

St. David's Episcopal Church

Vestry Meeting

June 21, 2017

Present: Mary Esther Arthur, Rev. David DeSmith, Pat Hodde, Kathy Kent, Mike Roehrer, Christine Rudolphi, John Simonelli, Dale Pappas-Wilhelm, Irene Williams
Excused: Marty Stanton, Jennifer Trevisan

A quorum was established by Rev. David DeSmith and the meeting was called to order at 7:01 p.m. The opening prayer was led by Ms. Rudolphi. Mrs. Pappas-Wilhelm led the spiritual moment recounting her experiences (both success and failures) of meditation. Its benefits were widely discussed among the Vestry with many others recounting connections to the spirit and others revealing how difficult it is to maintain a clear mind for meditative purposes. Others shared how tasks like gardening, hiking or running are ways that they connect to themselves and the place around them. Mrs. Pappas-Wilhelm encouraged all not to be discouraged and to continue to try to find time to practice, allow quietude and to just be present to make God's time. Rev. DeSmith noted that he views that time as God working him over, and that something good always happens.

OPPORTUNITIES

"The Three Ships": Membership, Discipleship and Stewardship

Latest Listening from the Congregation:

- Mr. Simonelli noted that he has received compliments from the members of the congregation about how well they are being kept apprised of the transition and selection processes. Mr. Simonelli also explained to Mrs. Williams how he was reporting the progress at the 10:15 service. Now that we are in summer schedule and the services have been combined, he can report to everyone. Rev. DeSmith noted that he feels the process is also going extremely well. In his 30 years, the clear support from the Diocese is remarkable. He noted that he mentioned that at last Sunday's service. He feels this speaks to the health of the congregation.
- The Vestry Minutes and Financial Reports are now posted on-line monthly, along with the Vestry Meeting Highlights.
- Mr. Roehrer noted that someone reported how moved they were at the Reed baptism.
- A question arose about the continuation of Thursday Morning Healing Service. Mrs. Arther has already sent an email out to the attendees of the service. Rev. DeSmith noted that while he may start the Homily, those at the service always share their own thoughts. There is no reason why this cannot continue. It was generally agreed that service was important enough to the participants that it will continue.

Going Local

Mrs. Williams presented the minutes from the Going Local Committee:

- Mrs. Williams and Mr. Odian were the only members in attendance. Mrs. Doris Snyder has resigned from the committee as she is working with the Diocese.
- The committee believes that it is time to take a step back. The idea is still not resonating with most of the congregation and the approach has gone stagnant. The spirituality of the process seems to be missing. Mr. Moody commented that he felt the term “going local” was open to too many interpretations. The missional network and the missional church are easier terms to grasp and accomplish.
- It was noted that the Interim may also have a fresh approach.
- We should not give up on the desire to be part of our community. Rev. DeSmith indicated that ideas can pop up anywhere; citing the example “Break the Hunger Cycle Tour”. Mrs. Hodde also mentioned Ashes to Go. R.I.S.E. mission was also spoken about. In particular, the R.I.S.E members go as Kinnelon community members, not as their church affiliations.
- We will continue to do local things like the K-Fest and if there are other events where St. David’s can be present, please let the committee know.

Stewardship Commission Update:

- Everything is on track for the Rector’s reception.
- There will be July and August editions of *Visions*. The editions will include:
 - Any letters written by the Wardens concerning the transition process.
 - Annual Summer BBQ information
 - Summer worship schedule including information about the guest priests.
 - Save the Date for the Thrill of the Grill – Food and Beer Pairing
 - Vestry meeting highlights
- The next Stewardship Meeting is Monday, July 24th at 7:15 p.m.

OPERATIONS AND ACTIONS

- **Agenda Approval**
Mr. Simonelli made a motion to approve the June agenda. Mr. Roehrer seconded the motion. All voted to approve.
- **May 2017 Minutes Approval**
Typos and two errors on page 3 were corrected. Ms. Rudolphi made a motion to approve the May minutes as corrected. Ms. Kent seconded the motion. All voted to approve.

- **Confirmation of E-mail Vote:**

The vestry confirmed the email vote of choosing to select an Interim as a full-time position rather than part-time. All approved the vote.

Rector's Report

Rev. David DeSmith offered thanksgivings for Richard Dobson and Jennifer Trevisan for coordinating the parish dress up social; Dale Pappas-Wilhelm for coordinating the "after church" refreshments on the patio and for supplying the cakes for the various year-end celebrations.; for Polly Barker who provided the gifts for our high school graduate recognition; for all those working on the transition into summer – guest clergy, pastoral visits etc. – our leaders, staff and members.

