

St. David's Episcopal Church Vestry Meeting Minutes

June 25, 2019

6:30 pm Bethany Room

- Check Ins
- Opening Prayer Rev. Ken Swanson
- Acceptance of Minutes Rev. Ken Swanson
  - Ken H. moved, Lia seconded, unanimous approval
- Meditation Kristen Acker
- Rector Update Rev. Ken Swanson
  - "WHAT IF" – Broader Participation  
in Parish-wide events
    - Discussed ideas for increasing attendance at the upcoming talent show
      - Personal calls, door prizes, posting videos of last year to app, requiring Vestry members' attendance, announcements during service by a participant/organizer/ambassador, encourage announcements within ministry groups, push announcements from app/email, encourage gatherings among peer groups like parents of young kids to build sense of community
      - Do sign-ups in main hall to nave instead of hallway between Grace and courtyard
    - Father Ken met with Camp Mikell Capital Campaign Fund Committee
      - St. David's sends 50 kids to the camp per summer and a dozen St. David's youth are counselors
      - Camp Mikell is important to our teenagers
      - Committee will be coming back to the parish to see if St. David's will make a gift and/or will allow Camp Michael access to the parishioners
    - Youth trip in Honduras was affected (but never in danger) on their trip due to protests; protests interfered with last two days of trip and upset some youth; may need to review policies around mission trips and/or include a review of attendees desiring to attend
- Senior Warden Update Ama Couch
  - Interim Rector
    - Secured Father Dean Taylor – working on his agreement
      - He will start Sept. 3<sup>rd</sup>, first Sunday being the following Sunday
  - See terms in agreement attached as Appendix A
  - Communications App
    - Going forward, we'll be relying more heavily on the app for ministry and group communications
- Nominating Committee Update Ben Bailey
  - Timeline:
    - Targeting first week of August for distribution of Holy Cow survey and leave it open for responses for 4 weeks
    - Holy Cow presents their interpretation of the results to Nominating Committee and Vestry in early September
    - Should be ready to publish Parish Profile and receive names of candidates by end of September

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- Committee recommends distributing survey email to every email address in St. David's system rather than one per household
- Youth between 16-18 are encouraged to participate at parents' discretion
- Committee requests messaging to parish through email blasts, push notifications, inclusion in Sunday bulletins, and announcements at the peace during service, encouraging survey participation and thoughtfulness
- Year Round Stewardship Lia Bertelson
  - Ben discussed highlights for July and Carol Ann discussed some plans for August
- Junior Warden Update Lee Hunter
  - Building & Grounds update
    - AC unit in sacristy was replaced
    - Big AC unit under the bridge was repaired
    - Freezer in JFH was repaired
    - Refrigerator in Grace was repaired
    - Tree down behind JFH
    - Carpets were cleaned in June
    - Chamber building near church was recently sold to new owner, parking on Sundays is still ok but they would like a heads-up before using it for parking during the week (this will mostly impact funerals)
- Treasurer's Report David Kloess
  - See Treasurer's Report attached as Appendix B
  - Receivables typically decrease in summer while expenses stay level
  - Currently running ahead of schedule but will likely regress to mean
- Finance Committee David Kloess/Ama Couch
  - Financial results are favorable to budget
  - Paid short term loan that was discussed last meeting
  - Waiting to hear from Renasant Bank regarding refi
  - Letters went out to capital campaign contributors regarding any remaining balances
- Ministry Communications All
  - Drake House is looking for a co-chair
  - Need hosts for Tweener events
  - Youth lectors needs a new chair
- Old Business - none
- New Business - none
- Closing Prayer Rev. Ken Swanson
  - Ben moved, Lia seconded, unanimous approval

## **Appendix A: INTERIM RECTOR LETTER OF AGREEMENT**

The Vestry of St. David's Church, Roswell, GA

And

The Reverend Charles Dean Taylor

Who has been appointed Interim Rector with the understanding that this tenure shall continue until three weeks before the arrival of the new Rector, unless earlier dissolved by mutual consent with forty-five days' notice of either party.

The Transition or Interim Period is seen as prime time for renewal, reenergizing the parish in its life and mission. The priorities of this season in parish life are:

- Maintain vital parish ministries.
- Prepare the way for the next Rector.
- Resolve any critical issues to the extent possible while achieving the above priorities.

