

**TRINITY EPISCOPAL PARISH**  
**MINUTES OF THE VESTRY MEETING**  
**August 27, 2019**

*Our Mission:*  
*To love and serve God more faithfully, to know Christ more fully,*  
*To make Him better known to others through the power of the Holy Spirit*

The following is a recording of the business conducted during the scheduled Vestry meeting of August 27, 2019.

**Attendance**

Fr. Matt Marino, Lead Pastor	Fr. Ken Herzog, Assistant Rector
John Richardson, Senior Warden	Sandy Goode, Junior Warden
Martha Abstein	Larry Jones
Jean Aclin	Bob May
Margaret Alston	Susan Romanelli
Brenda Anderson	Mary Topping
Evelyn Fisher	Ernie Wilder

**Officers**

Larry Jones, Parish Treasurer  
Mary Lou Belmont, Vestry Clerk

**Absent**

N/A

**Guest**

Kari Marino

---

**Call to Order and Devotion**

The meeting began at 6:02 p.m. Fr. Matt, Lead Pastor lead the devotion from the Book of Acts. Throughout the year we will read the Book of Acts together and identify where we see mission. Discussed that the Vestry needs to be vision leaders during the transition from maintenance to mission. Bob May read Book of Acts through verse 12. The Vestry discussed where they saw mission.

Fr. Matt asked if anyone needed prayer.

- Jean Aclin's father-in-law is going into hospice. Sandy Goode said a prayer for John Aclin.

- Roger Platte is having a procedure tomorrow. He has never been under anesthesia before. Martha prayed for Roger.

**Minutes – Fr. Matt**

**Action Item:** *Review and approval of minutes from the June 25, 2019 Vestry Meeting.*

Fr. Matt continued the meeting with a request for any additions or corrections to the minutes of the June 25th Vestry meeting.

Sandy moved that the minutes be approved as presented. The motion was seconded by Bob and passed with no discussion by unanimous voice vote.

**Action Item:** *Review and approval of minutes from the July 18<sup>th</sup> Special Meeting.*

Fr. Matt continued the meeting with a request for any additions or corrections to the minutes of the July 18<sup>th</sup> Special Meeting.

Sandy moved that the minutes be approved as presented. The motion was seconded by Martha and passed with no discussion by unanimous voice vote.

**Financial Reports – Treasurer/Finance Committee – Larry Jones**

**Action Item:** *Review and Approval of June and July 2019 Financial Reports*

Speaking for the Finance Committee, Larry recommended approval of the following financial reports:

- June and July 2019 Profit & Loss (P&L)
- YTD 2019 Profit & Loss
- June and July 2019 Statement of Financial Position (SFP)

John moved that the financial reports be approved as presented. The motion was seconded by Margaret and passed by voice vote without discussion.

**Discussion:** Replacement of lighting in three Hindry Hall classrooms – Larry Jones

**Lighting Proposal**

This is a proposal to update the inefficient lighting in 2 areas of Hendry Hall (1 classroom off the Cloister and the 2 classrooms that are in the separate building that are also used for TELC and for the church nursery) and replace these with efficient LED lighting. There is an updated proposal bid from Dennis Shepherd Electric, Inc. for \$4,588.00 for this work.

Reasons for this proposal:

These are the only two areas at Trinity that were not touched in the last Capital Campaign.

These classrooms have lighting that flickers and some lights that do not come on at all. This is not a good situation to encourage parents to place their child in a dim environment both in the pre-school and in the nursery.

The housing for the current lighting is outdated and you can no longer find replacement bulbs to fit the housing. This would require an update of the present housing to be able to add bulbs. (according to Chris)

This upgrade will save 53% on the electric bill in 2 years and 36% in the first year, of the electricity cost in these areas. (according to Chris).

We need to be responsible for the physical upkeep of the buildings at Trinity.

**Motion:** *The Thorne Committee recommends that the Vestry approve an expenditure from the Thorne Fund not to exceed \$5,000.00 for replacement of the lighting fixtures in 3 classrooms located in Hindry Hall. The Finance Committee concurs with recommendation.*

Bob made a motion to accept the recommendation of the Thorne Committee. Motion was seconded by John and approved unanimously by voice vote.

### **Discussion: Competitive Bid Policy Proposal**

#### **Competitive Bid Policy**

At the August 22, 2019 Finance Meeting the Committee agreed that we believe a policy should be set in place to require at least 2 bids for Goods and Services expected to in excess of \$5000. Furthermore, if the project is expected to be in excess of \$10,000, we should attempt to get 3 bids for comparison purposes. It is also our intent that Quotations include a complete Scope of Work and provide a breakdown of services rendered and materials furnished so we have a better idea what is actually being offered to us by all prospective Vendors.

I hereby Propose that The Vestry approve the aforementioned suggested Policy.

Respectfully submitted,  
Laurens (Larry) Jones

Martha made a motion to approve the Competitive Bid Policy. Motion was seconded by John and approved unanimously by voice vote.

### **Vestry Reports**

#### **Lead Pastor**

There were no additions to Fr. Matt's report. (Going forward, each month Fr. Matt will provide the progress on his goals. He'll focus on the mission.)

#### **Assistant Rector**

There were no additions to Fr. Ken's report, however Fr. Ken did have one comment. He and Alex are moving forward on the Mission trip to Cuba with the assumption that they have the Vestry's support. They are ready to write up a proposal to the endowment fund. Main work will be to install the water system. Want to be sure the Vestry is in support. Fr. Matt asked for an informal thumbs up vote. Fr. Ken counted 13 thumbs.

