

St. Aidan's Episcopal Church
Vestry Meeting
Thursday, August 20, 2009 – 7 PM

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

1. Opening Prayer/Devotion: Fr. Rob
2. Approval of agenda—approved.
3. Approval of July 2009 and August 14th special session minutes – approved.
4. Review July Finances (see Attachment D)
 - Supply expenses seem high. We will look into this.
 - All approved July Finance report.
5. Vestry reporting
 - PR & Evangelism—Jim Smith (see Attachment E)
 - Miss Mary's Ice Cream--Sunday, August 30th at 2:00 pm.
 - Worship & Spiritual Life—Andrea Manos
 - The Seekers Group is looking into having a workshop on “Centering Prayer” and will be meeting soon.
 - Stephanie McDonnell worked on a Lenten devotional at her previous church and this may be something of interest here at St. Aidan's.
 - Fr. Rob is considering having a spiritual life e-news each week instead of having a prayer list in the bulletin that comes out each Friday. This spiritual life e-news might include the Sunday readings, as well.
 - Worship—right now we are using the Eucharistic Prayer D, but Fr. Rob is considering going to Prayer A on September 13th for two months. Then possibly in November, he would like to try a new prayer from Enriching Our Worship for a month or so possibly at the 11:00 am service.
6. Warden's Reports
 - Sr. Warden (see Attachment B)
 - Service Time Change:
 - Fr. Rob has heard positive feedback on the 8:30 am summer service time.
 - We will make an announcement in the Parish Matters this Sunday with the new “pilot” church schedule that will begin September 13th.
 - Should we consider having children's chapel at the 8:30 am service as well as the 10:30 am service to encourage families with children to attend the 8:30 am service? Children's Chapel will be moved to the tent room this year; therefore, no issue with being next to kitchen. We would have Dawn do both Children's Chapels. All were in agreement to have Children's Chapel at both services for this trial period.
 - We will need an announcement of this in the e-bulletin, Parish Matters, a special e-news, at the church services and on the new sign out front.
 - Richard Schuetze agreed to accept feedback over the next few months on the new service times.
 - Assistant Rector Discussion:
 - Father Joe has given sermons over the last couple of months and has provided pastoral support as well.
 - Need for a more permanent solution still needed.
 - A request was made to see benchmark salaries of Assistant Rectors in the Diocese. Jim Smith will be sending them out to the rest of the vestry.
 - Signage:
 - We would like to have some directional signs around the church:

- Main sign outside at end of walkway before church \$885—this seems like a high price and Fr. Rob will look into why the quote is so expensive.
- Additional signs throughout church \$118, \$148 & \$85 each.
- Installation would cost \$350 or we could install ourselves.
- Replacement tree signs \$32 each.
- Total \$2,596 or \$2,246 if we install ourselves. All agreed that we should install ourselves to save on those costs.
- A motion was made to approve all signage except the \$885 main sign at this time. All were in agreement.
- Fr. Rob proposed that these funds come from Church Building Repair and Maintenance funds—line item 8052 of restricted fund.
- A motion was made to approve all signage except the \$885 main sign at this time. The \$1,400 would come from line item 8052. All were in agreement.

Choir Risers:

- Choir Riser quote came in at \$13,000 (may be able to do it closer to \$10,000). We budgeted \$7,000 originally.
- If we do not do walkway (and just take it back to concrete), we can utilize some of that money to help pay for additional costs for choir risers.
- If we take walkway back to concrete, there is concern that it would be slippery; therefore, they are looking into options on how to rectify that.
- It was agreed that choir risers are a higher priority than the walkway.
- Money for them would come from the original budget and line item 8052 of the restricted fund. This gives us \$12,000 total.
- A motion was made to move forward with the choir risers using the funds mentioned above. All were in favor.

Cottage:

- Moving forward from this point, we should have about \$6,500 to finish the cottage and will most likely not need that much. We possibly would have \$5,000 left over that could go into reserve.

Sitting Area between the playground and the front entrance to the Parish Center:

- In process of determining what this area will look like.

2009 Vestry Nomination Process—Betsy Jones led this discussion (Attachment F)

- Suggested and agreed that we would include September 13th in the open nomination period.
- Betsy will talk to Betty Hood about having it as an option to nominate on line on our website.
- Deadline for submitting candidate nomination forms will be Sun, Oct. 11th.
- October 15th Vestry Meeting we will review list of confirmed candidates.
- November 15, 2009—Annual Parish Meeting & Vestry Selection and Subsequent Election.

