

# ST. LUKE'S EPISCOPAL CHURCH

## Vestry Meeting Minutes

November 21, 2013

**Vestry present:** Rev. Sandi Kerner, Peter Boone, Isabella Worrell, Lee Kramer, Cindy Coleman, Teno Bratton, Shelly Shock, Steve Moore

**Vestry Absent:** B.J. Giannini, John Rick

**Opening Prayer:** led by Rev. Sandi Kerner.

**MOTION PASSED** to approve the minutes of the October 17, 2013 meeting.

### **RECTOR'S REPORT**

Sandi shared highlights of a seminar she attended at Chanco entitled "Stewardship University" presented by Rev. Canon Timothy Dombeck.

Sandi shared pastoral visits and prayer concerns for the Bratton, Benway, Silvey and Kramer families.

Sandi also reported that the Bishop has announced the Talbot Hall has been listed at \$4.25 million and that several interested groups are looking at a purchase. Proceeds will be used to relocate the Diocesan offices.

### **SENIOR WARDEN'S REPORT**

Peter said he will arrange to have additional meetings throughout the year for parishioners to ask questions of the vestry about issues they have an interest in.

### **JUNIOR WARDEN'S REPORT** (attached)

Proposal by Griffith Air & Heating for annual maintenance of our equipment was reviewed.

Proposal by Audiotech to upgrade/replace our audio visual system was reviewed. Funds for this project have been donated. Vote to proceed was deferred until Teno can meet with Audiotech to discuss what this will specifically include. It is desired to have a new system that anyone can operate with a single switch.

Teno also reported that the gutters have been cleaned and the roof inspected. The roof appears to be ok but some of the attachment points of the gutters to the roof need to be repaired. Betty Handy has agreed to research and find someone with experience in working on a roof with wood of this age and historical significance.

**MOTION PASSED** to approve proposal from Griffith Air & Heating for annual maintenance contract. Term will begin January 1, 2014. Teno will ask if there is a discount if we pay the annual fee up front and will also ask about the after-hours rates.

**COMMISSION REPORTS:**

**Communications:**

Website has been updated weekly.

Janet Tucker will arrange to have Christmas service schedule ad placed in the *Powhatan Today* newspaper.

**Fellowship:**

Next event will be November 24<sup>th</sup>, Celebration Sunday. Isabella has created a sign-up page that has been placed on the church website.

**Worship:**

The altar guild is in need of new members.

**Youth & Christian Formation:**

Youth participated in food bank shopping at FoodLion.

The Bishop will attend a Rite13 event, "The Gathering Place" on December 8, 2013.

J2A will be at Chanco this weekend.

**Welcome:** no report

**Outreach:**

Steve Moore delivered 56 Thanksgiving bags to the Food Pantry. He also reported that the pantry is in pretty good shape. Some of the extra bags donated will be used for Christmas. He did mention that they are in need of canned meats such as tuna, spam, Vienna sausages and ketchup.

**Finance:** (report attached)

**Budget & Audit:**

In order to have a balanced budget for 2014, income will need to be increased by \$28,000. This reflects an increase to the Diocese of \$1,000.

It was discussed that according to Diocesan regulations, an independent audit is required for a Parish with income over \$100,000 per year. Peter Boone agreed to discuss this issue at a meeting in January with other Sr. Wardens.

**MOTION PASSED to present** Treasurer's Report at annual meeting.

**Old Business:**

Land Trustees:

Per the vote at last month's meeting, John Rick has talked with and selected two more persons to serve as trustees of real estate. In addition to Connie Harriss, Peter Boone and Rick Cole have agreed to serve.

I-texts Proposal:

**MOTION PASSED** to approve I-texts as a means of fundraising.

**New Business:**

Organist Search:

Sandi announced that Sumner Jenkins has found a full time position in Connecticut and will be leaving in January. Sandi has also met with Betsy Brandt to discuss potential salary requirements and other benefits to be offered to a replacement. A "sample" job description and 2012 salary guide provided by the American Guild of Organists was distributed. Betsy has agreed to help during the transition period if needed. Sandi will form a search committee with advisement from Betsy Brandt and Sumner Jenkins.

Annual Parish Meeting:

Our Annual Parish Meeting will be held on Sunday, December 1<sup>st</sup> at 10 AM in the Parish Hall. Candidates for vestry will be elected. Those nominated are: Jon Brew, Ben Bruno, and Stew Wolfe.

In addition, the 2014 proposed budget will be presented and discussed; and Commission Chairs will offer brief 2-3 minute presentations on our various ministries. Written reports from committee chairs for the bulletin are due to the church office by Tuesday, November 26<sup>th</sup>.

Brick Walkway:

A new brick walkway has been installed from the cemetery gate to the parish hall. Connie Harriss arranged this with the contractor who did the previous work to the walkways near the sanctuary. Payment is being donated and will not impact the budget.

Mutual Ministry Review –

There will be a potluck dinner and meeting on December 19<sup>th</sup> at 6:00 PM for mutual ministry review.

## Vestry Retreat

Sandi has made arrangements with Richmond Hill as the location for the annual vestry retreat. Dates are January 3<sup>rd</sup> and 4<sup>th</sup>. Overnight accommodations are available for anyone who wishes to stay.

**Closing prayer** – led by Rev. Sandi Kerner.

Meeting adjourned at 8:58 PM.

Janet Tucker

Register