Other Thanksgivings: Rev. DeSmith offered thanksgivings to the St. Paul's Shelter serving team – Bonnie Hook, Elizabeth Luino, Christine Rudolphi, John Simonelli, Ellen Temple. For Chris Snyder's retirement after years as the Altar Guild Chair and for Debbie Roehrer for assuming the chair for the Altar Guild. He also offered thanks giving for the proclamation given to him by the mayor of Kinnelon and for those who attended the meeting. For the Stewardship Commission members for their work on the reception.

Mrs. Pappas-Wilhelm offered thanksgiving to Gill for making the Lemonade Poster while she was ill. Mr. Simonelli noted that every month Gill does something wonderful. All agreed that thanksgivings then for Gill just being Gill.

The Rector's report also included the Rector's exit interview with the wardens and Rev. Keith A Gentry. The diocesan standard forms were used for the exit interview with one additional question proposed by the rector, which was, "What is it like to be leaders of the congregation? What is positive about it? What has been challenging about it?" A total of three questions were used for the interview. Rev. Gentry's overall summary was that St. David's is a healthy parish and though transition is challenging the foundation is strong enough to support the regular period of grieving, feelings of loss and concern about the future. Rev. Gentry noted our strong lay leadership and worship teams. Mr. Moody noted that the Stewardship commission does have a broad level of responsibilities.

Rev. DeSmith also reminded the wardens about staying in touch with their assigned staff members during the transition.

Rev. DeSmith provided his Discretionary Income statement. He recommended that going forward we include the statement in the annual meeting packet and that the fund continue to be supported. A monthly version will also be provided to Mrs. Hook for the monthly Quick books report. Rev. DeSmith provided all information of all those that get monthly assistance to Mrs. Arther and Mr. Simonelli.

Finally, the Vestry Clerk needs to inform PNC bank that the Vestry has voted to allow Mrs. Arther and Mr. Simonelli as signees on the fund as well as removing Rev. DeSmith from the account. The letter must be on St. David's letterhead. Ms. Rudolphi will complete the letter removing Rev. DeSmith by Sunday and leave in Mrs. Arther's mailbox. Mrs. Hodde made the motion to allow Mrs. Arther and Mr. Simonelli as signees on the fund and Mrs. Williams seconded the motion. All voted to approve.

There was some discussion whether the interim will take back and handle the fund at their discretion. Regardless. Mrs. Otto our parish administrator has all details and specific instructions.

Transition Update

Parish Profile

Mrs. Arther reported that the Parish Profile Committee is up and running. The first meeting was held on June 9th. As directed by Mrs. Coleen Hintz and Canon Jacobs, the Committee will make sure that the spirit of the task not get lost. The meeting was started with a candle, and a prayer and thanks were given for the awesome task ahead of them. As noted before, this is not a search for a CEO, but for a spiritual leader. Care and time needs to be taken.

Mrs. Julie Dolci is the chair of the Parish Profile committee. Members of the team are Mr. Robert Ward, Mrs. Sondra Odian, Mrs. Mary Harbinsky, Mrs. Caroline Mossip and Mrs. Mary-Esther Arther. Mrs. Arther will be acting as the chaplain.

The Committee worked on the letter and questionnaire that was distributed to the Vestry this evening. Additionally, the parish was divided up among members of the Committee for one-on-one interviews, and there will also be small focus groups set-up as well.

The meeting ended with the Lord's Prayer. The next meeting was scheduled for Friday, June 23rd.

Both the questionnaire and the letter were discussed at length. Mr. Moody was concerned that the questionnaire did not leave enough room for accurately and completely answering the questions. Mrs. Arther indicated that the questionnaire was just a starting point and should be a place to jot down some thoughts to start conversations.

Further discussion ensued as the letter was reviewed. Several edits were made including renaming the questionnaire to the Parish Survey and also correcting the letter to make it more clear that these should not be sent and forgotten but rather used in both focus groups and one-on-one conversations. If requested, the parish profile committee member meeting with the parishioner will keep the survey information confidential.

The profile needs to be complete and have as much input as possible. The more thorough the survey, the easier the search for a new rector becomes. Mrs. Papas-

Wilhelm noted that the purpose of the profile is make sure there is some consensus of what we need. Mr. Moody also agreed that it was important to converse in person.

After revising the letter and renaming the questionnaire, the motion was made to approve the profile as renamed and the letter as amended. All voted to approve the Parish Profile Survey and letter as amended.

