

St. Aidan's Episcopal Church
Vestry Meeting
Thursday, June 18, 2009 – 7 PM

Attendees: Rob Wood, Keith Oglesby, Betsy Jones, Bob French, Blair Hendrickson, Andrea Manos, Joey Sargent, Terry Ledford, Harmony Kiser, Gregory Smith, Richard Schuetze, Jim Skinner, David Freeman, Jim Smith, Laurin Lausier

1. Opening Prayer/Devotion:
 - Devotion – Terry Ledford
 - Prayer – Fr. Rob
2. Approval of agenda—approved.
3. Approval of April and May 2009 minutes—approved.
4. Vestry Paper discussion
 - Pg 2, 2nd bullet on left hand column—“Be wise as serpents, and innocent as doves.”
 - Pg 2, 3rd bullet on left hand column—“Believing that God is in charge.”
 - Jim Skinner mentioned that when looking at outside pressures, we want to take life into our on hands; it is hard sometimes to take a leap of faith.
 - Pg 2, 1st bullet on right hand column—“Hold fast to your hope.”
 - We discussed that we may need to develop a long term vision goal/plan. Fr. Rob mentioned that we need to approach things with hope.
 - We agreed at our next meeting we will discuss implementation/development of a plan.
 - Pg 3, 1st bullet on right hand column—“Do vestry and rector engage in annual mutual ministry review?” Fr. Rob mentioned that this is something we don't do so well with.
 - Pg 4, 1st bullet on left hand column—“Review the compensation and benefits paid to the rector and other clergy...”
 - Fr. Rob mentioned that we needed to think about what our priorities are when balancing budget.
5. Review May Finances (see attachment E)
 - Fr. Rob is pleased to see contributions at 98.4%--this is much better than we were doing last month. Pledges are still at 93%, a little under plan.
 - Richard noted that reserve for pledge shrinkage is still in the budget, so we still have some wiggle room.
 - Fr. Rob will query music expense.
 - Action: Jim Myers looking into approval process for vestry's areas of oversight. Richard suggested Donna setting up a system where one would have to approve prior to expense being processed. Joey Sargent will reach out to Donna in regards to this approval process.

6. Staffing/Assistant Rector/Raises

Raises

- Richard Schuetze mentioned when looking at finances previously, we had allotted \$1000 total for raises for 2009. Rough calculations looking at combined salaries--a 3% raise would be \$4500 which would cover raises for all staff (includes Fr. Rob, Donna, John, Sam & Dawn) and a 5% raise would be \$7500. We could do this as an actual raise or as a bonus. A raise would raise their overall salary and a bonus would be in the form of a lump sum. Rob's total salary compensation includes his salary as well as his housing allowance. We did give Fr. Rob a raise in 2008, but it was a small one. Joey Sargent brought up the fact that we need to look at the context of overall market currently--a 5% raise is very generous. Bob French mentioned that part of our consideration when thinking about this is ensuring that Fr. Rob's salary is similar to other Priests in the Diocese. An agreement was made to look at compensation of other Priests in the Diocese. We need to allocate this money now because it will have an impact on what we will have available for hiring an Assistant Rector in the future. The decision on whether to give these allocated raises or bonuses would happen at the end of the year based upon the staff's reviews. These allocated dollars (whether in the form of a raise or bonus) would be paid in this tax year.
- Blair made a motion that we set aside a total of 3% now in the budget for raise and/or bonus--this would be an additional \$3500 on top of the original \$1000 we had set aside previously. The motion was seconded and all were in favor.
- Betsy Jones asked that consideration be taken into reviewing John Sabine's compensation (specifically insurance) since he works over 1000 hours per year. Richard Schuetze mentioned we had contributed to Donna's pension last year--we can possibly do the same for John. Agreement was made to review this in more detail at the next vestry meeting.

Staffing/Assistant Rector

- Fr. Rob forwarded some resumes to the vestry--Penny and Liz. In terms of preliminary conversations, Fr. Rob feels that both candidates would be good. Fr. Rob proposed setting up an interview next week--Wednesday afternoon. Joey, Betsy, Richard and Jim Smith agreed to be there. Bob French asked all to think about this over the next few days and send some interview questions to Fr. Rob prior to next Wednesday.

