

# ST. LUKE'S EPISCOPAL CHURCH

## Vestry Meeting Minutes

August 20, 2015

**Vestry present:** Rev. Sandi Kerner, Rick Cole, Ben Bruno, Anne Larrick, John Rick, Stew Wolfe, Elizabeth Forrest and Cindy Coleman.

**Vestry Absent:** Jon Brew

**Opening Prayer:** Rev. Sandi Kerner opened the meeting with the reading of a daily devotion from the Book of Common Prayer. Ben Bruno followed with a reading from the Gospel of Mark 12: 28-34.

**MOTION PASSED:** The vestry voted to approve Minutes of the July 16, 2015 meeting with one abstaining (John Rick) due to his absence at that meeting.

### **Discussion Topics:**

Rick Cole distributed a document detailing suggestions for consideration by the vestry and endowment trustees. (Copy attached). Rick collaborated with Rich Wolkiewicz for these suggestions. One of the highlights was the suggestion to create a financial procedures handbook which would be maintained in the parish office. Ben Bruno volunteered to help go through documents in the church office and organize the filing system and determine who will keep it up going forward. Cindy Coleman suggested that the "Manual of Business Methods in Church Affairs in the Episcopal Church" would be a good place to start for ideas. After further discussion, Rick Cole, Anne Larrick, Elizabeth Forrest, Cindy Coleman and Ben Bruno agreed to begin the process. It was suggested that consideration be given to creating a paid position to keep the church books.

The Parish Financial Review has been completed by Cindy Coleman, Rich Wolkiewicz and Herb Bickle. The only issue noted was that the church insurance policy needs to be reviewed every two years. Cindy said that a copy of the policy is in the parish office. Rev. Sandi Kerner agreed to contact the Diocese to determine who our insurance contact is. Anne Larrick recommended scanning the insurance documents for easy retrieval going forward.

**MOTION PASSED:** The Vestry voted to approve the Financial Review. Rev. Sandi Kerner will forward to the Diocese.

**MOTION PASSED:** The Vestry voted to approve the 6-year term of Endowment Fund Trustee of Peggy Sincock to year 2021.

Peter Boone discussed the need for replacement of the HVAC system for the parish basement. He answered questions regarding costs of repair versus replacement.

**MOTION PASSED:** The Vestry voted to approve replacement of the HVAC system.

Memorial Gift: There was discussion regarding the offer by Jim Doyle of a memorial gift for Carol Doyle. Suggestions for use of this donation included building a columbarium in Carol's memory. It was suggested that it could be built in the area where we would extend the cemetery wall. Another suggestion was to create a covered picnic pavilion. John Rick suggested that priority consideration be given to the cemetery wall to preserve our land rights if VDOT should want to make any future road improvements at the intersection of Three Bridge Rd and Huguenot Trail. John Rick and Peter Boone agreed to do a site inspection and get an estimate to move the wall.

J2A Pilgrimage: Anne Larrick reminded the Vestry that they had agreed to support the J2A pilgrimage by contributing one-third of the cost. That portion is estimated to be \$6,000. Anne referred to the contract with Wonder Voyage and stated that the total cost will be \$11,000 plus transportation to Charleston, SC. Payments of \$3,675 each will be due in November, February and April. There are 14 students and 3 adult leaders planning to make the pilgrimage. The plan is for each child to earn one-third of the cost of their share, the family to pay one-third and the church to pay one-third. John Rick asked Anne to check the contract to determine if it has a "get out clause" if the kids don't raise enough money.

Ideas were shared on ways to help raise money, including the possibility of selling tickets to a dinner. Rick Cole said he would ask Connie Harriss about possibly using Norwood and Elizabeth Forrest will ask her sister about possibly catering.

Homecoming: It was agreed that it is too late to plan a homecoming event for this year but there was concern about losing contact with folks who do not attend regularly or have moved away. It was agreed that if not a homecoming event that some type of annual event should be planned.

Grounding of Comcast Cable: (detailed proposal attached, submitted by Thom Estes). Summary of proposal is a recommendation to have the cable grounded to avoid

transient voltage damage caused by lightning. In addition the cable needs a line suppression device to clear transients that jump the ground connection.

**MOTION PASSED:** The Vestry voted to approve the proposal submitted by Thom Estes.

Preview of September meeting on Endowment Funds was discussed. Topics will include management of funds by Trustees (Larry Lyons, Peggy Sincock, and Betsy Wilton), the role of Mike Kerr, CEO, Trustee of the Funds for the Diocese of Virginia and the role of Rich Wolkiewicz who is greatly involved with our church.

Rector's Report (attached)

Sr. Warden's Report: (attached)

Ben Bruno also reported that he has selected the theme "God the Giver" for this year's Stewardship Campaign. He would like to do video interviews with several parishioners and have these shown at all services.

Jr. Warden Report: In addition to the HVAC replacement, Peter Boone discussed the upcoming Ministry Fair. Team members Ben Bruno, Anne Larrick, Elizabeth Forrest and Jon Brew will be helping to organize.

### **Commission Reports:**

**Fellowship:** Elizabeth Forrest plans to have a kick-off meeting in September. Foyer groups will be discussed.

**Communication:** Stew Wolfe will get a card for the Vestry members to sign thanking Tammy Rogers for her role in the successful Vacation Bible School.

Stew also mentioned that for an additional \$6.63 per month we can have password protected pages on the church website. His goal is to create a blog where people can add their comments, prayer requests, etc.

### **Youth/Adult Christian Formation:**

Adult Opportunities: Prayer and Share for women. Holy MOCS for men. EFM will be starting in September. There are currently two new people interested. The Adult Forum will resume on September 20<sup>th</sup>. Maureen Benway is lining up programming. Rev. Sandi Kerner plans to share our work on visioning with the Forum. The Forum members will continue to make meals for The Gathering every third Sunday.

Youth Opportunities: Camp Chanco – 7 youth attendees, one family (family paid their own way).

Bible School – *Chronicles of Narnia* August 11-14 (Tuesday to Friday) was a great success! A large proportion of the students are not members of St. Luke's, so we feel that this is serving as a terrific outreach project. There were a total of 23 students; 10 youth helpers and 23 adults involved.

Sunday school begins September 20<sup>th</sup>. Catechesis for students grades pre-K to 5, Rite 13 for grades 6, 7 and 8. Journey to Adulthood for grades 8, 9 and 10. Young adults in Church for grades 11 and 12.

Confirmation for J2A students anticipated for fall of 2016.

**Welcome to St. Luke's:** Rick Cole reported that he has four sheets with names of new people. Joyce Evans has continued to follow up. Rick wants to create a welcome package which might include a bookmark and a coffee mug. Rick also said he would be getting quotes on directional signage for visitors, including location of restrooms.

**Outreach:** No report.

**Finance:** Attached

***Reminders: Next two vestry meetings change from the 3<sup>rd</sup> Thursday to 2<sup>nd</sup> Thursday.***

- Thursday, September 10<sup>th</sup> at 7:00 PM.
- Thursday, October 8<sup>th</sup> at 7:00 PM.

Closing Prayer: Led by Ben Bruno.

Meeting Adjourned: 9:27 PM.

Respectfully submitted,

*Janet E. Tucker*

Janet Tucker, Register