

EPISCOPAL CHURCH OF THE HOLY SPIRIT

AUGUST 15, 2023, VESTRY MINUTES

Date: August 15, 2023 **Time Started:** 5:00 p.m. **Time Ended:** 6:35 p.m.

Next Meeting: September 19, 2023, at 5:00 p.m.

Members Present: Gail Kase, Senior Warden; Mike Robinson; Amanda Hilty; Mark Holland; Kathleen Phillips; Rebecca Sharp; Barbara Schauer

Members Present via Zoom: Peggy Wilson, Junior Warden; Carol VanVoorhis

Other Attendees: Bill Sewell, Treasurer; Lorrie Cooper, Clerk; Sam Shiver (new Treasurer Sept. 1)

DISCUSSION/FINDINGS/CONCLUSIONS (See page 5 for sequence of the meeting)

AGENDA ITEM: Call to Order, Opening Prayer (*Gail Kase*)

AGENDA ITEM: Approval of Vestry Minutes (*Clerk, Lorrie Cooper*)

Three sets of minutes were approved: June 20 minutes and the two Special Called Meetings in July: **July 7**, when David announced his resignation; and **July 19**, when the Vestry met with Canon Augusta Anderson.

AGENDA ITEM: Financial Report (*Bill Sewell*)

Attached [to his email] is the report to the Vestry prepared by our outside auditor, Sharon Gillespie, P.A. The Vestry needs to accept this report at the August meeting before it is forwarded to the Diocese.

Attached [to his second email] are July YTD reports. The agenda for the Vestry meeting tonight is crowded, so I will try to keep my review brief. I am happy to answer any questions at any time.

Pledge receipts for July were a bit slow relative to recent years. However, pledge receipts for the first two weeks of August total \$19,486, so we should be getting back on track.

YTD expenses remain below budget. We will be paying David his full salary and benefits for the month of August to account for unused vacation and will also begin payments for our supply priests. Full-year expense for Rector compensation will depend on the timing of securing an interim Rector and their compensation agreement. However, I expect some overall saving relative to the budget for 2023. I have also attached a proposed motion to designate new signing authorities for our deposit accounts with First Bank. The bank requires an approved motion recorded in the Vestry minutes before moving forward with changes. This motion was approved unanimously. I am hopeful that a Vestry member is willing to introduce this motion for approval so we can move forward with this process.

Bill's role as treasurer comes to an end August 31. Sam Shiver is taking over his role September 1.

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Effective immediately the approved signers on Church of the Holy Spirit accounts at First Bank are as follows:

Main Checking Account:

Gail Kase, Senior Warden
Peggy Wilson, Junior Warden
Sam Shiver, Treasurer
Pam McNally, Approved Signer

Rector's Discretionary Fund:

Susan Sherard, Approved Signer
Sam Shiver, Treasurer

Montalvo Fund:

Gail Kase, Senior Warden
Sam Shiver, Treasurer

AGENDA ITEM: Sr. Warden's Report (*Gail Kase*)

A lot has changed in the past month—what an understatement! Vestry is now responsible for managing the smooth sailing of our church. (Nautical terms are so useful!) Most of David's duties are now ours. The structure of our monthly meetings will be maintained, but there may be additional meetings as necessitated by sudden storms or being rammed by a giant whale, who knows.

We will review those duties of David which need to be maintained. [See page 5.]

Vestry Retreat: We'll meet for introductory thoughts and a meal August 27, 5:30 – 7:00p.m.; the main retreat is the following day, August 28, 10:00a.m. – 2:00p.m. The Rev. Gary Butterworth will lead us. He has a full and varied résumé, including having served in the U.S. Navy as a senior staff officer, serving as a consultant in the search process for bishops as well as priests, and is currently serving a congregation as a part-time priest.

I trust that the Vestry will continue to be a body that guides and supports our Holy Spirit community: to help us keep our hearts and minds open to discern what Love asks of us.

