

St. David's Episcopal Church Vestry Meeting

November 27, 2018

6:30 pm Bethany Room

**Attendees (Vestry): Robert Ward, Ken Harris, CaroleAnn Padgett, Lee Hunter, Leonard Ferrand, Ama Couch, Jennifer Rust, Lia Bertelson, Patty Conard, Rachel Berhannan, Orlon Daniels**

**Attendees (Nonvoting): Meron Kelly, Rev. Ken Swanson, Gary Dunsmore, Rev. Michelle Ortiz, Rev. Rich Sanders, Wallace Benton, Susan Ragsdale**

**Absent: Julio Alvarez, Pat Daly**

- Check Ins
- Opening Prayer Rev. Ken Swanson
- Acceptance of Minutes Rev. Ken Swanson
  - Motion to accept the minutes was made by Leonard Ferrand and seconded by Lia Bertelson.
- Meditation Lia Bertelson
- Rector Update Rev. Ken Swanson
  - **“What If”**
    - Communications Program Update Jennifer Rust & Susan Ragsdale
      - Project Manager, Susan Ragsdale, updated the Vestry on our new communication platform (Church Community Builder) and future app and online giving platform (SubSplash).
      - Instructions for how to setup an online giving account with SubSplash has gone out to the entire parish.
      - Church Community Builder (CCB) will be used to house member data (replacing ACH; except for financials) and is the “engine” for the future St. David’s app (to be launched in 2019).
      - Parishioners will need to create a specific CCB account and update individual and family profiles. Parish wide communication and instructions for this are upcoming.
      - Wallace Benton and Jennifer Rust presented an overview of the beta version of the St. David’s app and it is being tested.
  - Emergency Planning Rich Sanders
    - On Oct.11<sup>th</sup> there was a mtg held by the committee
    - Rich shared the preliminary training plan with the vestry
    - Emergencies (in order of likelihood): 1) Medical, 2) Weather, 3) Fire 4) Violence
    - Each emergency was assessed based on days/time of the week: Sunday, Business days, and evenings
    - Possible responders for Sunday: Greeters, Vergers, Ushers, Vestry; Sundays – Business staff; Evenings – Group Leaders
    - Welcome Committee prefers not to be first responders.

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- CPR training is recommended but not mandatory
- Health Ministry does CPR training regularly
- Other possible training opportunities were discussed
- Suggested Trainers: Health Ministry and nurses to train on general awareness
- Ken and Michelle suggested that once developed, policies and procedures should be formally recorded and housed in a common area
- Group leaders will need to know how to respond to emergencies in the evenings
- The Alpharetta Police Dept's Emergency Training is appropriate for youth group age members and older
- Security volunteers were discussed and the committee will continue this work in progress.
- Annual meeting plans
  - December 16<sup>th</sup> @9:15 (Nave/Jeffords: TBD)
  - Children will be taking part in special events during the meeting (Judy Hine to lead)
  - There will be two services that day - 7:45am and 10:30am with the Annual mtg in between.
  - Robert Ward and Ama Couch will work with Ken regarding the organization and overall presentation of the mtg.
- New rector transition planning
  - Ken has met with the Bishop and Alicia Shuster-Weltner from the Atlanta Diocese (in charge of transitions). Ken must retire by May 1<sup>st</sup>, 2020.
  - Two Possible Scenarios:
    - 1) Search committee will be formed and an abbreviated search would take place during 2019. A rector would be identified in Dec. and work with Ken before he retires
    - 2) Interim – Would serve 12 months. The search would take place during this time.Alicia wants to meet with Vestry in December to receive feedback on the best approach.
- Stewardship follow-up
  - Delay due to Cathy's workload
  - Next week Stewardship calls will begin to members that have yet to pledge for 2019
- Senior Warden Update Robert Ward
  - Year Round Stewardship plan review
    - November recap
      - Going forward, Ken Harris suggested planning activities for November at the beginning of October in order to schedule communications, activities, etc. in a timely manner.
    - December plan
      - Julio is in charge of December activities

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- Spring planning
  - Robert recommends that we think about how to integrate the planning with the app going forward to minimize the burden on vestry members.
  - Year Round Stewardship banner on App would be helpful in the future.
- Ministry Liaison Reports
  - Year-end reports are due in Dropbox
- Junior Warden Update Patty Conard
  - Building & Grounds update
    - Statue for playground still not purchased
- Treasurer's Report Rachel Berhannan
  - Rachel shared the Treasurer's Report (Appendix A)
- Finance Committee Gary Dunsmore
  - 2019 Budgeting
    - Gary shared the 2019 Budget Preview (Appendix B)
    - There was a large increase in budget requests that cannot be approved
    - Refinancing will occur in 2020
    - There is a budget deficit that we are trying to lower (ministry budgets, refinancing, payroll changes, selling Sinclair, etc.)
    - Early results for pledges received show 193 pledges (\$939,000) currently and last year we had 267 pledges at this time.
    - Finance Committee mtg in December (Thursday, Dec.13<sup>th</sup>). Ken will have Gary and Robert meet with the future treasurer.
- Old Business
  - The flu shot will not be available at St. David's because there is no vendor
- New Business
  - David Kloess will serve as the new treasurer in 2019
  - New Vestry members will be with us at the Dec. mtg
  - Lia mentioned that many of the prayer shawl ministry members can't drive at night. Rachel will give Lia information on non-profits that use Uber and how that can be useful.
- Closing Prayer Rev. Michelle Ortiz
- Ken Harris moved and Paty Conard seconded to adjourn the mtg.

[Appendix A](#)

Appendix B