- Jr. Warden's Report (see attachment C)

7. Rector's Report (see attachment A)

- In addition, Father Rob thanked Joey Sargent for her work with Christian Education and complimented Dawn Bradford's work as well.

8. New Business

- Choir tour to Charleston: the choir would like permission to try to raise \$20,000 to take a trip to Charleston. Permission to explore and plan fundraising options was granted; a final report needed for final approval.
- Preschool update

- In the black last year and on track this year.
 - Mary Beth Schnell will be the Chair this coming year.
 - Folk mass on this coming Sunday
 - Honduras Art Auction—Saturday, October 24th (date after Fall Festival)
9. Old Business
- Fall Festival
 - Meeting scheduled next week to start planning.
 - Helicopter rides, antique car show, pumpkins, crafters, scarecrow contest, barbecue and bond fire.
 - Cottage update and back porch
 - Cottage paint day was a great success!! Over 60 people showed up and helped out.
 - Parish Retreat
 - Can we or should we subsidize the cost for the children? It was noted that we already subsidize the costs of the youth leaders that attend.
 - In the future to consider this, we need to start the process of figuring this out at least six months prior to the retreat.
10. Action Steps Review

Dates to Remember

- Next Regular Vestry meeting: Thursday, September 17, 7 PM

Respectfully submitted by Laurin Lausier, clerk.

Attachment A

Rector's Report—August 20, 2009

Pastoral Care and connection:

- Formal Office visits (7)
- Hospitals: visited Ferber baby Aug. 11; A. Moyer on Aug. 19
- Attended cottage paint day, Usher party, and Acolyte Pool party
- various phone call check ins, office drop ins
- NFCC golf Tournament, Aug. 27th (Chuck, Bob, James Manos)
- five hours of newcomers calls, parishioner reconnect (Aug. 17-19)
- Discretionary help for two who called in; one is now working at the cottage, and will help with odd jobs
- Community Thanksgiving service at Alpharetta Pres, Tuesday, Nov. 24th, 7 pm.

Christian Education

- planning for Bible Study and Adult forum on prayer
- met with Joey Sargent to discuss Christian Education, August 26, 28-29

Staff and Administration

- w/ Joe Herring, pastoral care and worship coordination
- Regular calendar and strategy meetings on Mondays; big staff meeting Aug. 10
- Huddles with Sam Zavitz on youth ministry (summer plans, fall plans, cottage plans)
- Discussion with John Sabine 1) for Aug music on July 29 and 2) on liturgical calendar through Jan 2010
- discussions with Treasurer on 2010 budget creation, audit, journal entries
- met with Dawn about Christian Ed. (3X) and her increasing role; I'm pleased with the way she is stepping up to the plate
- Met with Jill Orban and preschool staff: Wed, Aug. 29; Aug. 17 for their orientation opening
- Memorial Garden: created new grid with Bud Alexander for garden; fall planting still to be worked out.
- Recruited new nursery committee leadership: Charlene Wilson and Kristin Martin

Vestry

- August 13 meeting/dinner on endowment fund
- huddle with Sr. Warden, Aug. 12
- worked with Harmony on the vestry-eligible list

Worship

- Tom Glaza's memorial Eucharist, July 25
- Kozel House blessing, Aug. 26th
- Baptismal Instruction, Aug. 29
- regular sermon preparations; some sermons to web, others removed
- folk mass music and prep, including a drop-in sing on July 29

Diocese:

- Marietta Convocation meeting, Tuesday, Aug. 19

Continuing Education: N/A

Vacation:

- Labor Day Weekend (upcoming)

Attachment B

Sr. Warden's report

August 20, 2009

1. Service time change: the objective is to balance the attendance across both services. The intent is to conduct a Pilot for the rest of the calendar year and evaluate feedback at the annual meeting. Plan to move the 10:30 service to 11:00 after Labor Day leaving the 8:30 service at 8:30. If we don't get the desired results (better balance between services) or if we get overwhelming negative feedback then we will move back to 8:00 and 10:30 after Christmas. Need to communicate this to the congregation.
2. Assimilation for new vestry member. Training???
 - a. Keys and handbook from Gregory
 - b. Any movement in areas of responsibility?
3. Assistant Rector Evaluations: Goal is to have three or so candidates to hear preach / interview and hire quickly. Have to balance the need to get the perfect match vs. our current needs to have someone now.
4. Remaining major capital projects for this year
 - a. Signage
 - b. Cottage
 - c. Choir Risers
 - d. Walkway Resurfacing
 - e. Sitting area
 - f. Playground Equipment and new/ replacement playground surface (funded by MMO)
5. Long term Planning: I will be working to find out more about long term church planning. We don't want a plan derived by a handful of folks that doesn't have buy-in from the congregation. Initial thinking is to have someone help us with this effort (like Zip did for the capital campaign). I do have concerns that the congregation will see this as merely the start of a new capital campaign.
6. 2010 Vestry selection: Update from Betsy. Need to publish a schedule and track to it.

