

Vestry Minutes
May 16, 2007

Present: The Rev'd Jennifer Pedrick, Bill Dench, Richard Messier, Bonnie Wright (for part II), Steve McGrath, Susan Hawryluk, Marilyn Fuller, Mike Seger, Bob Bergstrand, Tammi Miller

Absent: Carolyn McDonough, George Kolb, Shirley Baker, Michelle Callahan

Guests: none

At 7:07 PM, Marilyn Fuller opened the meeting with a prayer.

Part I - continuation of vestry retreat exercise to create a revised and detailed organizational chart

Marilyn Fuller presented the tentative organizational chart (comprised of a great number of "stickies") that was generated at the vestry retreat. This delineated duties of the rector, activity coordinators and staff, and distributed duties of the assistant to the rector among members of the vestry. This way, the vestry could ensure that groups and processes such as NeXtGen and the e-news continue smoothly until the new assistant is hired and his/her duties are determined.

The Rev'd Pedrick noted that this is an intermediate step in the process of moving towards being a program-sized church, and also helps us define the role of the new assistant. It also identified areas for future development, such as a finance committee, an evangelism coordinator, and a newcomer coordinator.

Bill Dench emphasized that the newcomer coordinator should be overseen by the assistant, as it is "so critical". The Rev'd Pedrick agreed, but said it would probably entail a system of coordinators, as growth can't fall to just one person. Steve McGrath asked who was responsible for contacting newcomers in the interim, and Marilyn stated it is yet to be assigned.

The Rev'd Pedrick also shared that Carol Marsland has offered her talents to lead Bible study, and there may be some other people interested in the youth ministry. She voiced concern over the relative low level of involvement of former St. Martin's members. Richard Messier offered that it may be because "they did it *all* for so long (at St. Martin's) they may be taking a breath and sitting back a bit." He said he would speak with some people about it.

Sue Hawryluk suggested the "stickies" be left out for others to see at coffee hour. Steve added that it was "very eye-opening" when it was put together, and that it "may help people identify a niche for themselves they never knew existed." Bill also added that up until recently, we've been a "flat organization. Everyone goes to the rector." He felt that leaving the notes up would be another sign of our paradigm shift and would show visually that there are other people to whom parishioners can go.

In light of the fragility of the notes, and because the Rite 13 students would be creating displays for their upcoming ceremony, leaving the notes on the wall was not feasible. However, Richard offered to check into having an easel-sized chart made that could then be displayed with an accompanying brief description, as suggested by Sue.

The Rev'd Pedrick wrapped up by saying it would be important for the vestry to notice the special talents in people they know and to talk to them about our need and the roles they may be perfect to fill.

Part II - Business meeting

Marilyn Fuller moved that the minutes of the March 21 meeting be accepted as presented. The Rev'd Pedrick seconded the motion. Mike Seger corrected a line on page 3 which stated that he and the Rev'd Gunn had met with a representative from Bose. In fact, he did not, but he does have the information from that meeting. The motion passed unanimously.

Parochial Report - The Rev'd Pedrick explained that the parochial report was a standard report filled out by

every Episcopal church in the country. It lists things such as financial information, numbers of people baptized and confirmed, stewardship information, etc. It also includes an information page giving the vestry's contact information to the diocese.

Bob Bergstrand found need for corrections to the list of delegates to the Diocesan Convention, and added that legal names versus nicknames (e.g., Robert, not Bob) should be used. He also asked what our reported number of parishioners would be, and The Rev'd Pedrick stated we had 339 total, 226 in good standing. At that, Richard added that he has heard that some former St. Martin's members who did not come to Epiphany right away are now hearing good things and may begin to come over now. He expects more new members over the summer.

Treasurer's Time - Bill Dench

The April 2007 actuals and the most recent profit/loss statement were presented. Bill related that we have a \$9,000 loss at this point, and a \$1,000 gain had been projected by now. This is due to urgently needed roof repairs to the sacristy (\$5,100) and elevator repairs (\$4,700). However, money from the Lancaster fund will be moved over to cover \$4,600 of the elevator repair. On the positive side, he also stated that pledges are \$1,500 over what was expected. Richard asked if we should use the line of credit from the diocese to cover the shortfall. Bill answered that we would not want to at this point.

Regarding that line of credit, Bill pondered whether we could borrow from ourselves instead. As the gifts to fund the music programs and the assistant both come in the beginning of the year, that money sits and waits to be spent. We could borrow it at no interest, then if by the end of the year we hadn't sold the former St. Martin's property, we could repay it with money from the line of credit. The Rev'd Pedrick cautioned that the donors would have to approve that. Bob added that we typically have a dip in income over the summer, therefore we should think about watching cash flow in our checking account in the interim.

Bill then moved that, regarding the Rev'd Alden Besse 2007 gift of \$2,334, the first 10% (\$233) be tithed to fund our outreach program in a manner to be determined by the outreach committee, and the remainder of the gift (\$2,100) be used to fund repairs at the rectory. Marilyn seconded the motion. Steve said he had visited the rectory to note the water damage previously caused by a faulty roof. There is damage and consistent peeling and flaking of paint from the kitchen ceiling and wall. There are also two electrical fixtures not working. In addition, there are other areas of repair needed, such as broken storm door handles and various repainting needs. Richard asked if insurance would cover any of it, but Steve said it was such a while ago (about 1 1/2 years) that he would be reluctant to file a claim at this point. He stated he has someone coming out to give an estimate and is seeking other bids. The motion passed unanimously.