The tasks of a parish during this season that the Vestry and Interim Rector shall address include:

1. **History** Coming to terms with the history of this congregation and its relationships with previous clergy.
2. **Current Identity** Discovering the congregation's special identity, what it dreams of being and doing apart from previous clergy leadership.
3. **Lay Leadership Shift** Dealing with shifts in leadership roles that naturally evolve in times of transition, allowing new leaders to come to the fore constructively.
4. **Diocesan Linkages** Renewing and reworking relationships with the diocese, so that each may be a more effective resource and support to the other.
5. **Commit to a New Future** Building commitment to the leadership of the new rector in order to be prepared to move into the future with openness to new possibilities.

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**Vestry Responsibilities** Ministries other than those reserved to ordained leadership (such as administering the sacraments) are understood as mutual ministries of the laity and the Interim Rector. The Vestry shall support and cooperate with the Interim Rector in pursuit of parish goals and the developmental tasks of the interim period.

The Vestry is legal agent for the parish in all matters concerning its corporate property and in its relationship with the Interim Rector. The Vestry will see that the Interim Rector is properly supported, personally, organizationally as well as financially.

**Interim Rector Responsibilities** The Interim Rector represents and extends the ministry which is the Bishop's pastoral and canonical responsibility for congregations in leadership transition. The Interim Rector shall lead the church as pastor, priest and teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop.

The Interim Rector shall work collegially with the Canon to the Ordinary and the diocesan network of Interim Pastors & Consultants.

The Interim Rector shall work collaboratively with the consultant to the calling process, but shall not work directly with the Nominating Committee in developing the parish profile, or soliciting and screening candidates.

The Interim Rector is not eligible to be a candidate for Rector, and will not be considered a candidate.

**The Interim Rector shall...**

Work with the Vestry and other lay leaders to maintain the regular schedule of worship services and preaching, education, pastoral care and pastoral offices (weddings, funerals, baptisms), calling upon the sick and shut-in, visiting newcomers, and ongoing administration of the parish.

Supervise all parish staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Interim Rector.

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With the Senior and Junior Wardens, prepare the agenda for Vestry meetings and serve as Chair of the meetings. The Interim Rector shall not appoint the next Senior Warden (who will be chosen by nomination and election in the Vestry).

Prepare the congregation for the coming of the next rector by helping the congregation deal with its grief and unresolved issues arising from the rector's departure, deal with internal conflicts and help heal any divisions within the congregation, and assist making changes as needed to align parish life and administration with generally accepted standards in the diocese.

**Section A. Times of Work and Leave**

(1) The Interim Rector's scheduled workweek is five days, which shall include Sunday activities. The Interim Rector is expected to preserve at least one continuous twenty-four hour period each week solely for personal and family use.

2) The Interim Rector will have the following periods of leave at full compensation:

A. National Holidays, to be taken so as not to interfere with worship for major occasions: New Year's Day, Memorial Day, Thanksgiving Day, and the day following, Martin Luther King Day, A day following Easter Sunday, Independence Day, Labor Day, a day following Christmas day.

B. Annual Vacation, at the rate of one month per year, consisting of twenty-four workdays, which shall include four Sundays, accrued as one week per quarter (three months). Vacation time not used is compensable, but may be used at the end of the interim to allow exit of interim before the new Rector arrives.

C. Professional Development Leave, (Continuing Education) at the rate of two weeks per year. Unused time is not compensable.

**Section B. Compensation**

1. The Interim Rector's cash salary of \$114,000 annually + 7.65% SECA, paid at the bi-weekly rate of \$4720 for 26 pay periods per year.

2. The parish does not provide housing in addition to salary above.

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3. The Vestry shall provide these benefits:

a. Church Pension Fund Assessment based on salary and other cash payments.

b. Contributory medical (Anthem CDHP20/HSA with \$142 per month or \$1700 annual contribution by parish) and dental insurance provided through diocesan Church Medical Trust plans. If Interim elects coverage other than CDHP20, parish will pay up to \$8,172/year. Excess will be deducted from payroll per pay period.

c. Life insurance of \$50,000 from the group plan available through the Diocese.

### **Section C. Expenses**

The Vestry shall reimburse the Interim Rector for the following expenses:

(Full accounting by submittal of receipts and travel logs is required.)