7. Reception for Father Keith

- We'll be having a Barbeque reception with covered dishes brought in by the parishioners. A sign up sheet will be out this Sunday. We are getting folks to help with set up.
- Parish Life budget would take care of some of the expenses for this event.

8. 2010 Diocesan Pledge: we are asked to contribute \$45,661

- Deadline for responding is August 15th. Richard Schuetze recommended we delay this discussion until the July meeting. All were in favor.

9. Finance Committee Audit Requests – follow up

- Andrea Manos will contact individuals and get a summary of progress currently.

10. Vestry reporting Schedule Review

What this means: a 3-4 paragraph report of recent events, upcoming events, needs, success, wishes--emailed out 1 week prior to the meeting for discussion at the meeting.

July	Parish Life
July	Pastoral care
August	PR & Evangel.
August	Worship & spiritual Life

11. Discussion on the resolution to establish Endowment Fund

Fr. Rob would like to address this section by section. Please send PDF version of workbook to vestry.

- 1st section, Be It Further Resolved
 - Question: Could there be a dire situation where funding goes into the operating budget? Turn to last page #3, “No portion of the principal funds may be borrowed, including any temporary usage for other parish needs.”
 - Question: Could we utilize interest of endowment for needs?
 - Question: Does board report to vestry? Yes.
 - Do we have Officer and Investor Insurance? Yes.
 - Once we pass this resolution, what happens next? They will work on structure, details, etc.
 - The giver will decide where their gift will go—they can apply their gift to the Endowment Fund or to the Operational Fund.
 - This Endowment Fund should mostly come from Estate Planning.
- Plan is to start this in January with some seed money.
- Richard Schuetze recommended that we send PDF out, read specific structuring section and review this at July meeting. All were in agreement.

12. Green Team

- St Aidan’s Mission Statement for the Environment (see attachment F)
 - All were in favor of Rector, Senior Warden and Junior Warden signing off on statement.
- Recycling Plan Discussion
 - Richard Schuetze wants to ensure that the Green Team has the responsibility of getting buy in, implementation, etc. Harmony confirmed that this was the case.
 - David Freeman has contact that sells containers. He is going to find out if pricing for containers is good.
 - Joey is concerned that containers in class room would collect trash. We need to establish appropriate places for the containers.
 - Betsy Jones is concerned that details have not been worked out. In report, it says that it will be up and running in August. Is this too soon?
 - Fr. Rob mentioned that, if this is not running right over the months ahead, we can have discussion with Green Team.
 - All, except Betsy Jones, were in favor of Recycling Program Proposal.

13. Warden’s Reports

- Sr. Warden’s Report (see Attachment C)
 - Annual Meeting Date—November 15
 - Stats continue to increase; our non pledge contributions continue to increase; concerned that the pledge contributions are not where they should be.
- Jr. Warden (see Attachment D)

14. Assistant Rector Report (see Attachment A)

- July 11th vestry dinner with Father Keith and Lynn.

15. Rector’s Report (see Attachment B)

- Newest Member of St. Aidan’s born this morning—Ava Martin.

- Father Rob thanked Father Keith for his work here at St. Aidan's.
- Richard Schuetze asked if Jill Orbin could help out with JAM preparation.

16. New Business

- Choir Risers—23 seats with adults and kids; organ and piano at ground level; chairs would be higher so choir could see pulpit; would lose no congregation seating rows.
- Vestry Retreat 2010—at Kanuga Conference, Jan 8-10? (\$250-\$300/person)
- Vestry nomination plan for 2009 selections – Betsy Jones
 - 3 requirements: 2 year confirmed member, committed to and pledged for two years, over 18 years of age.
 - What if we put together some informational session(s) during the summer breakfast hour on what being on the vestry is all about? All were in favor of this suggestion. Fr. Rob asked that all invite 2-3 people to this session.
 - Betsy needs list of potential vestry candidates from Fr. Rob.
- Community Garden
- New Cleaning Service

17. Old Business

- Cottage Report (was emailed as a forward from C. Johnson)

18. Action Steps Review

- For July Vestry meeting; Bookmarks...