Respectfully Submitted
Richard Schuetze, Senior Warden

Attachment C

Jr. Warden's report

August 20, 2009

I was out a good part of July so my report is short. Looking forward to busy fall.

Facilities:

- Bid returned for Walkway Tile - \$10,675
- Bid returned for Choir Risers - \$13,572

Based on high cost Rob, Richard, Terry and I will explore further and present alternatives and suggested course of action to the Vestry.

Participated in the cottage paint day last Saturday never was there a better example that "Many hands make for light work" .

Thanks to Richard Schuetze for putting together a comprehensive work punch list for finishing the cottage with an early Sept. competition target. See Below.



Cottage Status
2009-08-15.xls

Respectfully submitted: Bob French

Attachment D



09_07 Operating
Rev & Exp.pdf



09_07 Restricted
Accounts.pdf



09_07 LHTC Reserve
Calc.pdf



09_07 Oper Reserve
Calc.pdf

Attachment E

PR and Evangelism Report – 8-19-2009

Front Entrance Sign

- ❑ Fr. Rob, Garon Hart and Stephanie Eckert are working on design changes for the front entrance sign.
- ❑ The purpose is to make it flexible for service time changes, breakfast and to promote special events.

Miss Mary's Ice Cream

- ❑ Ann McManes and I are working together on this project
- ❑ We have a spot reserved along with ample ice cream although we will take more.
- ❑ EYC is confirmed to help with the set-up, scooping and the break down.

Fall Festival

- ❑ Work with Parish Life to promote the Fall Festival on October 17.
- ❑ Promote in the local papers and on-line
- ❑ North Fulton/Appen Newspapers will publish the event free of charge on-line and in the paper
- ❑ We could purchase some inexpensive "road signs" and post them later in Sept and through October.
 - \$200 to \$250 for quantity of 100 as we would expect some of them to be picked up or trashed.
- ❑ Cottage
 - Could we tie into the cottage if the youth are doing anything special?
 - Pumpkins and Corn Stalks?
 - Grand re-opening/Open House of the cottage?
 - Do we know the history of the cottage and can we get more press out of that?
- ❑ Maybe the youth could do some sort of meet and greet up front
- ❑ Other events occurring on that day
 - Alpharetta United Methodist Fallfest is from 10:00 AM to 4:00 PM.
 - Cumming Country Fair – Final Weekend
 - Nothing else listed for Alpharetta or Milton

Attachment F

2009 VESTRY NOMINATION PROCESS TIMELINE

August 20, 2009

Vestry Meeting

Rector and Treasurer vet the parish member list to produce a comprehensive list of parishioners who are eligible to serve on the vestry in the following year

Deliverable – paper copies of list to be used in the vestry meeting but not to leave the room as some of the criteria are sensitive.

August 23, 2009 (Ends Sept 13th)

Start date of parish-wide vestry nomination process

Would like to provide paper nominations as well as an on-line nomination form

Note: Self nominations are encouraged / Vestry member should also use this time period to submit nominations

August 23, 2009 and August 30, 2009

Vestry 101 – This is an information session open to anyone but is specifically designed to provide an opportunity for us to direct potential candidates to the class. Will give us a preliminary idea of who is and who is not interested

September 13th End date of parish-wide vestry nomination process

September 17th, 2009

Vestry Meeting

Vestry prioritizes the list of eligible candidates and assigns responsibility for the nominating committee to contact the potential candidates

For those who were nominated but weren't qualified we should provide feedback to the person who nominated them as well as to the candidate.

September 18th – October 4th, 2009

Nomination committee solicits candidates from the prioritized list

Candidates who agree to stand for the election will begin filling out the nomination form

October 11th, 2009

Deadline for submitting candidate nomination forms

October 15th, 2009

Vestry Meeting

Vestry reviews candidates nomination forms and finalizes list of candidates. (If the full slate of 8 candidates has not been achieved, the nominating committee will make every effort to fill the slate before October 21st)

October 21st

Vestry agrees on the final list of candidates that will be announced to the congregation. (This can be done via e-mail if necessary) / Send list to PM and E/News

October 25th, 2009

Vestry candidate list (8) published and announced to the congregation

November 15th, 2009

Annual Parish Meeting

Vestry Selection and subsequent Election