

St. John's Vestry Minutes for 1/27/19 Meeting (Organizing Meeting Following Annual Meeting)

Rev. Jan Oller called our meeting to order at about 11:15 am. Present were the Reverend Jan, vestry members Nancy Bennett, Jeff Burd, Sheila Evans, Jim Gary, Marc Hudson, Jessica Roosa, Jennifer Snook, Deb Vaught, and Alan White. Treasurer John Culley was also present.

We opened with a prayer led by Rev. Jan.

Welcome to our New Vestry Members: Jessica, Jennifer, and Deb were welcomed as our new vestry members. Rev. Jan mentioned that we have our monthly vestry meeting directly following the 10:30 service. Next week (2/3) we will meet with our Bishop Jennifer. We will have lunch and were asked to choose from the menu of our local Jimmy Johns.

Elections and Appointments: Rev. Jan explained that the Rector's Warden (now Jim Gary) is appointed by the rector. The Rector's Warden is the point person for all things administrative. The People's Warden is elected by the vestry. S/he is especially helpful in mediating issues that may arise between the laity and the priest. Jeff Burd volunteered for the position. Nancy moved that he be appointed and Sheila seconded. The motion carried: Jeff Burd is our new People's Warden. Nancy moved that Marc Hudson be the Clerk of the Vestry for 2019, and Sheila seconded. The motion carried. John Culley and Cindy Smith have agreed to serve again as our Treasurer and our Assistant Treasurer, respectively.

Bank Resolutions: Rev. Jan reviewed our check signing procedures. Jan has requested that she not be listed on the bank account. John Culley or Cindy Smith are authorized to sign St. John checks. Randy Pickering may do so if John or Cindy are not available.

Parochial Report: Jan explained that each year parishes need to send a Parochial Report to the ECUSA offices in New York. This report indicates giving trends, statistics, and demographics regarding St. John's. A correction to the phone number on page 1 was noted (phone number of the church). Marc Hudson as Clerk and John Culley as Treasurer will need to sign. Rev. Jan also mentioned the Percept Report; she will make this report available to the Vestry. Jim Gary moved the Parochial Report be approved and Nancy Bennett seconded. The motion carried.

Episcopal Conflict of Interest Policy: Rev. Jan explained our conflict of interest policy. Essentially, this has to do with the concern that if work is done for the church by members or friends of the church it should be done at the going rate for such work. No preferential treatment should be granted. (Rev. Jan mentioned that much of the work for our church is done by church members, gratis.)

Expectations of the Vestry: Rev. Jan invited us to review the hand-out for the expectations of vestry members. We each agreed to be the liaison for one of our church's ministries. Each month before the vestry meeting we should send in a brief report about the activities of the ministry we are the liaison for. Jan will send out an agenda for the vestry meeting well in advance of each meeting. The following liaison selections were made:

- Altar Guild/Liturgy: Sheila Evans
- Columbarium: Jim Gary
- Christian Education: Children's: Jennifer Snook; Adult: Jessica Roosa
- Financial/Gratitude: Alan White
- Outreach: Deb Vaught
- Parish Life: Marc Hudson
- Property/Grounds: Jeff Burd
- St. Martha's Guild: Nancy Bennett

We also selected the entrance we will be responsible for keeping clear of leaves, etc.:

- Whitlock Exit: Alan White
- Staircase to Office: Marc Hudson
- Patio: Jennifer Snook and Nancy Bennett
- Sacristy Door: Sheila Evans
- Front Doors: Jim Gary
- Staircase to S.S.: Jessica Roosa
- Kitchen Door: Deb Vaught and Jeff Burd

Rev. Jan also mentioned the on-line course that adults working with children need to take: Safeguarding God's Children. (It also serves to mitigate insurance risk.) Meribeth Kussmaul is St. John's representative regarding Safeguarding.

Jim Gary asked that we review the procedures for locking doors. He is concerned that all ushers and greeters may not be up to the task/or know what the procedures are.

We discussed having a retreat and agreed that we would have it on Saturday, March 2nd from 9-1. It will focus on team building, our faith, and setting goals.

More on Financials: John mentioned that when he has the financials prepared he will place them in our mailboxes. He also went through the check preparation and writing process. The forms are across from the mailboxes: Jim as Senior Warden and Jeff as Junior Warden have authority for approving the writing of checks.

Wheat House: There was further discussion about the Wheat House: Do we tear down or rehab as offices for a nonprofit? The costs of the different options will need to be determined. Presently we are simply looking at the cost of utilities and maintenance for one year. The question is: is there a nonprofit that would want the space? The vestry and the parish will consider the options and what financially they will entail for our Church. Rev. Jan will let us know when the YSB sets it moving out date. She does not want to get ahead of the curve. She will have an architect go through the property before our retreat. We will have some initial discussion about the future of the Wheat House at our retreat in early March.

Marc moved that we adjourn and Nancy seconded. The meeting was adjourned at 12:05 pm.

--Respectfully submitted on 2/1/19 by Marc Hudson, Clerk of the Vestry