19. Action items for next meeting

- Develop a long term plan or vision for St. Aidans
- Decide on 2010 Diocesan Pledge: we are asked to contribute \$45,661
- Review Endowment Fund resolution
- Are we ready for the school year... JAM?

Dates to Remember

- Next Vestry meeting: Thursday, July 23, 7 PM

Meeting concluded with a prayer led by Fr. Rob.
Respectfully submitted by Laurin Lausier, clerk.

Attachment A

St. Aidan's Vestry *Assistant Rector's Report* June 18th, 2009

5 Primary Areas of Responsibility

- **Christian Education**

- Teacher Appreciation was held May 31st at 9:45 a.m. Their gifts were made by the "Cook and Giggle" covenant small group. Over twenty teachers were recognized.
- VBS was held June 8-12. There were approximately 70 children (ages 4-10) who attended, plus approximately 40 youth and adult volunteers. The feedback from children and parents was positive. Special kudos to Mike Monaghan and Suzanne Maddux, as well as Dawn Bradford for planning, recruiting and overall administration; Natalie Ferber for curriculum and craft decisions and purchases; and Clark Miller for making sure we had meals and clean-up each evening.
- Held Youth Christian Education Committee meeting on June 12th to review past year and discuss staffing, curriculum and other plans for 2009-10. I have briefed Fr. Rob and believe this ministry continues to move in a positive direction.
- End of year EFM party was held June 13th at the Ledford's home.
- There will be a meeting of teachers, shepherds and parents involved with JAM on Sunday, June 21st between the services. So far a dozen people have RSVP'd. No final decisions will be made, but we will discuss possible options for next year and next steps this summer. Joey, Dawn and Rob plan to be there to provide continuity.

- **Pastoral Care**

- Since last vestry meeting, I have made roughly twenty pastoral contacts by various means. Fr. Rob and I had an extensive review of pastoral concerns this week.
- The "Pastoral Care Potluck" for Wednesday, June 17th was cancelled due to lack of registrations. We may need a different way to do this since the response has been so low to potlucks. We may do an adult ed. class on "Finding Hope in Hard Times."
- I have handed off to Fr. Rob Bob Stecher's vision/planning about initiating a Eucharistic Visitor program that would provide a worship service and Holy Communion to people in a nursing home or assisted living facility on a regular basis.

- **Parish Life and PR & Evangelism**

- No updates at this time.

- **Stewardship**

- We had our first Stewardship leadership team planning meeting on Monday, June 15th. Scott DeArmey has decided to co-chair with Linda Bowman and we have a good team of leaders that include some people relatively new to the church. The next meeting is June 25th. I have updated Fr. Rob and this ministry is in capable hands.

Other Activities & Responsibilities

- Participated in St. Aidan's work day at Drake House on May 23rd.
- Lynn and I did not attend the youth beach trip due to my transitional status.
- Did Holy Eucharist at St. George Retirement Village on June 10th.
- Attended my monthly clergy support group on June 16th.

Attachment B

Rector's Report—June 18, 2009

Pastoral Care and connection:

- Formal Office visits (since May 21: Davis, McDonnell, Skinner, McMannes, Lee)
- various phone call check ins, office drop ins
- Dinner with Norm and Sally Dodds on May 30
- Went to the McPhersons for Kevin Holowinski's birthday party, May 31.
- Baptismal Instruction, Sat. May 30
- Attended VBS M, T, W, Fri—many good, informal conversations with adults along the way
- Warden's Lunch, June 15
- dropped in on Green Team meeting, June 14

Christian Education:

- Fall 2009: "Teach me to Pray" for 3 weeks, followed by Episcopalian 101 with sprinkles of General Convention reflection and stewardship connection
- one or two other adult classes under serious consideration

Staff:

- Various meetings with Keith to discuss/facilitate transition of ministry
- Regular calendar and strategy meetings on Mondays.
- Attended Preschool Board meeting, May 28
- Interviews with Penny Nash (6/9) and Liz Schellingerhoudt (6/17)
- Huddles with Sam Zavitz on youth ministry (summer plans, fall plans, cottage plans)
- Discussion with John Sabine on folk music covenant group with possible Sunday am worship
- Met with Jill Orban to discuss preschool (staffing, enrollment, classroom and playground improvement.
- met with Joe Herring to discuss his role and ministry, June 16