David McNair's laptop: When David first arrived to serve as our rector, ECHS gave him a laptop computer. Bill Sewell has suggested that David be gifted with that laptop rather than returning it to ECHS. This will save David the task of removing all his personal files from the laptop. The Vestry voted its approval by email, and David may keep the laptop.

AGENDA ITEM: Jr. Warden's Report (*Peggy Wilson*)

Work to stem the erosion of the culvert at the church entrance has been completed and paid for: \$450.

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Two bids have been obtained to replace the signage at the road entrance to the church property. The current sign is thirty-four years old and twice has been repaired and repainted. It's now beyond repair and needs to be replaced. The property committee has reviewed the two bids and recommends accepting the bid offered by Moss Sign Company and moving forward on ordering it.

An anonymous donation of \$776 has been designated for the sign replacement, which will cover the deposit required by Moss. Vestry will need to vote on the remaining balance of \$775.36 due to Moss at the completion of the sign. Once we place an order, Moss will come out and perform their measurements using the existing posts on the rock base.

We have received an evaluation and replacement estimates on our roofing from Balkin Roofing by Steve Williams. His opinion is that we had recent hail damage, which could explain the leak in the sanctuary that occurred in May, and which we had repaired. I am filing a claim with our insurance company using the help of Balkin Roofing and their photos; however, no contract has been signed with Balkin. Another roofer, Josh Willis, was contacted and scheduled to look at our roof on August 2 and then provide an evaluation and estimate. To date, no results from Josh have been received. That evaluation would not include the membrane roofing over the patio entrance. That roofing is secure and in good shape.

AGENDA ITEM: Church Caring Crew *(Kathleen Phillips)*

The Church Caring Crew met August 2, 2023, at 11:30a.m.

Agenda item: David presented a list of people currently receiving pastoral care.

Agenda item: Establish new protocols to cover pastoral care in the absence of a rector.

- Martie Carson (Office Administrator), Gail Kase (Senior Warden), and Barbara Moloney (CCC chair) will be the primary initial contacts.
- Ty Jones has agreed to assist with spiritual care issues, if needed.
- Susan Sherard has agreed to assist with end-of-life rites, if needed.

Agenda item: In-person meetings will be held more frequently going forward (normally quarterly).
Next meeting will be September 17, 2023, following the Sunday service.

AGENDA ITEM: Outreach *(Carol Van Voorhis)*

Celebration Committee - Members coordinated David's Farewell Gathering after the church service on August 6. Food was plentiful and many hands were on deck to help with cleanup.

Outreach Committee – The current project is Joyful Jars, which will be sold at the Heritage Festival on September 23. The first workday was August 5, and participation was great. One hundred and twenty-two soup jars (122) were filled and decorated. The next workday will be Friday, August 11, for cookies and pancakes. We hope all jars will be finished on Friday, but if needed a third day was arranged for September 8, at which time we will finish.

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AGENDA ITEM: Welcome Ministry *(Barbara Schauer)*

Welcome Ministry is in the formative stages, yet it has already hosted an event—the April 20 reception to invite the nearby community to gather and mingle for celebrating the icons of Mary Magdalene completed under the guidance of Teresa Harrison. The event was warmly received and so building on that, we secured a date in the fall to bookend it for continuing the work of growing Holy Spirit: **on October 20, we will host a musical evening to mark the time of harvest and share other talents which are so richly present at Holy Spirit.**

We are using the guidance of the national Episcopal Church’s program Invite–Welcome–Connect to assess our gifts and use them as a way to interest and welcome people who may find what they are seeking at Holy Spirit.

We had greeter training using the new, more streamlined and complete materials developed in keeping with ICW for knowing and embracing visitors. We are keenly aware of other Episcopal churches using this program and are watching with interest the ways in which they express it — in particular, St. Andrew’s in Encinitas (who advised us to explore the ICW material) and Spiritus Knox, a lively branch of the Church of the Ascension in Knoxville.

