

ST. LUKE'S EPISCOPAL CHURCH

Vestry Meeting Minutes

October 8, 2015

Vestry Present: Rev. Sandi Kerner, Ben Bruno, Peter Boone, Elizabeth Forrest, Stew Wolfe (via video conference) Jon Brew, Anne Larrick, Cindy Coleman and Rick Cole.

Vestry Absent: John Rick

Opening Prayer: Rev. Sandi Kerner opened the meeting with a reading from the New Zealand Book of Common Prayer.

Ben Bruno showed a sneak peek preview of the stewardship video presentation that will be shown to the congregation on Sunday, November 8th. The filming was done by Peter Kapasakis. The video consists of a series of interviews with members of St. Luke's from all age groups. Each group was asked a series of questions such as "When did you start attending St. Luke's and why did you come?" "How long have you been attending?" and "What would you say to encourage others to attend?"

Ben also discussed the theme of this year's stewardship campaign as "God the Giver". He has asked various members to speak at all three services beginning October 25th through November 22nd which will be Commitment Sunday.

MOTION PASSED: The vestry voted to approve Minutes of the September 10, 2015 meeting.

Discussions:

Church Endowment Funds:

The next item of discussion was feedback from the presentation by Mike Kerr at the September meeting. Ben Bruno gave a recap for those who had been absent. The question was raised as to whether a vote on a decision to use Mike Kerr's services is a vestry decision or a congregational decision.

Elizabeth Forrest suggested that we need to get our reporting in order before we consider having anyone manage our endowment funds. She pointed out that even if we wished to make a change that there are CD's that would have to mature first and it

could take several years before all could be transitioned. She also pointed out that the main job of the vestry as a fiduciary is to pay attention.

Stew Wolfe asked if Mr. Kerr would become our Trustee and replace our current Trustees. Elizabeth Forrest answered it is her opinion that the answer is yes. Stew stated we need to have a plan on how money from endowment funds is to be used. Operating capital should come from contributions, not from endowment funds.

Peter Boone agreed that we need a plan and spending should be on an ad hoc basis.

Rick Cole stated that we should give our Trustees some direction such as moving some of the money currently in CD's that are not earning at a good rate. He also cautioned if we decide to use Mike Kerr that we not move everything at once.

There was further discussion about the need to examine each fund and decide what to do with them, make decisions and make it public.. It was also suggested that there is a need to push for estate planning.

Elizabeth Forrest will make recommendations and form an ad hoc committee to meet with our Treasurer, Greg Dunaway.

Strategic Plan Meeting:

The next topic of discussion was regarding setting a date and agenda for a Strategic Plan Meeting. Ben asked "what does a plan mean / look like?" We need infrastructure and a building large enough to accommodate everyone.

Rick Cole said we need to account for and show on our budget all contributions made such as when people donate to a particular project and turn in receipts but do not want reimbursement.

Administrative Assistant:

It has been determined that there is a need to have someone in the office to answer the phone and "be here" on a regular basis. Rev. Sandi Kerner has agreed to organize a meeting with Greg Dunaway, Rich Wolkewicz, Jeannette Pugh, Tammy Rogers and Nancy Foster to update a job description to be presented to the vestry at the next meeting. It is anticipated that this position will require 20 hours per week at a rate of \$12-\$15 per hour.

MOTION PASSED to explore staffing needs.

New Vestry Members:

Ben Bruno reminded everyone that Peter Boone, Cindy Coleman and John Rick will be rotating off the vestry. Names for new candidates were discussed. Anne Larrick, Sandi Kerner and Ben Bruno each agreed to approach a named individual.

Janet Tucker expressed that she would like to step down from her role as registrar and asked the nominating committee to find a replacement during the search for new vestry members.

Trustees:

Ben Bruno agreed to check with John Rick to see if we have formal paperwork for church trustees.

Rector's Report (attached)

Rev. Sandi Kerner reported that she will be attending Cursillo next weekend. She also distributed a handout entitled "Overview of Church Size Theory". She complimented the vestry for forming committees and taking action and not trying to do everything alone. Finally, Sandi said that Laurel Harrelson may not be here to clean as she is out of town caring for her mother. She suggested that some of us come for clean-up day on Saturday at 8AM and do some inside cleaning.

Sr. Warden's Report: (attached)

Ben Bruno discussed the stewardship video and dates to be shown. He stated that he will be attending all services except November 15th. Ben also stated that he will be compiling a master list of all the people who signed up at the ministry fair.

Jr. Warden's Report (attached)

Peter Boone announced that a donation of \$500 has been received to remove the poison ivy from the church grounds. Donor asked to remain anonymous. Another donation was received to paint the sanctuary interior, hand rails and shutters at parish house.

Mulch has been ordered and will be delivered for clean-up / workday.

Commission Reports:

Fellowship: (attached)

An event postcard was distributed at the Ministry Fair with dates of scheduled events through June, 2015.

Rick Cole and Anne Larrick volunteered to be hosts for upcoming Foyer Groups.

Elizabeth Forrest has talked with her sister, Sally Schmidt, who has agreed to host "An Autumn Dinner at the Chef's Table" which is a proposed J2A fundraising dinner. It is expected that 30% of the proceeds from ticket sales will be realized by St. Luke's. The maximum capacity will be 25 people. It is hoped that the tickets can be sold to non-members in an effort to have people meet our members as they are serving.

MOTION APPROVED to proceed with this fund raising event. The date has not been determined.

Communication: (attached)

Stew Wolfe discussed putting a video library on the church website. He also announced that he has set up a prayer blog on the website.

Youth/Adult Christian Formation:

Anne Larrick said she is working on a schedule for the Adult Forum. She reported that Rite 13 has eight children on the roll but only one attends regularly.

Welcome to St. Luke's:

Rick Cole reported that he is still working on signage proposals for welcoming and directing visitors. He also reported that Mark and Dolores Gennari are featured in the October newsletter.

Outreach:

Jon Brew reported that he held a team meeting on September 27th. Attending were Cindy Coleman, Elizabeth Forrest, and Connie Harriss. They agreed to focus on one ministry each month. The month of October focus is Madeline's House. They have requested gas cards, food cards and paper products.

The food pantry needs volunteers to pick up food and to organize when it comes in.

Finance: (attached)

August expenses exceeded revenue creating a deficit of approximately \$17,000. The explanation for this deficit is the HVAC replacement on the lower level of the Parish House and an oversight of not making our monthly pledge to the Diocese. The pledge was brought up to date in September.

MOTION PASSED to use the funds received from VDOT for the property taken during the widening of Three Bridge Road to offset the expense of the HVAC replacement.

Reminder: Next vestry meeting will return to our regular schedule: Thursday, November 19th at 7PM.

Closing Prayer: Led by Rev. Sandi Kerner.

Meeting Adjourned: 9:55 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Janet E. Tucker".

Janet Tucker, Register