Worship

- Choir Risers: meetings John Sabine, Holly Hendrickson, Bobbe Frank, and an architect friend of John's on May 28 and June 18 to discuss a plan
- regular sermon preparations
- altar guild huddle with Eva Sansom and Andrea Manos over breakfast, June 14
- Preschool chapel—*none for summer*

Diocese:

- Attended a General Seminary breakfast on May 26 at the Cathedral
- Attended Diocesan seminar, *Toward Full and Faithful Telling: Repairing the Breach*, about slavery and its lasting effects in our culture, May 30.
- Attended installation of The Rev. Paul McCabe at Church of the Annunciation, June 14.
- Asked to preach at June 28 ordination of new priests.
- General Convention and Provincial meetings:
 - June 3-5, 2009 at Kanuga
 - July 5-18, 2009 in Anaheim, CA

Continuing Education: N/A

Attachment C

Sr. Warden's report

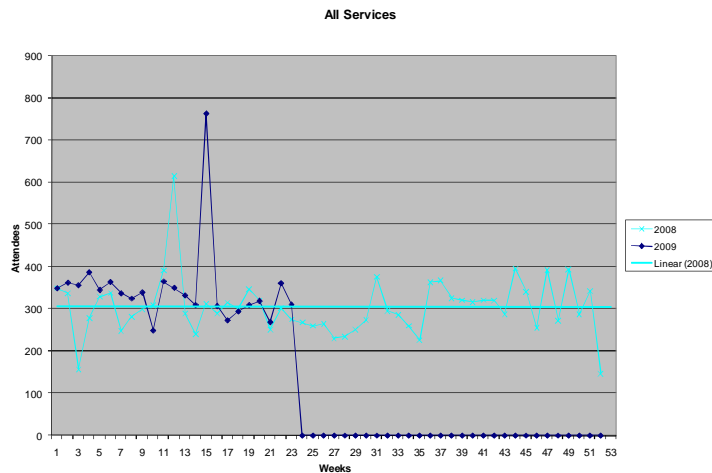
June 18, 2009

1. Sunday Attendance Stats

Our attendance numbers continue to be positive. We aren't tracking as high YTD as we were in '07.

Date	6/7/2009
Early Service Attendance	80
Late Service Attendance	230
Total	310

		Annual Average	Year to date increase %	Actual increase %
2005 Avg. Attendance (to date)	248.4	249.3		
2006 Avg. Attendance (to date)	267.0	276.9	7.46%	11.07%
2007 Avg. Attendance (to date)	308.7	301.3	15.62%	8.81%
2008 Avg. Attendance (to date)	311.8	304.8	1.03%	1.16%
2009 Avg. Attendance (to date)	346.7		11.18%	



2. Betsy is handling the Vestry Nomination schedule this year and has some good ideas for getting new folks involved.
3. Meeting with Rob and Bob on staffing, in particular replacing the Assistant Rector
4. Reviewed Rob's work units and I'm happy with the balance he is trying to keep. It will be tough to keep that balance without Keith.
5. Calendar:
 - a. Schedule for Annual meeting(s). Need to clarify purpose of annual meeting in November and purpose for annual meeting in Jan if we are going to do both.
 - b. Schedule next year's Vestry Retreat and propose a venue.

Respectfully Submitted
Richard Schuetze, Senior Warden

Attachment D

Junior Warden's report June 2009

6/18/2009

Facilities:

- Routine Maintenance. I will work with Bud Alexander to get a revised punch list of repairs needed for both buildings and then present a list to vestry which can prioritize. Still open
- Cottage Renovations::

Bathroom and water heater are up except for painting.

Kitchen needs drain coupling, but has water

Youth painted two inside rooms

Electrical checked room by room. Minor repair needed, otherwise seems sound, however, some rooms and all the overhead lighting is using the original wiring (cloth insulated). What this means in changing the fixtures remains to be seen. All GFI plugs are operational.

