

# St. David's Episcopal Church

## Vestry Meeting

May 17, 2017

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

Excused: Lee Moody

A quorum was established by Rev. David DeSmith and the meeting was called to order at 7:00 p.m. Rev. DeSmith will be leaving at 8:00 pm so that the Vestry can meet with the Diocesan Consultants, Canon Jacobs and Colleen Hintz on the transition and Rector search. The opening prayer was led by Mrs. Kent. Mrs. Hodde led the spiritual moment recounting her week taking care of her family cat and the losses one encounters and the comfort that others provide.

## **OPPORTUNITIES**

### **"The Three Ships": Membership, Discipleship and Stewardship**

#### **Latest Listening from the Congregation:**

- Most Vestry members reported answering questions from the congregation regarding Rev. David DeSmith's departure.

#### **Going Local**

The team did not meet.

#### **Stewardship Commission Update:**

- The spring fling dance is scheduled for Saturday, May 20th.
- The Stewardship Commission presented the plan for Rev. DeSmith's June 25<sup>th</sup> sending off party.
  - As the potential guests exceed the hall occupancy limitations, a tent will be rented.
  - Five or six high top tables will be provided along with a few tables and chairs.
  - Food for the event will come from Market Basket. Additionally, they will provide servers and bartender.
  - Mr. Stanton will set-up music.
  - The expected cost is approximately \$4,000 to \$4,500.

Mrs. Arther reported thus far that there have been \$1,000 in parishioner's donations toward the cost of the event. Inquiries were made as to how the 50<sup>th</sup> Jubilee and Rev. Shane's were funded. Both events were funded by parishioner's donations. Mr. Simonelli reported that he expects further donations. Additionally, there is \$2,100 unrestricted gift that can be used to finance the event. Mr. Simonelli is getting quotes this coming week and will report the costs back to the Stewardship and Vestry.

## **OPERATIONS AND ACTIONS**

- **Agenda Approval**  
Mr. Stanton made a motion to approve the May agenda. Ms. Trevisan seconded the motion. All voted to approve.
- **April 2017 Minutes Approval**  
Mr. Simonelli made a motion to approve the April minutes as presented. Mr. Stanton seconded the motion. All voted to approve.
- **Confirmation of E-mail Vote:**  
The vestry confirmed the email vote approving the Time and Talent booklet. The time and talent sheet and the booklet will be on the table in the Parish Hall on Sunday May 21<sup>st</sup>. The changes made were superficial including font changes and better defined talent descriptions. The in-gathering will be June 4<sup>th</sup>.
- **David P. Hegg II Award – Senior Ministries**  
Ms. Trevisan announced this year's Senior Ministry winners are Bruce and Patty Watts. The reception is June 11<sup>th</sup>. Mr. Simonelli will announce the winners at service this Sunday, May 21<sup>st</sup>.
- **The Watts Departure**  
The Watts are relocating to Maine. A special coffee hour has been planned for Sunday, May 21<sup>st</sup>. Mrs. Hodde asked if a card would be available. Mr. Simonelli will pick up a cake. The Watts have asked for no big send-off. The Rector's discretionary fund will be used to make a donation to a charity of their choice rather than giving them a plaque. Mrs. Arther indicated that the parish has been emailed the Watt's new address.

## **Rector's Report**

Rev. David DeSmith offered thanksgivings for Mike and Debbie Roehrer for coordinating the annual plant sale and to all of those that participated in the spring clean-up; Transition Team members Ed Horton, Nancy Moody, John Simonelli and Jennifer Trevisan. Additional thanksgivings were given for the Stewardship Commission for coordinating the annual Time and Talent booklet and distribution, the June 25 goodbye luncheon; all those that are participating in the adult education, Joyful Noise choir; morning prayer leaders; and Worship Team Leaders.

Other thanksgivings were offered by Mrs. Arther for Mr. Roehrer' excellent Worship Team Leadership.

## **Transition Team Report**

Mr. Simonelli has reported that the four-person team has been established and that a Position Description Outline reflecting St. David's as it is now has been completed. The

outline was disseminated to the Vestry and the Diocese. The clergy position will be posted on the diocesan website. The Diocese will supply suitable interim candidates for the Vestry to interview.

This position description outline is not the same as the detailed Parish Profile that is used for the Interim and new Rector search. Mr. Simonelli found guidelines for part-time interim priest coverage on the Diocesan website to cover 25 hours a week.

A packet of information with everything needed for the Diocese search consultant has been compiled. The summer schedule with Morning prayer with in-house preachers and is completed. Mrs. Pappas-Wilhelm noted that is important to keep everyone abreast of the process.

### **Treasurer's Report**

The 2017 April Operating Statement was presented. Highlights include:

1. Pledge income of \$948 includes a donation from non-amount pledging member.
2. AA income of \$268 includes payment from the new Wednesday group.
3. Grounds Maintenance \$154 includes the cost of mulch.
4. Building and maintenance of \$772 includes:
  - a. \$140 is quarterly alarm lease
  - b. \$252 janitorial supplies
  - c. \$54.00 Lowes
  - d. \$55.00 Boiler License
  - e. \$71.00 Pest Spraying
5. Outreach total of \$1680 is from the Vestry Easter letter appeal. The amount is shown on the disbursement line.
6. The amount of \$17.00 in all other includes workman compensation refund.
7. Insurance total of \$1890 includes coverage of the two fuel oil tanks.
8. Technology and Systems includes the quarterly contract of \$255 and a \$96.00 overage.

Ms. Trevisan asked for clarification on the AA amount. It seems off. Mrs. Arther will look into that line item. It could include a good will donation as sometimes happens.