(1) Actual travel expenses, at the current IRS rate, plus out-of-pocket parking fees, tolls, etc. up to a \$500 annually.

(2) Up to \$1,200 annually for reimbursable expenses incurred in the course of professional activities on behalf of the church.

(3) \$50 per month for a cell phone (to maximize accessibility) reimbursed through employee expense procedures. This telephone number shall be published to insure the Interim Rector's ready accessibility in case of emergencies.

(4) A Continuing Education allowance of \$1000 per year.

(5.) Actual relocation expenses to move office and home furnishings to the community, not to exceed \$500.

**Section D. Discretionary Fund** In accordance with the canons of the General Convention, and The Manual of Business Practices in the Episcopal Church, the Discretionary Fund belongs to the Parish. The Interim Rector and the Senior and Junior Warden, shall have access to this

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fund for the aid of the poor and those in need, and for any other reasonable expense normally attributed to such a canonical Discretionary Fund. The vestry may appoint an Almoner to administer the fund.

**Section E. Supplementary Compensation** The Interim Rector shall not charge fees for performing any rites of the Church (for example: baptisms, marriage, funerals) for members the Church. However, honoraria may be accepted.

The Interim Rector may, however, receive income from other sources, such as Sacramental services on behalf of persons not in any way related to the parish.

Fees and honoraria for professional services performed on personal time for groups unrelated to the parish, or for sermons, books or articles published outside the parish.

**Section F. Use of Building** The general pattern of building use followed during the last Rectorship shall be maintained, unless there is specific action of the Vestry to the contrary. The Interim Rector shall have the right to grant use of the buildings to individuals or groups from outside the parish, under guidelines approved by the Vestry.

**Section G. Mutual Ministry Review**

(1) There shall be periodic discussion and mutual review of the total ministry of the parish, in order to:

(a) Evaluate progress on the developmental tasks.

(b) Assess how well the Interim Rector, Wardens and Vestry are fulfilling their responsibilities to each other and to the ministries they share.

(c) Plan healthy closure for the interim period to prepare for the next Rector.

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(d) Identify areas of systemic stress which have not received adequate attention and may be affecting mutual ministry adversely.

(e) Clarify expectations of all parties in regard to this agreement.

A mutually agreed upon third party may be engaged to facilitate the review.

(2) A mid-term meeting of the Interim Rector, the search consultant, the Canon to the Ordinary, and the Senior and Junior Wardens will assess the on-going life of the parish, parish finances and attendance, and the spiritual well-being of the parish and leadership.

### **Section H. Other Agreements**

(1) Actual moving and travel expenses incurred in relocating to the community will be borne by the parish, up to \$500.

(2) The Interim Rector shall take one week of paid vacation from 8/19/19-8/25/19, be available as needed for planning during the week of 8/25/19-9/1/19, and begin full-time duties in the parish on September 3, 2019, unless delayed by adverse circumstances.

(3) All pay and benefits shall become effective on August 19, 2019.

(4) This Letter of Agreement shall be made part of the minutes of the next Vestry meeting following its signing.

(5) If the Interim Rector and Vestry are in disagreement concerning interpretation of this Letter of Agreement, either party may appeal for mediation to the Canon to the Ordinary, or another mutually agreed upon third party, the Bishop remaining the final arbiter.

(6) If not already canonically resident in the Diocese of Atlanta, the interim rector will complete all requirements for licensing in the Diocese within 30 days of the date of this agreement.

### **Section I. CHURCH CANON APPLICATIONS**

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The Episcopal Church and the Diocese (collectively the "Church") have a Constitution and Canons that apply to the Interim Rector and the Parish (collectively the "Canons of the Church"). Under the Canons of the Church, certain procedures are available to deal with disputes between the Interim Rector and the Parish authorities regarding Interim Rector's employment, including, but not limited to mediation and Godly Judgment by the Bishop. It is understood and agreed that the existence, application and interpretation of rights and procedures are not subject to review of any type as to the substance or procedure by any secular authority or this authority outside the Church.

Date: \_\_\_\_\_

Interim Rector \_\_\_\_\_

Senior Warden \_\_\_\_\_

Junior Warden / Vestry \_\_\_\_\_

Bishop \_\_\_\_\_

The Right Reverend Robert C. Wright