Chuck Johnson is Czar of Outdoors. His team will repair outside woodwork, then start siding prep then paint. Columns are a part of this process. See Below his complete report:

Gentlemen:

The project to renovate/rejuvenate the cottage exterior is a big effort that will take place over the balance of June and July. In any kind of rehab work there are many unknowns so forecasting how much and how long is chancy. **But we have a plan and it is simple:**

- **We are not dealing with structural issues** as we are simply repairing/replacing deterioration to the fascia materials: corner boards, window and door surrounds, porch posts, overhead soffits (roof overhangs) and the like. A walking tour around the cottage can give you some inkling of what needs to be fixed. After that we start taking things apart where there is apparent damage or the area is badly eroded, discover the scope of the issue and then introduce new materials. These are purchased and sized for the repairs, prime painted, installed and caulked and then those areas are ready for a finish coat of paint.
- **The paint is literally rolling up on the clapboards** 'cause it was primed and painted after pressure washing and there was inadequate drying time before new paint was applied.. So we must now scrape the clapboards to remove loosely adhering materials before caulking, re nailing and priming the surface for the finish coat. This effort needs to be managed around the ongoing repair work so that we don't run into one another. We will limit this scraping work (for now) to week days and **concentrate the effort with our Youth and those that are rallied by Vestry to come out early and beat the heat!** If we need to, we can include Saturday work as well.
- **When the scraped areas are approved and ready for priming** those teams that scraped their section get to do the nail down, caulking and priming of their clapboards.
- **We will double prime** any areas that need it.

- **Finish coating is the final and easiest step.** Here everyone gets a shot at the whole cottage without ownership to any area. Announced volunteer call work will probably be done on both week days and Saturday's. Lots of supervision will be needed. Quality of effort and result in a safe manner is our objective !
- **The porch clapboards** are a good example of clapboards that are not weathered but dirty and they will be low pressure water washed and then allowed plenty of time to dry before they get a fresh coat of paint. This will take place somewhere in our schedule of activities.

My first estimate of costs for the project do not exceed \$ 1000 for tools and materials. We will borrow tools from Habitat where possible.

Repair Teams- This team requires persons with carpentry and general DIU skills. I have already assembled the basic carpentry repair team: Jim Myers, Jim Grigg , Barry Mansell and myself. We are planning weekday work so most of my qualified working men are going to be missed but I will find a way to get their talents in the game: Sprung, Ferber, Ford, Skinner, Rich, Ledford and Hood are my starters. We may have to go to Saturdays to get it done. We'll see. Others have already met the call on the bathroom project so they get a free pass. Got any other names?

Scrape/Nail/Caulk/Prime Paint Teams-The youth will play a large role in this activity. The scraping work to be done is hard and tiring and when we add height to the mix then guess what-"youthfulness is a big asset". I and others can best stand back and cheer them on at the Gables ! While **priming the scraped wood** is a pretty universal task for a lot of folks and caulking is quickly learned I plan to let those that scrape also caulk, nail and prime their clapboards.

Final Paint- This is an event where the hard work is done and the remaining issues are heights(yes we have to paint that gable all the way to the pointy top) and doing a neat, quality job of applying the final loving coat of paint to make the cottage shine like a jewel !

Feeding Volunteers-When we have them for a Saturday event it will be a 9 to 3 affair and lunch will have to be provided. Perhaps the Kitchen Ministry can support that need. For Youth groups and others during the week, with really varied and perhaps unpredictable scheduling, I don't have any plans to handle that feeding issue. **HELP!!**

Ladders- The one item we need most in some quantity is the loan of extension ladders(**up to 32 feet extension if possible**) and tall step ladders(**8' or so**) to facilitate the scraping of the upper walls and gables. I can rent scaffolding but it is not in my estimate at present and it is pricey. I will do what I have to do to keep everyone safe. More later as things move along!

Chucks' 2007 Crew- Those working on the Liturgical Arts Project in 2007 are being copied because their efforts were so much the successful determinant in that endeavor. Have a look at your schedules and come out with the Youth and help us Scrape and such during the week. Beat the heat by planning 9am to 11am on the shady side for your shift!

Progress To Date-

I got started several weeks ago surveying the cottage and talking with many of you. Jim Grigg and I also started scraping several weeks ago to establish the **best tools for the tasks** and the **degree of effort** required for someone to do an acceptable job. We believe that **Quality Control of this endeavor is critical to the results.** We have already learned a lot to make it easier for others.