<https://www.knoxvilleascension.org/>

<https://www.spiritusknox.com/>

<https://www.invitewelcomeconnect.com/tool-kit>

AGENDA ITEM: Order of Meeting *(Gail Kase)*

1. Approval of minutes from June meeting and special meetings.
Approved Notes from June 20 and two special meetings: July 7 and July 19.
2. Financial report from Bill Sewell.
Financial Reports approved.
3. Approve CP computer.
Purchase of new computer approved.
4. Discuss and approve additional gifts.
5. **Approved “Founder’s Picnic and Hymn Sing.” Sept. 24, Thirty-eighth anniversary.** Funds were donated for the costs involved.
6. Review David’s duties that are now the responsibility of Vestry. (See page 5)
7. Committee liaison additions.
 - a. Finance: Budget complications due to interim cost. Excellent audit report.
 - b. La Esperanza, Youth and Children. **Sept 23 (same day as the Mars Hill Festival)**
La Esperanza will be selling food 11:00-3:00 at ART on the Island in Marshall. Cash only.
 - c. Stewardship: The first meeting for the year is scheduled in September.
 - d. Celebration and Outreach: Ann Shiver will call meeting of Celebration Committee to discuss increasing volunteers, esp. for coffee hour. Joyful Jars for Heritage Festival, September 23.
 - e. Welcoming Committee: Had Greeter Training, plans for Musical Event Celebration on October 20

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- f. Church Caring Crew: Met August 2.
 - Ty Jones will take care of pastoral needs.
 - Susan Sherard will assist with end-of-life needs.
 - Reviewed new protocols in absence of a rector.
- g. Communications: Meeting with Deirdre August 17.
- h. Education: No current news. Meeting planned for September.
- 8. Pastoral care: Carole Currie, Jim Sparrow. Care not requested.
- 9. Convention. (Kathleen Phillips) Explained what happens on each day. Possibly will include an article in the next issue of *Mountain Spirit*.
- 10. Reviewed ideas from Gary Butterworth. Vestry retreat August 27 and 28.
- 11. Sam Shiver approved via online voting as new Treasurer to replace Bill Sewell.**
- 12. Vestry voted approval of final payment of \$775.36 on the new church sign. As mentioned, the initial deposit of \$776 needed for ordering the sign was covered by a donation.**

Rector's Duties to Be Covered By Vestry

- 1. Supervise the Parish employees including Church Administrator, Church Musician, Sexton, Editor of *The Mountain Spirit*, nursery workers (when applicable), La Esperanza Co-Directors, and conduct job interviews and evaluations annually or as deemed needed. –*Senior Warden*
- 2. Oversee and coordinate all church communications. *Martie Carson and Senior Warden*
- 3. Lead all Vestry meetings and communicate with Sr. Warden and Jr. Warden regularly and as deemed necessary. –*Senior Warden*
- 4. Disburse funds from Rector's Discretionary Fund (RDF) and ensure that the RDF is financially sustained. –*Susan Sherard*
- 5. Serve as ex-officio member of all church committees and attend meetings as deemed necessary. –*Vestry liaisons to committees*
- 6. Oversee church committees and ensure that key leadership roles and responsibilities are being fulfilled. –*Vestry liaisons to committees*
- 7. Work with church treasurer, finance committee and Vestry to prepare the ECHS annual church budget. –*Peggy Barnes and Sam Shiver*
- 8. Offer pastoral care, home communion, and visitation as needed. –*Ty Jones and Susan Sherard*
- 9. Communicate with ECHS prayer team and assist in communicating ECHS prayer requests. –*Martie Carson and Peggy Wilson*
- 10. Lead and coordinate weekly centering prayer group. –*Shared among attendees*
- 11. Plan and coordinate supply priest in the absence of rector. –*Already taken care of*

AGENDA ITEM: Next Vestry Meeting (*Gail Kase*)

Tuesday, September 19, 2023, at 5:00pm.

AGENDA ITEM: Closing Prayer (*Gail Kase*)

Respectfully submitted,
Lorrie Cooper, Clerk