#### **Senior Warden**

There were no additions to the report.

## **Junior Warden**

There were no additions to the report.

## **Commission Reports**

### **Christian Formation**

There were no additions to Susan's report, however she expressed a concern regarding recruiting teachers for Children's Church and Sunday School. The Vestry discussed different avenues to use to recruit teachers. Twelve people are needed to cover the classes each quarter.

### **Communication**

Ernie discussed social media. Amanda has taken on the role of administrating Facebook and Instagram. She has been looking at the metrics. Looking for the correct way to report the metrics so that they are meaningful.

#### ***Logo / Rebrand – Ernie Wilder***

The Communications team has been involved in an interesting dialogue for the new Trinity logo. The idea is to have a Trinity brand that will appear on everything we do. Currently everything we publish has a different look – font, logo, look and feel. Kari passed out different versions of the logo and a sample page from the bulletin, Welcome card, Bulletin Cover, Announcements, etc.

The team would like to roll out the rebrand all at once. Susan has identified alternative available website addresses as the current address is too long, e.g., TrinityParishSTA.org. We are going to clean up information on website and then roll out the rebrand in a comprehensive way. Timeline isn't finalized yet. There will be a roll out to the congregation – it won't just show up and be in use without notice. Some of the items that will be addressed/considered:

- Part of the 200<sup>th</sup> anniversary
- Change from maintenance to mission
  - New Look and New Outlook
- Mission statement will remain the same
- Need to talk about a Vision Statement
  - Perhaps a campaign for the Vision Statement
    - Margaret will provide some things to think about with the whole rebranding campaign. (More than just a logo change.)
    - Communication team will make the plan.

### **Outreach / Evangelism**

There were no additions to the report.

### **Parish Life**

There were no additions to the report.

## **Parish Resources**

There were no additions to the report.

## **Worship/Pastoral Care**

There were no additions to the report.

## **Youth**

There were no additions to Margaret's report, however Jouana wanted the Vestry to know that Ray did a fantastic job at the Carnival.

### **Action Item: Review and Approval of all Reports**

Fr. Matt asked for a motion to approve all Reports. Motion was made by Margaret and seconded by Martha to accept all Reports. Motion passed unanimously by voice vote.

## **Discussion Items**

### ***Diocesan Mission Share from 10% to 15% – Fr. Matt***

At the last general convention, the National Church passed a motion to increase the mission share for all churches to 15%. Fr. Matt said he is not ok with that. It would result in an increase of \$50k over 5 years. Wardens, Treasurer and Fr. Matt (and Fr. Ken if he would like to attend) are going to a meeting in Welaka to express their concerns.

### ***Staff Goals – Fr. Matt***

Fr. Matt will email the staff's goals once they are finalized. The staff has been working on them for 3 months. Setting institutional goals as well. Stewardship request will be tied to goals.

### ***Music Director Search – Fr. Matt and Martha Abstein***

Search Committee in place. Local and National ads have been placed. The committee has an interview on Tuesday. Four resumes received thus far (even before the ads were placed).

### ***Young Adult Ministry – Fr. Matt***

Fr. Matt and Keri invited young adults to gather. Much history because they have known each other for years. They try to meet every 2 weeks. Four people said they will become Acolytes. Fr. Matt discussed plans for the new Empty Nesters group – those with children have left in the last couple of years. Empty Nesters to become mentors for those who have young children.

***Vestry approval process of waiting one month to vote on items after presentation and discussion – Fr. Matt***

We have not done this. Why would we slow things down? If there is something that needs extra time, we can take it. Doesn't need to be a policy that we wait a month for everything. It is important for everyone to read the reports and ask questions before the meeting.

Sandy – She was going to present the proposed revision of the *Employee Handbook* for approval tonight. However, it was decided that it should be run by legal counsel. Handbook has never been looked at with a legal eye. (John Dickinson). After legal review Sandy will email it to Vestry and after enough time for everyone to read it, we will vote via email.

Next month we will need to review *Safety and Security Plan* which is a big lift.

***Vestry Nominating Committee – John Richardson***

- At this time, the Vestry typically approves a Nominating Committee which was made up Vestry members who are rolling off of Vestry -- Margaret, Martha, Mary and John (Mary was appointed for 2 years and has expressed an interest in running again.)
- Can we make Margaret, Martha and John the Nominating Committee? Yes.
- Other Vestry members will also recommend people to contact.
- Fr. Matt asked 2 people to consider running with the following criteria in mind: Biblical elders, spiritual, difficult things have happened in their lives.
- Fr. Ken reminded everyone of the requirements -- Must be at least 16, regular attendance, pledging and have been confirmed.

**Meeting Wrap Up**

**Upcoming:**

Sept. 1	Continental Breakfast Sunday/Welcome Reception for new hire Meredith Cataland
Sept. 11	Beginning of Wednesday Series on Church's Role in Racism
Sept. 13-14	Ultreya Retreat and Cursillio #142 overnight in Trinity Hall (Faith Jones)
Sept. 1	Acolyte Training
Sept. 19	Finance Committee Meeting
Sept. 24	Vestry Meeting

**Adjournment**

There being no further business, Fr. Matt asked for a motion to adjourn. Jean Aclin moved that the meeting be adjourned. The motion was seconded by John and passed by voice vote at 7:45 p.m.

Fr. Ken closed the meeting with a prayer.

---

*Respectively submitted,*

*Mary Lou Belmont, Vestry Clerk*