Scraping -Jim Grigg(bless his heart) has continued at least 3 -5 hrs per day this week and last to scrape the lower 6 feet of clapboard(standing on the ground) and we are coming to a consensus that priming needs to follow scraping after allowing a day or so for the wet wood under the loose paint to dry. Also, there is a large amount of loose clapboard that needs to be re nailed/screwed down and caulked before we should start any priming. Nailing and caulking can be done while this "dry out" takes place. All of Jim's advance work is paying dividends in many ways. He is learning what needs to be done if we are to do the full house properly. Also, we are dealing with old lead paint as a minor portion of the finishes being removed. Since it is all outside work there is no dust so I am not concerned that there is any health hazard involved in the scraping. Gloves seem to make sense and respiratory masks can be provided for any that care to wear them in this heat. Masks are impossible for those that wear glasses; they just fog up your glasses.

Repairs-We have been hard at the task all week Tuesday through Thursday and work will resume again next week. We probably need 7-10 working days(best educated guess) to get the repairs effected and then several weeks more to get the cottage ready for a finish coat of paint. Specifically, this week we have removed three of the four corner posts(one to go) and removed window surrounds on three windows. We tackle next the fourth corner boards, the front door surrounds and perhaps several other windows. With added high ladders we will then start removing bad fascia and ornamental board at the roof drip line on the West(road) side , repairing or replacing most of the porch posts, installing Hardiplank siding over the bottom clapboard on the gable over the porch and around the base of the house in several spots and replace bad soffit(the overhang) on the North gable. The East gable over the kitchen is an especially tough one as we are not sure how the fascia and drip molding installed by the roofers is going to come into play. Our work on the overhangs will involve some flashing to keep squirrels out. Also, all window surrounds need proper flashing to prevent rot. We will install insulation in any wall area that we open- every little bit helps.

Later, several have suggested, we need to build a little portico over the front door. It's on the list for later.

Conclusions to date-

This is a tedious explanation but good projects are all about details. I think you want to know that the job will be done well and safe.

I will work with Sam, our Youth Director, to get the youth started on scraping the East(kitchen) wall next week or the one that follows if possible. Jim G. and I will hold a demo session to train them for their tasks. We will take a group of about ten and learn together how to do the job properly. Working more than 3 or 4 hours a day in this heat is probably the limit. I think they will do a wonderful job as my direction of Habitat teens has shown that they can follow instructions, do a great job and learn new skills while having a good time together. I may have to confiscate their cell phones- just joking.

I do not want to announce any big volunteer work project that assembles a large cast of people on a given day quite yet . We have to play this fiddle by ear and avoid the pit falls of the past. .

I hope this helps Vestry to understand what the COTTAGE WORK is all about.

Call if you have questions.

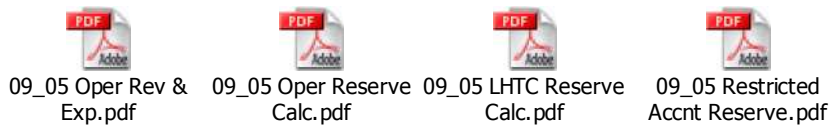
Regards,

Chuck Johnson
Fix and Paint Dog

Will be on vacation from June 20th through July 6th but able to work and conference in if needed.

Respectfully submitted: Bob French

Attachment E



Attachment F

**St. Aidan's Mission Statement for the Environment:
We are called by God to be careful, humble stewards of this fragile earth, our island home, and to protect and restore it for its own sake and for the glory of God, and for the future use and enjoyment of the entire human family and of all of God's creation.**

Our congregation, St. Aidan's Episcopal Church, recognizes the need to promote awareness of and care for God's creation. To strive to meet this need:
We, the leader(s) of this congregation, support the mission statement of our Green Team as the congregation enters into this "greening" process.

Signature of
Rector: _____ Date: _____

Signature of Senior
Warden: _____ Date: _____

Signature of Junior
Warden: _____ Date: _____

Dear Vestry Members,
This is a copy of the proposed Green Team Mission Statement. We will be discussion it on the Agenda this evening.
Thanks,
Harmony

CyberDefender has scanned this email for potential threats.
Version 2.0 / Build 4.03.29.01
Get free PC security at <http://www.cyberdefender.com>