

**St. David's Episcopal Church**  
**Vestry Meeting – September 26, 2017**

**Attendees:** Vestry – Colleen Bast, Fred Speyrer, Hal Williams, Julio Alvarez, Orlon Daniels, Lia Bertelson, Lee Hunter, Ama Couch, Jennifer Rust, Robert Ward

Non-Vestry – the Rev'd Ken Swanson, Rev'd Michelle Ortiz, Karen Wright, Gary Dunsmore, Rachel Berhannan

Not Present, Vestry - Michael Sutton, Patty Conard

Not Present, Non-Vestry - the Rev'd Anne Elizabeth Swiedler

**Check Ins:** Vestry members briefly shared, summer experiences

**Opening Prayer:** Rev'd Ken Swanson

**Acceptance of Minutes:** Motion to accept the minutes from the August 22, 2017 Vestry meeting, was made by Hal Williams, seconded by Fred Speyrer. Motion passed unanimously.

**Spiritual Meditation:** Robert Ward

**Rectors Update:**

“What if” : Ministry Liaison Revision,

Committee comprised of Colleen Bast, Orlon Daniels, Lee Hunter and Patty Conard. Colleen presented a synopsis of the groups conclusions.

The committee met throughout the summer to look at all parish ministries, ministry chairs and vestry liaison to each ministry.

Lee Hunter met with staff members, Linda Thomas, Jan Georges, and Mother Michelle, to determine the most efficient manner for the staff members to communicate with the vestry without having concerns over duplication of effort.

Orlon had developed a color-coded ministry chart, organized by ministry type, to display how often ministries would report to the Vestry, the name of the Vestry liaison, the ministry chair, and contact information for the chair.

Ministry types:

Caring and Support, Christian Education, Fellowship, Outreach, Pastoral Care, Stewardship support, Worship Support, Service and Evangelism, Hope and Healing, Newcomer Ministry.

Vestry conversation centered on the importance of face to face contact, Vestry liaison meeting with the Ministry Chair, to clarify what type of information needs to be included in the report and how to determine the budget balance. Clarifications that ministries that report quarterly and annually, the fourth quarter report would also be the annual report. If the ministry only does an annual report it was suggested a report at some other time may be helpful.

Regardless of the frequency of reporting, the report format will remain the same.

A concern was mentioned that some ministry chairs currently are sending the same report to two Vestry members. It was clarified that this occurs when the ministry is different, for example: Episcopal and Christian Education (Infants-5<sup>th</sup> Grade).

Vestry members were asked to review their responsible ministries and determine if the frequency is appropriate. If a ministry does have a budget, that ministry should report more frequently. A goal for 2018, is that each Vestry member contact their ministry frequently and do a 'check in' to proactively identify concerns.

Mother Michelle suggested that annual staff reports include a reflection quantifying the effectiveness of the ministry during the previous year.

#### Staffing:

The Vestry adjourned to Executive session.

The Rev Canon John Bolton will accept the role as Priest Associate in Late October.

#### Stewardship:

The stewardship program for the coming year will be launched the first Sunday in October. Parish members that have been asked to offer a stewardship talk are Thomas Nolf, Patty Conard and Patrick Daley. The Stewardship packet will go out to the parish on Monday.

We have decided to move forward with the year round stewardship program for 2018. When the year round stewardship program is implemented each member of the Vestry will be responsible for one month of the year to design how to present stewardship responsibility.

#### Vestry Nominations 2018 – 2019 Vestry Year:

Four individuals were presented for Vestry nomination. Of the four only two met the canonical requirements for Vestry members.

Ken Harris and Pat Daley are the current nominees. The junior Vestry class will receive further nominations and reach out to those nominated to see if they are willing to run. Additional recommendations may be submitted to Ken.

The Rector selects a Senior Warden for each year, Robert Ward has accepted the position of Senior Warden for 2018.

The Junior Warden is recommended by the Vestry and voted on .

Colleen Bast presented a motion that Patty Conard be recommended as Junior Warden. Jennifer Rust seconded the motion.

The motion passed unanimously.

#### **Sr Warden:**

Due to the issues that occurred this summer it was suggested that the Vestry form a Building and Grounds committee to assist the Junior Warden. The committee would identify areas that need repair or upgrades. In addition, if the Junior Warden is unavailable, the Junior Warden would assign a member of the committee to be available. The committee would be comprised of three Vestry members and three members of the parish community.

Colleen requested that Robert Ward provide the Vestry with a verbal update on the In-reach Committee. Robert reported that the committee attempted to contact 141 members, through the summer. In those attempts, there were 33 members who responded, resulting in a few clergy referrals, members grateful for the parish concern and some who reported they were not interested in a contact.

Future contacts will have more specific scripting, and may include keeping in contact with specific families.

In accordance with the parish financial obligation to the Diocese for 2018, also known as Fair Share, Colleen Bast presented a motion that St. David's Episcopal Church, Roswell GA present a check for \$218,863.00 to the Diocese of Atlanta for 2018.

Jennifer Rust seconded the motion.

The motion passed unanimously

#### **Jr Warden:**

- Sinclair House is up and running and looking good.
- Security cameras for the Pre School hallway and parking lot are scheduled to be installed. The security camera unit is expandable and may have additional cameras added at a later time.

**Treasurers Report:** Presented by Rachel Berhannan. Financial picture is brighter than one year ago.

#### **Financial information:**

At the request of Jennifer Rust at the August meeting, Gary Dunsmore presented two pie charts, illustrating the distribution of the church finances., A chart for 2016 actual expenses and a chart representing 2017 budget, each chart representing expenses by ministerial category

**Old Business:**

None

**New Business:**

None

Fred Speyer moved to adjourn the meeting.

Hal Williams seconded the motion.

Passed unanimously.

**Closing prayer:** Rev'd Michelle Ortiz

**October Vestry Meeting:  
Tuesday, October 24, 2017 6:30 PM**