

TRINITY EPISCOPAL PARISH
MINUTES OF THE VESTRY MEETING
August 28, 2018

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 regularly scheduled Vestry meeting of August 28, 2018.

Attendance

Fr. David Weidner	Fr. Ken Herzog, Assistant Rector
John Richardson, Senior Warden	Steve Seibert, Junior Warden
Martha Abstein	Larry Jones
Margaret Alston	Roger Platte
Brenda Anderson	Susan Romanelli
Evelyn Fisher	Mary Topping
Rob Huerbsch	Ernie Wilder

Officers

Larry Jones, Parish Treasurer
Carol Dyckman, Vestry Clerk

Guest

Robert (Bob) May

Call to Order

The meeting was called to order at 6:00 p.m. by John Richardson, Senior Warden, who recognized Bob May as an observing guest and then called on Fr. David to deliver the Devotion.

Devotion

Fr. David entitled his devotion, *Be imitators of God, as beloved children*, and chose as his text *Ephesians 4:29 – 5:5-2* with commentary by Matthew Henry. The devotion centered on relationships and how to deal with those that are difficult, suffer from past hurts or misunderstandings. He emphasized the need to be careful of what is said, and how it is said. The devotion concluded with a round table discussion.

Minutes

Action Item: Approval of June 26 Minutes

John continued the meeting with a request for any additions or corrections to the minutes of the June 26 Vestry meeting. Mary Topping moved that the minutes be approved as presented. The motion was seconded and passed by voice vote.

Rector's Request

(The order of business was adjusted to accommodate Fr. David's early departure from the meeting.)

Fr. David explained that due to Steve Seibert's transition to study for the diaconate, he can no longer hold the position of Junior Warden. In addition, he should resign from the Vestry, but due to the current role of Vestry as search committee for a new rector, Steve will remain as a member.

Fr. David proposed that Larry Jones be appointed to fill out the remaining months of Steve's tenure as Junior Warden (December 31, 2018). He asked for a motion of approval. Roger Platte moved as requested. The motion was seconded and Larry Jones was approved as Junior Warden until end of year by voice vote.

Financial Reports – Treasure/Finance Committee

The meeting continued with a return to the agenda.

Action Item: Approval of June and July 2018 Financial Reports

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

- June 2018 Profit and Loss (P&L) v2
- June 2018 Statement of Financial Position (SFP) v3
- YTD January-June P&L v2

and

- July 2018 P&L v1
- July 2018 SFP v1
- YTD January-July P&L v2

Roger Platte moved that the financial reports be approved as presented. The motion was seconded and passed by voice vote.

Action Item: Approval of 2017 Audit

(Note: The full Kresge, Platt & Abare CPAs, LLC audit report is posted to CCB under the Files tab.)

Larry asked for a motion to approve the audit as presented. Margaret moved as requested. The motion was seconded and passed by voice vote.

Action Item: Approval of 2019 Diocesan Pledge Request/Common Ministry Budget

(Reference Attachment A)

Each year, in August, the churches within the Diocese of Florida are asked to commit 10% (known as the *Funding Protocol resolution*) of their *Total Operating Revenues* as

recorded on their previous year's *Parochial Report* executed in February, to the Diocese to enable its many ministries. This year, Trinity Parish's *commitment* is \$102,532.

Steve Seibert moved that the *2019 Diocesan Pledge Request/Common Ministry Budget* be approved as defined. The motion was seconded and passed by voice vote.

Action Item: *Approval of Distribution of the Priest's Discretionary Fund*

(Reference Attachment B)

Larry referenced the detail of this proposal as found in Attachment B and then asked for a motion to approve. Mary moved that the proposal be approved as presented. The motion was seconded and passed by voice vote.

Vestry Reports

Assistant Rector

Cuba Mission Trip

Fr. Ken referred to his August report, in particular the discussions he has had with Alex Quintard relative to a possible mission trip to Cuba. At least two options are available: utilize the good offices of Bishop Griselda or focus on our companion parish, San Juan Evangelista, located in Bacuranao near Havana.

There was a consensus among Vestry members that Ken and Alex (and others who have an interest) continue to explore the possibilities of a mission trip.

Stewardship Campaign

Fr. Ken referenced the Stewardship campaign timeline and then requested that Vestry members forward to him brief testimonials that can be part of his kickoff article in the *Tidings*. He noted that it is important to maintain momentum during this period of transition, and requested the Vestry submit their pledges early.

Senior Warden

There were no additions to John's August report and no questions.

