

TRINITY EPISCOPAL PARISH
MINUTES OF THE VESTRY MEETING
May 28, 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 May 28, 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	Mary Topping
Evelyn Fisher	Ernie Wilder

Officers

Larry Jones, Parish Treasurer
Mary Lou Belmont, Vestry Clerk

Absent

Brenda Anderson, Susan Romanelli

Call to Order

The meeting was called to order at 6:00 p.m. by Fr. Matt, Lead Pastor, who delivered the Devotion.

Devotion

Fr. Matt began the Devotion by explaining that Lexio Divina (Sacred Reading) will be used with a reading from Psalm 78: 1-7. The devotion was completed using Lexio Divina (Sacred Reading). There are 4 movements.

1. Lexio - Read – What work comes to mind after the Psalm is read?
2. Meditatio – What image comes to mind?
3. Oratio – Invitation – What is God inviting you do to?
4. Contemplacio – Rest in the Word. Opportunity to hear God say well done, good and faithful servant.

(Fr. Matt explained that according to the Canons, the Pastor should lead the Vestry Meetings.)

Minutes

Action Item: *Review and approval of minutes from the April 30, 2019 Vestry Meeting.*

Fr. Matt continued the meeting with a request for any additions or corrections to the minutes of the April 30 Vestry meeting.

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

Financial Reports – Treasurer/Finance Committee

Action Item: *Review and Approval of April 2019 Financial Reports*

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

- April 2019 Profit & Loss (P&L)
- TYD 2019 Profit & Loss
- April 2019 Statement of Financial Position (SFP)

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

Action Items: *Parish Administrator Compensation Package and Job Description; and an Addition to Staff*

Review, discuss and approve Parish Administrator Job Description, proposed compensation package for Susan Lieberman as Parish Administrator and an addition to staff of a ministry position to support evangelism and growth. (Proposal was provided via email to Vestry members on May 22.)

Background:

Fr. Matt advised that we will not actively search for the new ministry position at this time. Our staff to budget ratio is 61% which is fairly high. The new person would help us improve the budget, but Fr. Matt would like to see how the budget holds up before proceeding.

Fr. Matt discussed some of his goals: Increase attendance of young families and have a more robust Christian education program. In order to attract young families and have a more robust Christian education program, we need to do 10 things, 2 of which we are doing well. We have to begin doing the others. Unlike other places where the reality of the church isn't good, we have a better reality but there is a gap in the way we present ourselves to the community. Website and printed materials are far worse than the actual church.

Changes to worship are meant to make new people fall in love with the Church. We have a great group of people, but we need a way to communicate that to the world. In

outside world it is called a Parish Life person, like Julie of the Love Boat. Job description has not been written yet, but we can borrow from other churches.

Motion made to approve the Parish Administrator's job description by Sandy and seconded by Evelyn.

Discussion:

Several points were discussed:

- 2.7 and 2.4 say almost the same thing. They were combined into one (2.4) and risk management was added. Eliminate 2.7.
- Will the position be eligible for overtime or comp time? Position is not eligible for overtime. It could be eligible for comp time but that would be governed by the Employee Handbook.
- Safety and Security will come under Jr. Warden and Sexton.
- Cleaning – Parish Administrator will oversee and examine for cleanliness. 3.5.4.
- **Jr. Warden job description will need to be updated.** ¹
- Sandy's main comment was risk management, which is now mentioned. Also 3.1.9 referred to Disaster Plan instead of Safety and Security Plan which is in place and would cover this.
- Comment regarding 2.5 – *Provides clerical support* – Vestry and Head of Guilds have walked into Susan's office and spoke to her like they were her boss. ("I need this done and I need it by x date".) Fr. Matt is Susan's manager. She is the supervisor, not the actual person who will do the work.

A voice vote was taken, and motion was passed unanimously.

Action Item:

Several points were discussed regarding the Compensation Package for the Parish Administrator:

- John Richardson referenced the email provided and provided a brief history of Susan's recent compensation. When Heather left the Vestry approved an increase of \$275 twice per month.

¹ Please note that items in red font are potential action items.

- If the estimates are correct, there is \$66,400 left over for connector person.
- How often are performance reviews completed? Annual reviews are conducted, but feedback is provided on an ongoing basis.

Motion made by Mary and seconded by Martha to approve the new proposed compensation package for Susan.

Motion passed unanimously by voice vote.

Action Item:

Margaret made a motion for **Fr. Matt to meet with the Senior Team to pursue the idea of adding a staff connector person and Sandy seconded. Fr. Matt will report back to the Vestry with a job description.**

Motion passed unanimously by voice vote.

Action Item: *Fr. Matt Dental Plan*

The compensation package for Father Matt developed during our Discernment process included Health, Dental, Life and Accidental Death & Dismemberment policies. The offered Dental Plan, listed as DD50 – Basic Dental PPO is the same plan that Fr Ken has. The budgeted cost of the DD50 Family coverage is \$146/month. The Dental & Orthodontia plan Father Matt opted for costs \$202/ month.

It is the recommendation of the Finance Committee that we continue to pay the premium with the agreement that Fr Matt will reimburse the Parish a sum of \$56/month on a quarterly basis or \$168/quarter.

Respectfully submitted, Laurens (Larry) Jones

Discussion:

Fr. Matt provided a brief description of what had happened.

Motion by Martha seconded by Evelyn. Motion passed unanimously by voice vote.