Rector Time-The Rev'd Jennifer Pedrick

Dot Campbell and Janice Johnson, Pumpkin Fair organizers, have asked to rent tables to outside vendors at the fair. Though Bob and Sue stated this is common at other area church fairs, Steve and The Rev'd Pedrick were concerned regarding liability issues, and Bill questioned sales tax issues. Shirley Baker, coordinator for parish life, will be asked to check with the organizers and clarify their request.

Carol Marsland has offered to lead a Wednesday night Book Club program in the fall focusing on the book "Becoming a Blessed Church". She also offered to lead the vestry in discussing it as it applies to Epiphany in our transition. All members voiced interest, and the Rev'd Pedrick will contact Carol for more information.

The Rev'd Pedrick will be on vacation 7/6 through 7/16. She will also attend a continuing education conference and will leave after church on 7/22, to return late on 7/29.

The search for an assistant to the rector has yielded a job description which was emailed to the vestry for review in light of discussions at our retreat. Bob felt it should add a focus in continuing our growth, as in addition to being a need, it is something quantifiable that can be measured as his performance is evaluated. The Rev'd Pedrick clarified that we know what we need to develop right now that will lead to growth, so "we all have a hand in growth." This position will be different from the one held by the Rev'd Gunn in that

“we know how to grown now we need to do it to keep people invested. We can’t put it on one person.” That said, a line will be added to include the duty to develop programs that will help us grow.

The Rev’d Pedrick then addressed a resume for the position that had been recently received and distributed to the vestry. The applicant, the Rev’d Timothy Burger, left his last position in Pennsylvania recently with the intention to go back to school, but he then discerned that he did not want to leave parish life. However, by that time, he was unable to return to his former position. His resume lists many of the interests and experiences sought by the vestry in a new assistant, including youth education and ministry and a 20’s/30’s group. The Rev’d Pedrick had spoken to his prior rector and found that he was well-loved there. He “worked well with people, was extroverted and developed programs” related to transitional churches.

Bob said he had a few questions that he would email at a later time. Bill hoped his skill set would fit with the Rev’d Pedrick’s, to enable her to grow in the areas she had hoped. He was also concerned that the Rev’d Burger did not have as much experience as we had hoped to see. Steve added that the Rev’d Burger had only been on his own since July 2005, and he hoped that the Rev’d Pedrick would not have to spend too much time mentoring him, in turn interfering with some of her goals. The Rev’d Pedrick replied that she is not concerned based on meeting him and speaking with his prior rector. Bob hoped we could get a time commitment from the Rev’d Burger, due to the changes we’ve recently been through. The Rev’d Pedrick said a two year minimum would be nice, but that the average stay for an assistant is two to three years. The search committee will meet with the Rev’d Burger Thursday 5/17, and if all went well he would meet the vestry at a special meeting after that.

Senior Warden - Marilyn Fuller

The property subgroup (Richard Messier, Marilyn Fuller, Steve McGrath, Bill Dench) has an agreement with the Olympus Group commercial real estate firm. Greg McAuliffe, the agent, will be getting a sign up soon and getting a copy of the keys from Richard. Marilyn stated that their focus is on keeping the building as a church if at all possible.

Marilyn reported that we have raised \$11,991 to date in our fundraising campaign to replace and improve the kitchen and stove. Another reminder will be in the bulletin. She asked Bob if work could begin with that amount raised. Bob answered that he has met with Sine Plumbers and they are waiting for our go-ahead. He foresees having a contract from the contractor by next Wednesday 5/23.

As discussed at the vestry retreat, Matthew Hawryluk has expressed interest in becoming the vestry youth member at large (to have a voice but no vote). Marilyn moved to name Matthew as our youth representative, and Mike Seger seconded. The Rev’d Pedrick noted that normally, two family members would not be on the vestry at once (Matthew and his mom Sue), but that since Matthew would not vote it should not be an issue. Richard asked if there would be a term to the position, and the Rev’d Pedrick wondered if we needed a bylaw change to have such a member. It was decided that Matthew’s term would run for the rest of the 2007 vestry term, no bylaw change was needed now since he would just be an observer, and that a bylaw change and election would occur at the 2008 annual meeting. The motion then passed unanimously.

Junior Warden - Steve McGrath

Steve McGrath reported that the lawn mower is not working. Two donors will contribute 1/3 of the cost each to replace it with a riding mower, if the vestry adds the final 1/3.

The former office of the Rev’d Shippee had a pipe rupture on the outside of the building and water came in. The plumber has fixed the faucet, the rug is now dry, and Bob has a mold remediation specialist coming to look at it soon.

A letter from Atty. Jim Hahn was mailed to the Ed Bennett in response to the draft proposal of the standing committee addressing the distribution of any proceeds from the former St. Martin’s property sale. That draft stated that “all net proceeds of the merger, to include sale of real estate/church and any endowments, minus any merger costs and liabilities” should be divided so that the “first \$500,000 goes to the newly created merged entity”. However, a “clear strategic plan” for the use of the money must be presented

before it is released. The remainder of the proceeds would go to the diocese. In it, Atty. Hahn noted that he had reviewed Rhode Island law regarding mergers and found nothing in the Canons that would contradict Rhode Island law, therefore subjecting the distribution of proceeds to state law and not the committee's proposed measures. The letter was to be discussed at the standing committee that night, and Atty. Hahn will update us.

Bob expressed his wife Sue's thoughts that she enjoyed having everyone for the vestry retreat. The Rev'd Pedrick added that it was "the best vestry retreat I've ever been on", largely due to the Bergstrands' hospitality. The vestry echoed those sentiments.

At 9:30 the meeting adjourned with a prayer from the Rev'd Pedrick.

Respectfully submitted,

Tammi Miller, vestry clerk