time and Talent forms, to duty leaders. Fr. Michael urged these leaders to call their list within a week to ask how they would like to be involved and to get them working as soon as possible.

XI. New Business:

- A. Copier lease** Fr. Michael said that the lease is about to expire on our current 3 year old black and white copier. He has received a bid for a five year lease on a Xerox laser printer, 11,000 copies/month and the capability to do color printing with key card access for a cost of \$3/month more than our present copier's new rates. Ed Joyner advised that it should be determined that the new copier would indeed be new, not refurbished. Paula Simmons moved that the new copier should be leased, and Don Seeterlin seconded the motion. The motion was approved unanimously.
- B. Request for Application Endorsement, Postulancy to Holy Orders – Don Seeterlin** Fr. Michael said that Don had received a “stellar review” from Grace Church, Yorktown where he has been serving his Ordination Exploration Process internship. Don answered questions about the process and then left the room while the request was discussed. Fr. Michael asked the Vestry if it wished to endorse Don's application for postulancy which could include a financial commitment as well as a support of confidence. Gary Harvey made a motion to approve the application endorsement and it was seconded by Lauris Zeni. The motion was approved, and the Endorsement by Ministry and Vestry for Postulancy for Don Seeterlin was circulated and signed by the Vestry members and officers.
- C. Housing Allowance Disbursement Request** Fr. Michael explained that the IRS provides exemption for funds actually spent by clergy on housing.
- i. Pastor Lauren McDonald requested \$18,000 housing allowance. Melissa Casheros made a motion to approve the request, Lauris Zeni seconded and the motion was approved.
 - ii. Fr. Michael requested \$39,000 housing allowance. Gay Forloine moved to accept the request, Melissa Casheros seconded and the request was approved.
- D. Nomination of Senior Warden** Fr. Michael nominated Gary Harvey as Senior Warden. The nomination was unanimously approved.
- E. Nomination of Junior Warden** Fr. Michael nominated Ann Bartholomay as Junior Warden. The nomination was unanimously approved.
- F. Nomination of At-Large Member to the Executive Committee** Fr. Michael

explained that the Executive Committee is designed to meet when it may be impossible or inconvenient to convene the Vestry for a decision on a matter that needs quick action. Gay Forloine volunteered to be the nominee for the At-Large Member. Her nomination was unanimously approved.

G. Election of Treasurer Fred Boelt was nominated and approved as Treasurer.

H. Election of Register Mary Teale was nominated and approved as Register.

I. Election to Fill a Vacant Seat on the Endowment Board Alyson Ross was nominated and unanimously approved to fill the vacant seat on the Endowment Board.

Lauris Zeni said that she will be taking pictures of individual 2010 Vestry members for posting in the Narthex and to let her know if she should bring her camera on a special day to take pictures.

Fr. Michael repeated his invitation to have the Vestry members and their spouses attend a Christmas party at the Delks on Friday, December 11, 6 pm.

The Vestry Retreat will begin with an evening session starting at 6 pm, January 29 at Fred Boelt's home and continue on January 30 until 3 pm.

XII. Adjournment for Eucharist in the Historic Chapel

A. Release of Retiring Vestry Members: Lauris Zeni, Eve Butler-Gee, Don Seeterlin, Paula Simmons

B. Commissioning of New Vestry Members: Carrol Bailey, Margene Hartsough, Lucy Rothnie, Pam Stromberg

The next meeting of the Vestry will be January 12, 7 pm, in the Wilkinson Center.

Respectfully submitted,

Mary Teale, Register

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