

St. Martin's Episcopal Church
Vestry Minutes
April 14, 2011

The meeting was called to order at 6:30 p.m. by Polly Foote, Senior Warden.

Present: Kerry Armbruster, Debbie Coleman, Jean Dickey, Polly Foote, Senior Warden, Shirley Smith Graham, Rector, Lois Headden, Register, Bill Hoover, Leigh Houghland, Treasurer, Dick Mericle, Junior Warden, Allan Willey, and Jane Core-Yatzeck. Absent: Daniel Brown, Roger Hoopengardner, and Geoff Wade.

- I. **OPENING PRAYER:** Debbie Coleman opened the meeting with prayer.
- II. **REHEARSALS OF THE NORMS:** Dick Mericle reviewed the norms with the vestry.
- III. **NUTURE:** Shirley continued with a discussion of pages 12-14 from "*The Eight Concepts of Bowen Theory*". She wants to promote an open atmosphere where parishioners can come to the rector or a vestry member with any problem or concern they have.
- IV. **APPROVAL OF VESTRY MINUTES:** A motion was made and seconded to approve the March 17, 2011 Vestry Minutes as written. This motion passed unanimously.
- V. **TREASURER'S REPORT:** Leigh Houghland reported that we have now completed the first quarter of the year. We are \$29,000 above the budget but we are below the budgeted amount in expenses. He stated that everything looks fine. Copies of the Balance Sheet, A Summary of Restricted Accounts, Income and Expense Totals as of March 2011, and Income and Expenses (January to March 2011) are attached to these minutes.
- VI. **VESTRY COMMITTEE REPORTS:**
 - A. **Bell Tower Memorial Garden Report:** Shirley reported that the project to remount the brass plaques on the grave sites is underway. It was the consensus of those present that we need to start planning for the expansion of the Memorial Garden soon.
 - B. **Nominating Committee Report:** Shirley explained that Carolyn Ito is ready to call the Nominating Committee together in May.
 - C. **Stewardship Committee:** Polly Foote explained that the Stewardship Committee will come together after Easter to reevaluate the functions of the Stewardship Committee. Those who will be asked to attend this meeting are: Polly Foote, Senior Warden, Dick Mericle, Junior Warden, Greg Hilger, Jim Pierce, Joe Poole and Jane Core-Yatzeck.

- D. **Endowment Fund Committee:** Shirley explained that the hospitalization of Steve Kauffman has delayed the work of the Endowment Fund Committee a little but they will have an education program soon.
- E. **Adult Forum:** Shirley reported that during the Fall the Adult Forum will be a Ministry Faire.

VII. **FORWARD IN FAITH – BUSINESS ITEMS:**

- A. **Assistant Rector Search:** Shirley has met with the Search Committee and they have given her the names of three candidates. Shirley will make her decision six days from now. At that time she will notify the vestry of her decision and on May 8th she will announce to the congregation who will become the Assistant Rector. She is cautiously optimistic that we are in the final stage of this search process.

Shirley explained that at the last Vestry meeting we had 17 applications for the job but the total number of applicants was 30. The new Assistant Rector will start in mid June to July 1st.

Shirley distributed a document which showed the Episcopal Congregation Overview: Findings from the 2010 Survey of Episcopal Congregations. She then went on to explain where St. Martin's is rated among other congregations. A copy of this document is attached to these minutes.