Other Transition Business:

Mr. Simonelli indicated that Mrs. Hintz had contacted him to let him know that she will be moving to Virginia. Mr. Simonelli asked her to remain with us and we can use phone and other methods of electronic communication to stay in touch.

Mr. Simonelli as Warden has actually received some applications the Interim position. Mr. Simonelli contacted Canon (Jacob's) Jacobs and was told that this would/could happen. Mr. Simonelli expressed some concern that better vetting of potential candidates would be done by the diocese, which is what the Vestry had been told would be done when the Canon met with us.

Treasurer's Report

Prior to presenting the 2017 May Operating Statement, Mrs. Arther provided an update to Ms. Trevisan's inquiry regarding the odd dollar amount collected from AA in last month's report. The \$268.00 AA line item included:

- \$100 rent from Tuesday meeting
- \$93 rent for the March and April Wednesday meeting
- \$75.00 for May Wednesday meeting

The May 2017 Operating Statement was presented. Highlights include:

1. Plate income of \$690 included a large donation from non-pledging member.
2. Fundraising of \$1421 included the net from the plant sale and a receipt from Amazon.
3. Rector's Discretionary Fund of \$500 included a large donation from a former member.
4. Building and maintenance of \$888 includes:
 - a. \$79.00 Lowes
 - b. \$736.00 Sexton's bathroom work
 - c. \$73.00 Pest Spraying
5. Office supplies of \$1,069 included larger paper order, quarterly back-charges for copies, the forthcoming quarterly copy allowance and toner.
6. Fellowship of \$73.00 included the new member coffee hour and the donation to the diocese for the Hegg award reception.
7. Leadership Development of \$236.00 was the fee for David's exit interview mandated by Diocese.
8. Music of \$140 was for rehearsal piano tuning.

QuickBooks Financial Reports:

St. David's Balance Sheet and the P/L statement for May 2017 were presented and reviewed.

Mrs. Arther and Mr. Simonelli meet with Mrs. Hook to review the mid-year Parishioner Pledge and Donation statement. While the pledge information is fairly straight forward, the miscellaneous donations can be a bit more complicated to track. Mrs. Hook is working on the details.

Mr. Simonelli made a motion to accept the Treasurer's Report and QuickBooks statements. Mrs. Kent seconded. All voted to approve.

Outreach

The outreach committee met on June 6th and Mrs. Williams has provided the following update.

- Rev. DeSmith brought up a list of people that we assist.
- O/R continues to investigate a community garden and will be visiting a few local gardens.
- Attempts to meet with Kinnelon Superintendent of Schools to see where St. David's might be able to fill a need was rebuffed at all turns.
- Is it time to take on another big project?

St. Paul's shelter meal and the need for drivers was discussed. The basic concern is that this worthy outreach program seems to be getting away from us. There always seems to be an 11th hour rush. Mr. Simonelli noted that the Outreach and St. Paul's volunteers should meet, discuss the challenges and set-up a more concrete scheduling system.

Property Report

The property committee met on June 4th. Mr. Roehrer reported the following:

- Sidewalk repair **can** be completed sometime in the next month. Mrs. Dolci is coordinating with the contractor to increase his scope of work.
- Despite an annoying problem of windows being delivered to the wrong address, the windows were delivered on June 20th. The contractor, Mr. Barone will schedule a time to install the windows, however; it has been agreed to wait until Rev. DeSmith and Mr. Alden leave.
- The A.C. Daughtry contract renewal is completed.
- Following a few initial hiccups, the automated watering system for the front planting bed is working well. Other watering is being handled by a small group of volunteers.
- The large skylight room experienced severe leaks during the hard spring showers and Mr. Roehrer is continuing to test (of) if the leaks are skylight or roof. The skylights are now covered by some thin plastic sheeting. In the meantime, the property committee is speaking to our trusted roofer to provide a quote to replace the skylights.

- Classroom 2 of the after school program needs to have the window A/C replaced. This will be done prior to the next school year, which the Vestry has approved.
- The sheds on the property require some review to continue to highlight the attractive location and beauty of our property. The Sexton is also assisting in thinking of solutions and what might be done to increase our storage limitations. This discussion will be on-going and not solved overnight; however, the property committee did want to bring it to the Vestry's attention.

July 2017 Calendar

Several changes were made to the calendar. A motion was made to approve the calendar as amended. All voted to approve.

The next Vestry meeting is Wednesday, July 19, 2017 at 7:00 p.m. in the Skylight Room.

Respectfully submitted,

Christine Rudolphi, Clerk