Action Item: *Fr. Matt Purchase of Trinity Episcopal Parish Office Furniture*

Fr. Matt has requested to purchase the couch and chairs that were in the Rector's office. The furniture, although in good condition, is 3-4 years old. It is his plan to use the furniture until they purchase a home and retrieve their furniture from storage. At that time, it is their intent, to donate the furniture to St Catherine's Guild to be resold through the Thrift Shop.

It is the recommendation of the Finance Committee that the furniture be sold to them for \$600.

Respectfully submitted, Laurens (Larry) Jones

Discussion:

- Fr. Matt will time the donation to St. Catherine's Guild at the time of giant yard sale where furniture is accepted.

Motion made to approve the sale of the furniture to Fr. Matt for \$600 by Sandy and seconded by Evelyn. Motion was passed unanimously by voice vote.

Vestry Reports

Lead Pastor

(No report was provided.)

Assistant Rector

Fr. Ken and Alex Quintard will be in Cuba this weekend and requested our prayers. Fr. Matt will be by himself so please help Fr. Matt to ensure the acolytes are in place, etc. Exploratory team will assess biggest needs for a planned January mission trip.

Senior Warden

There were no additions to John's May report.

Junior Warden

There was one correction to Sandy's May report.

- Three-year inspection for sprinkler system could not be done as pipes are horizontal. Company is trying to devise a drain pipe.
- Sandy asked if we could send a thank you to the Fire Department who put our halyard up on our flagpole. **Mary Lou will write the thank you letter.**
- Regarding #11 in Sandy's report -- garden area to be locked and unlocked -- who will perform this? Sandy spoke to Chris and he will talk to Amanda and Jouana.

Commission Reports

Christian Formation

There were no additions to Susan's report.

Communication

There were no additions to Ernie's report,

Outreach / Evangelism

There were no additions to Evelyn's May report.

Parish Life

There were no additions to Evelyn's May report.

Parish Resources

There were no additions to Larry's May report.

Worship/Pastoral Care

There were no additions to Martha's May report.

Youth

There were no additions to Margaret's May report.

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

Discussion Items / New Business

Change Management Process – Fr. Matt

Fr. Matt apologized for violating change management process. Vestry received many concerns from Parishioners regarding the changes made by Fr. Matt. Some items will be communicated in *Tidings*. Fr. Matt sent article to Vestry to review. He will hold 2 Q&A sessions to answer parishioners' questions. Main thing Fr. Matt is trying to accomplish is to help more young families to give us a chance.

Sunday Experience Team – Fr. Matt

Fr. Matt would like to have a team to look at the Sunday experience. (Like the fun seats.) This team will look at the totality of the Sunday experience and come back with recommendations. Margaret Alston has assembled a team.

Sandy moved that we create a Sunday experience team with Margaret Alston as chair. **Margaret will recruit volunteers and report to Vestry.** John Richardson seconded. Motion passed unanimously by voice vote.

A concern was expressed – **This team must include all age groups.** Concerned that too much is focused on attracting young families at the expense of the current older parishioners.

200th Anniversary Team – Fr. Matt

Mike Strock and Carol Dyckman are working on a book and would like to make a proposal to publish a hardback book.

We need to work on the Party and the Vision for 2031. Fr. Matt will ask Ron & Nancy Birchall if they will lead this team. We also need a Vestry person. If you can think of an alternative in case Ron and Nancy cannot do it, please send suggestions to Fr. Matt.

Action Item:

Motion to assemble 200th Anniversary Team was made by Mary and seconded by Martha. Motion passed unanimously by voice vote.

Neighborhood Get Togethers – Fr. Matt

Ten days ago, the Wilson's invited their neighbors to their house to get to know Fr. Matt and Kari. They had dinner and dessert. People asked questions, told their stories. What other neighborhoods would be appropriate to have get-togethers like this? **Please send suggestions to Fr. Matt.**

As an aside, Fr. Matt met with the Rector at St. Cyprians and the Rector felt that there is no conflict.

Goals and Reviews – Fr. Matt

Role of the vestry of a church our size is Vision. The Vestry sets the big picture. Once we set the 2031 Vision, we will create 3-year plans. Reviews and feedback will be provided based on those goals. Reviews will be performed in February. Staff goals for the next year will be written in March. In April individual goals will be created. Individual goals will be finalized in the Summer. We plan to be systematic in our prayers and our labors so that Trinity can be the best it can be.

Congregation Size Dynamics – Fr. Matt

Fr. Matt reviewed the handout he provided prior to the meeting.

Do we really know who we are now? How do we function now and how should we function in the future?

He asked the Vestry to think about if we look like our size? One comment was that we are functioning one level down. **Fr. Matt asked the Vestry to take a look at the handout again.**

Vestry Participation in Picnic and Ascension service on Thursday, May 30th – Fr. Matt

Fr. Matt encouraged the Vestry to attend the Picnic and the Ascension service.

Incense will be used at the evening service.

There have been some complaints about incense. Real frankincense and good charcoal should cause fewer issues. They will not overdo it.

Meeting Wrap Up

Upcoming:

June 2 Breakfast Sunday
June 5, 12, 19 Covered Dish & "Lydia's Prayer Group"
June 9-15 Youth Mission Trip
June 9 Pentecost
June 16 Trinity Sunday
June 16 Father's Day
June 20 Finance Committee Meeting
June 25 Vestry Meeting

Adjournment

There being no further business, Fr. Matt asked for a motion to adjourn. Sandy moved that the meeting be adjourned. The motion was seconded by Evelyn and passed by voice vote at 7:30 p.m.

Bob May closed with meeting with a prayer for safe travels for Fr. Ken and Alex for their trip to Cuba.

*Respectively submitted,
Mary Lou Belmont, Vestry Clerk*