- B. **Parish Administrator Hiring Process:** Polly announced that June 30th is Linda Meadows last day but Linda has said she might stay until July. She has also indicated that she would like to help interview candidates for Parish Administrator. Roger Hoopengardner had interviewed the candidates for this position last time but it now is a manager's position.
- C. **Policy on Mailing "The Cloak":** Discussion was held on ways to cut the cost of mailing "The Cloak". A motion was made and seconded that "The Cloak" will be sent by email unless parishioners opt in for snail mail. This motion was passed unanimously.
- D. **Office for the Parish Administrator:** Dick Mericle took vestry members to the reception area to explain how they plan to remodel this area and make it into the office of the Parish Administrator. A motion was made and seconded to approve Dick's plan for the office for the Parish Administrator. This motion passed unanimously.
- E. **Worship Proposal:** Shirley reported that Pickett Miles had come to see her to ask if she would consider having a Taize service once a month. Shirley submitted this idea to the vestry and then explained what a Taize service was. It would be a Saturday night service with Eucharist and would not require the Choir Director. Discussion followed and the vestry agreed that there was a need for a service on some day other than Sunday. The vestry discussed a laboratory service for an alternate time and Shirley will follow up. It is the vestry's option to look at alternative services and the Vestry has identified the need for this.

G. **Vestry Membership:** Polly explained that Daniel Brown has not made any of the Vestry meetings since he was elected so he needs to be replaced. Polly has communicated with Daniel and he thanked her for letting him out of his commitment. Discussion followed as to how to fill the rest of Daniel's term. Polly asked the vestry to think about possible candidates and to ask those people if they are willing to serve for seven months and also would they be willing to be on next year's ballot to serve for another two years.

H. **Vestry Assistance for Maundy Thursday and Holy Saturday:** Shirley would like Vestry members to be involved in Holy Week services. A sign up sheet was passed around so that members could volunteer for foot washing and the lowering and raising of the cross.

I. **Strategic Plan Update:** Polly updated the *Forward in Faith* plan and explained that this will be an agenda item every month.

Jane Core-Yatzeck reported that 14 people were going on the Chanco retreat. All the children are under 8 and one family will only be there on Saturday.

VIII. **SENIOR WARDEN'S REPORT:** Polly felt that for her report she should talk about the state of the parish. From her perception even with Rickey and Linda leaving, the parish seems to be very stable.

IX. **JUNIOR WARDEN'S REPORT:** Dick Mericle reported that the hot water circulating pump had been fixed. The sanctuary carpet will be cleaned tomorrow. There are ten projects for the work day on Saturday, April 16 and lunch will be served. Fourteen projects have been completed this month. Richard expressed concern that the zig zag building has not been taken care of on Sundays. Nellie Williams will remind the occupants of these rooms to police their rooms every Sunday.

A motion was made and seconded to give the J2A group \$100 for their mission trip in thanks for them moving the chairs back in the Sanctuary after the carpet is cleaned.

X. **Rector's Report:** Shirley announced that Richard Meadows' ordination will be on Saturday, June 18, 2011. A copy of the Rector's report is attached to these minutes.

XI. **IMPORTANT DATES:**

- . Holy Week Schedule
 - Palm/Passion Sunday – 8, 9:15 and 11 a.m.
 - Tenebrae Prayer Service – Tuesday, April 19, 7:30 p.m.
 - Maunday Thursday, Foot Washing and Holy Eucharist, Thursday, Apr. 21, 7:30 p.m.
 - Good Friday, Friday, Apr. 22, Services at 7 a.m. and 7:30 p.m. and Stations of the Cross available from 12 noon – 3 p.m.
 - Holy Saturday, Service at 10 a.m.
 - Saturday, the Great Easter Vigil with Baptism, 6 p.m.
- . Spring Clean-Up Day, Saturday, April 16, 9 a.m.
- . Reception for Richard and Linda Meadows, April 27, from 5:30 – 7 p.m.
- . Next Vestry Meeting, May 19, 2011
- . See parish calendar for other important dates
- . Bishop's Days for Parish Leadership – October 1, 2011 at Emmanuel, Virginia Beach, and October 15, 2011 at Church of the Redeemer, Midlothian

XII. **NORMS CHECK IN:** Dick Mericle felt the vestry did well with the norms.

XIII. **CLOSING PRAYER:** Jane Core-Yatzeck closed the meeting with prayer at 9:05 p.m.