Junior Warden

Steve referred to that portion of his report that addressed a new procedure for locking the Artillery Lane doors of Trinity Hall. A procedure has been defined that will not allow access to Trinity Hall directly from the parking lot during church services.

Several Vestry members voiced concern over a procedure that locked out those who wished access to Trinity Hall during a church service as perhaps security gone too far. A follow-up action might be signage to direct those attending church to a single point of entry. After further discussion, it was decided to put this procedure on hold for the time being.

Commission Liaison Reports

Christian Formation

Jouana and Fr. David interviewed Amanda Boulier for the position of Sunday School Superintendent. The position was offered, and Amanda accepted.

Communications

Rob Huersbch referenced his report and noted that the Trinity podcast is now available on *SoundCloud*, and soon to be available is streaming of church services real time.

Outreach/Evangelism

Roger reminded those present of the need for Carefest volunteers and Habitat construction projects.

Parish Life

Evelyn Fisher referenced that portion of her August report that explained the coffee only change to all after church social hours except breakfast Sundays. She also noted that because the first Sunday of September is Labor Day, breakfast will not be served.

Parish Resources

Larry noted that the figures in the August report show a slight adjustment due to corrections that were made.

Worship/Pastoral Care

Martha Abstein noted that the commission had defined future plans as required, realizing that there might be changes when a Priest-in-Charge is in place.

Youth

Margaret Alson explained that a decision was made to go forward with the Rock the Universe event even though with a small group.

(*FYI: The funds for the purchase of the Foosball table referenced in Jouana's report came from the TR Youth Account, thus avoiding the need for Vestry action.*)

New Business

Action Item: Donation of a Kawai Baby Grand Piano

Peg and Jack Luke are leaving Florida and want to donate their Kawai baby grand to Trinity to be placed in the choir room. They have also graciously agreed to pay related moving expenses.

Larry moved to accept the offer as presented. There was a second and the motion was passed by voice vote.

Action Item: Cary Christian School Choir Performance

In conjunction with its time in St. Augustine, the *Cary Christian School Chamber of Commerce Choir* has requested an opportunity to sing at the 9:00 and 11:15 services, Sunday, March 17, 2019.

Mary moved that the offer be accepted. The motion was seconded and passed by voice vote.

Action Item: Discretionary Portion Common Ministry Budget

Trinity Parish has the discretion as to how to distribute 10% of its *Common Ministry Budget* to either the National Church or to such missions as is determined by the Diocese. The Vestry makes this determination.

Margaret moved that 100% of the *discretionary portion* (10% of \$102,532 = \$10,253) be sent to the National Church.

The motion was seconded and a brief discussion followed that referenced previous years' split of the discretionary portion to the National Church and the Diocese. John called for the question and the motion passed by voice vote.

(*Note: For background on how this funding has been handled in previous years, see the August 29, 2017, Vestry minutes. The entire Parochial Report can be found on CCB under the Files tab.*)

Action Item: Nominating Committee – Candidates for Vestry

John explained that traditionally, those members whose tenure is coming to an end become the core members of the Nominating Committee to identify candidates for the Vestry who will be seated in January 2019.

Roger moved that the Nominating Committee begin with a core group of those ending their time on the Vestry (i.e. Rob Huersbch, Roger Platte, Susan Romanelli, Steve Seibert). Others can be added as identified. The motion was seconded and passed by voice vote.

Discussion and Wrap-up

Confidentiality – Rector Search

John reminded Vestry members that activity related to the Rector search is confidential.

End-of-Year Reports

Commission leaders were encouraged to be thinking about their end-of-year reports. Larry also reminded them that budgeted funds must be spent by year end. Any balance left does not roll over into the new year.

Job Descriptions

Job descriptions of all Trinity staff position have been defined and posted to CCB in anticipation of the appointment of the priest-in-charge. All must be signed by those currently holding the position as well as preparing a resume.

Confirmation

Bishop Howard will be present for confirmations on November 11.

Calendar Review

John made several corrections to the dates listed for September and October.

Note: After Bob May left, the remainder of this Vestry meeting was devoted to a discussion of the duties related to the search for a new rector and is not part of these minutes.

Adjournment

Since there was no further business, John asked for a motion to adjourn. Roger moved as requested. The motion was seconded and passed by voice vote. The meeting adjourned at 7:45.

Respectively submitted
Carol B. Dyckman, Vestry Clerk

Attachment A: Diocesan Pledge Request



THE EPISCOPAL DIOCESE OF FLORIDA

THE RIGHT REVEREND SAMUEL JOHNSON HOWARD, D.D.