### **QuickBooks Financial Reports:**

St. David's Balance Sheet and the P/L statement for April 2017 were presented and reviewed. As previously agreed, for parishioner monetary confidentiality, only the summary is provided. Mrs. Arther noted that two bronze plaques have been ordered for (the Daviess) George and Margherita Davis and their names have been entered into the Memorial Book.

The parish hall furnace motor has broken and tacit approval was given to have Crest order parts to repair. Mr. Roehrer commented that he often comes in and finds the heat on – even during hotter days. Mr. Roehrer indicated that we will getting better, programmable thermostats.

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

## **Property Report**

Mr. Roehrer reported the following:

- Previously approved sidewalk repair can now be completed. This work should be completed sometime in the next month.
- The windows for the Rectory can also proceed. Mr. Barrone has suggested that he revisit the Rectory to measure the windows. He provided the property committee with three window recommendations varying in cost. Mr. Barrone recommends the least expensive model (\$341 per window plus labor) as the one that would best fit our needs. As a reminder the windows will be paid for using the Bishop's Emergency funds and that the bidding/selection of the vendor was already approved in 2016.
- Mrs. Roehrer is concerned that all the (of) beautification of the front beds will be lost if the plants aren't watered. Mr. Roehrer will get a manifold, soaker hose and a timer to water the beds.

The large skylight room experienced severe leaks during the hard spring showers last week. The damage appears to be coming from the skylights. The issue is further complicated by roofer warranties and getting someone else to repair or replace the skylights. The property committee will get quotes for skylight repair/replacement as well as costs for removing the skylights completely.

Ms. Trevisan inquired about the reflectors that were placed by the entrance. Mr. Roehrer indicated that one had been mowed down, but the rest were stolen. He will look for reflectors harder to remove.

## **June 2017 Calendar**

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

## **Transition/Rector Search Discussion with Diocesan Consultants**

After the conclusion of normal Vestry business, Canon Jacobs and Colleen Hintz from St. Paul's Church of the Redeemer joined the meeting to provide further guidance on the transition and search committee responsibilities.

Rev. DeSmith offered condolences from himself and on behalf the Vestry to Canon Jacobs for the loss of his wife. Colleen Hintz was welcomed and complimented as a talented creator of stoles, banners and altar coverings, including some at St. David's. Rev. DeSmith then left the meeting.

Canon Jacobs led the Guidance Prayer for New Ministry. The Vestry was given two handouts entitled “Welcome to How to Succeed in Transition” and “Congregation Transition Process for the Diocese of Newark”. The consultant team also recommend that at least one copy of the Transition Manual be downloaded from the Diocesan website.

Key Points of the discussion included:

- **KEEP THE CONGREGATION INFORMED**
  - Vestry on duty
  - Update emails
  - Try to anticipate questions.
  - Try to identify anxieties and address them quickly.
  - Keep website updated. Interim and Rector Candidates will look for information about services, activities and general Parish Information.
- **Profile and Search Committees**
  - If at all possible it is recommended to create two committees. There will be members that will be great at gathering data (profile) and others better suited the unique listening and “people skills” to identify (an Interim and) suitable candidates for New Rector (search).
  - Mission Statement. This is a good time to review and make sure that this is still relevant. It is important to keep the mission statement prominent in the profile.
  - The parish profile needs to include narratives of our mission and goals, what makes us proud, what do we have to offer.
  - The more complete the profile, the better a match for the Interim.
  - Once the profile is completed, send to Canon Jacobs. It will be posted on the diocesan national church website. He will also provide some recommendations of people who may be a match.
  - Any inquiries that Canon Jacobs gets will go straight to St. David’s.
- **NO MORE THAN ONE VESTRY person on the committee(s).**
  - Vestry shall NOT chair the committee(s).
  - Try to make committee(s) as diverse as possible.
  - Wardens shall not be on search committee.
- **Appoint a Chaplin**
  - The Chaplin remains with the committee(s) for the entire process
  - Lead all meetings with a prayer.
  - The Chaplin is non-voting.
  - The Chaplin will guide and remind the committee(s) of the mission and needs of St. David’s.
  - He or she needs will remind members seen changing form and pushing for their needs want as opposed to what is good for St. David’s.
- **Don’t lose the Spirit.** This process is not looking for a new CEO. We must be open to spiritual leadership and should NOT expect the Interim Priest to do it all.
- **The Interim Priest period is also a good time to look at ways to do things better. And to bolster teams.**

- Not recommended that we start looking “part-time” even suitable Interim ministers are looking for full-time.
- Ms. Hintz will create guidelines as to
  - How often committee(s) meet
  - Money for process
  - How many candidates to present
- Congregational Conflicts:
  - Own it. Address it. It will not go away.
  - For some this will be a loss- don’t underplay this – support each other and look for those that normally don’t share to make sure all their concerns are addressed.
  - Be confident when speaking to parishioners about the transition.
- Don’t lose strong lay leadership.
- CONFIDENTIALITY
  - No mention of gender, race, age etc. when presenting candidates to the Vestry or speaking to parishioners.
  - Ms. Hintz gave an example that during the selection process only use initials.
  - Keep applications on a secure server with limited access
  - Provide no information to parish about who you may be considering – don’t even mention something like “we are looking at someone from Maine”, instead we are looking at a candidate from the Northwest. BE AS GENERAL AS POSSIBLE (it’s a small world).
- Once a candidate is chosen, don’t procrastinate. Good candidates get snatched up fast!

This meeting concluded at 10:15 p.m. with the Lord’s Prayer.

The next Vestry meeting is Wednesday, June 21, 2017 at 7:00 p.m. in the Skylight Room. Ms. Rudolphi will lead the opening prayer, and Mrs. Pappas-Wilhelm will lead the Spiritual Moment. Mr. Roehrer will do the Vestry Highlights at 10:15 service.

Respectfully submitted,

Christine Rudolphi, Clerk