BISHOP OF FLORIDA

June 13, 2018

The Reverend David Weidner.
Trinity Episcopal Church
215 Saint George Street
St. Augustine, FL 32084

Re: 2019 Pledge – Common Ministry Budget.

Dear Father Weidner:

It is again that time, when we as a diocese, begin to plan our ministries for the year 2019. We would ask that the good people of Trinity Episcopal Church prayerfully consider their pledge in support of the 2019 Diocese of Florida Common Ministry Budget. This budget supports a wide range of ministries including Hispanic ministries, urban ministries in Jacksonville and Tallahassee, campus ministries in Jacksonville, Gainesville, and Tallahassee, as well as Camp Weed, the Diocesan office, and the Episcopate.

The Letter to the Hebrews reminds us: "*Let us continually offer a sacrifice of praise to God, that is, the fruit of lips that confess his name. Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God.*" (Hebrews 13:15-16) The Diocesan Common Ministry Budget protocols ask each parish and mission to pledge ten percent of their operating funds as reported in their most recent parochial report to support the common ministries which we share as a diocese.

We would ask that complete and sign the attached form and return it to the Diocesan office no later than September 15, 2018. If you should have any questions regarding this request or are unable to respond within the requested timeframe, please call me at (386) 249-2431.

In Christ,

A handwritten signature in blue ink, appearing to read "George L. Hinchliffe".

The Rev. George L. Hinchliffe
Chair – Common Ministry Budget Committee

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The Episcopal Diocese of Florida

The Right Reverend Samuel Johnson Howard, D.D.
Bishop of Florida

To: Common Ministry Budget Committee
325 Market Street
Jacksonville, Florida 32202

From: Trinity Episcopal Church
St. Augustine

To enable the countless ministries of the Diocese of Florida to thrive to the Glory of God, we have prayerfully considered our commitment to the Common Ministries of the Diocese of Florida.

The funding protocol resolutions for the diocese state that the commitment to the Common Ministry Budget is based on 10% of Line A of our congregations prior year Parochial Report.

Our commitment to the Common Ministry Budget of the Diocese of Florida from Line A of our 2017 Parochial Report is \$1,025,322 x 10% = \$102,532.

Signed _____
Rector _____ Senior Warden

Please Return this signed form by **September 15, 2018** to:

The Rev. George L. Hinchliffe, Chairman
Common Ministry Budget
Episcopal Diocese of Florida
325 Market Street
Jacksonville, Florida 32202-2798

Attachment B: Distribution of Priest's Discretionary Fund

Background: Recently Fr. David closed out his Discretionary fund and gave us a Cashier's Check in the amount of \$3465.

We are required by the Diocese to establish a Discretionary Fund for the Interim Rector and later a fund for the Priest-in-Charge.

Proposal: I propose that we allot \$1465 of these funds as the start of Fr. Eddie's Discretionary Funds keeping the remaining \$2000 for use by the incoming Priest-in-Charge.

Any incoming gifts from September 1st – the end of Fr. Eddie's tenure will be deposited into his Discretionary Fund, with any remaining balance at the end of his tenure rolling into the \$2000 set aside for the Priest-in-Charge.

It is the intent for these funds to reside in the Temporarily Restricted Funds account.

This proposal does not affect the separate Discretionary Fund already in place for use by our Assistant-Rector, Fr. Ken.

Respectfully submitted
Laurens (Larry) Jones

Addendum to the 08/28/18 Vestry Minutes

Electronic Voting: Proposal for Added Security at Sunday Church Services

Background: The following email was sent by John Richardson on September 03, 2018.

Good morning, all. As a follow up to yesterday's meeting with Father Eddie, I want to inform you that earlier today [September 03] Andrew Konizeski's employment by Trinity Episcopal Parish was terminated without incident.

After discussion with Father Eddie and Larry Jones, I would like to propose that Trinity arranges for a plainclothes security officer to be present at all of Trinity's Sunday church services for the foreseeable future. This is not a budgeted expense but funds are available in the Wells Fargo account adequate to cover this expense through the end of 2018 and it will be considered as a new budget item as we move into 2019.

Proposal:

I [would] request that a motion be made to approve this recommendation and seconded, after which I [would] ask that each member of the Vestry vote for or against the motion by email as soon as possible so, if approved, arrangements can be made to have an officer in place before the upcoming weekend.

Action:

Larry Jones moved to approve the recommendation as proposed and voted yea. Ernie Wilder seconded the motion and voted yea. There were an additional six yea votes sufficient to approve the recommendation as described.