

St. Aidan's Episcopal Church
Vestry Minutes
Thursday, September 17, 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, Richard Schuetze, Earl Bozeman and Laurin Lausier

1. Opening Prayer/Devotion: Jim Smith
2. Approval of agenda—approved.
3. Approval of Aug 2009 minutes –approved.
 - Fr. Rob welcomed Earl to his first vestry meeting.
4. Preschool report – Jill Orban
 - Fr. Rob provided report for your review for next month.
5. 2008 Audit for approval—Blair Hendrickson reviewed.
 - Nothing found in audit that was significant.
 - Recommendation of journal entries over \$10,000 go through approval process.
 - Richard suggested a process of documenting donations where it came from and what it is for.
 - Fr. Rob agreed and believes donations over \$250 be documented so they can be tracked.
 - Insurance—ensured there is adequate coverage.
 - May need to review short term and long term disability.
 - Certificate of Insurance recommendation
 - Need to clarify if this is for individuals or groups.
 - Richard will follow up with Joanne Schuetze.
 - Page 6—discrepancy between note 3 and 6—Richard will look into this.
 - Executive Summary Page—Blair will follow up with Donna and Jim on recommendations by end of next week.
 - All received report, agreed that we are looking into the recommendations and have approved it.
6. Review Aug Finances – (see icons under attachment D)
 - In the black by \$282.00.
 - Will hear report from Jim Myers at next meeting.
 - Projects (such as vacation bible school, etc.)—we need to have a check and balance so that we are aware of what spending has occurred and we're on track with budget for the particular project.
 - Vestry person over project needs to have that oversight responsibility.
 - Agreed we need to set up procedure for oversight.
7. Endowment Board needs Vestry sub-committee as sounding board.
 - Agreed that 2-3 vestry persons would be sounding board. Bob French and Andrea Manos volunteered. Bob will reach out to Beth Burns on behalf of the vestry.
8. Vestry reporting

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.

September	Christian Ed.
September	Outreach
October	Shepherds
October	Admin & Finance
November	Bldg & Grounds
Dec	Lift High the Cross

- Christian Education—Joey Sargent (see attachment E)
 - 101 registered students versus 69 last year for Sunday School.

- Received positive feedback on Father Joe's Parables.
- Outreach—Betsy Jones (see attachment F)

Fr. Rob thanked Joey and Betsy for their work.

9. Vestry Nominations update: Betsy Jones (see attachment G)

- 8 candidates thus far.
- Fr. Rob suggested putting bios on bulletin board.

10. Warden's Reports

- Sr. Warden (see attachment B)
- Jr. Warden (see attachment C)
 - Eagle Scouts may build a deck off of the cottage as one of their service projects.
 - Bob suggested having a recognition ceremony for the cottage renovation team.

11. Rector's Report (see attachment A)

- John Sabine has someone donating a baby grand piano.

12. New Business

- Diocesan Council Deputies for 2009
 - We have 4 (Cathy Schlecht, Linda Bowman and Bob French have agreed thus far) and Fr. Rob has a couple of other suggestions for the 4th.
 - Election of Cathy, Linda and Bob—all were in favor.
- Wall of Crosses
 - LHTC Celebration—have a wall of crosses in church in which the parishioners will bring. This was a suggestion from committee for end of campaign.

13. Old Business

- Fall Festival update
 - Car Flyers will be distributed at car shows.
 - Helicopter rides will be a draw.
 - Raffle baskets are finalized.
 - Food and barbecue are finalized.
 - Set up Friday night and Saturday morning.
- Cottage update and rededication plans

14. Action Steps Review

Dates to Remember

- Next Regular Vestry meeting: Thursday, October 15, 7 PM
- Vestry Retreat: January 8-10 at Camp Kanuga in North Carolina

Attachment A

Rector's Report—September 20, 2009

Pastoral Care and connection:

- Formal Office visits (3) and dropins
- Lunches: 2
- DOK meeting to discuss national issues, Aug. 26
- Attended: Tweeners dinner Aug. 22; Habitat First Nail on Aug. 22; Mrs. Mary's Ice-cream Cranking, Aug. 23; Painted some cottage interior walls, Aug. 24;
- various phone call check ins

- Foyers Dinner: with Schuetze, Schnell, Thompson, Lausier

Christian Education

- Bible Study on Mark has begun, as has Adult forum on prayer
- Sunday School meeting, Aug. 23 with Joey, Dawn, and Jill and all teachers

Staff and Administration

- odd jobs for Keith Ector—discretionary help, some funds from budget
- asst rector candidate: calls and planning
- w/ Joe Herring, pastoral care and worship coordination
- Choir risers project—monitoring
- LHTC meeting with Lori Foley, Sept. 8
- Church music planning
- Preschool: Board meeting, Sept. 1; chapel on Wed AM; thank you lunch for Susan Griffis
- various work on Church signage
- Mikell retreat planning: Aug. 26th with Sam and JoAnne Schuetze
- Green Team meeting, Aug. 30
- discussions with Treasurer, Wardens, Finance chair on 2010 budget
- various huddles with Staff members

Worship

- regular sermon preparations; some sermons to web,
- Acolyte Training, Sept. 13

Diocese:

- Lunch with Fr. Keith and Fr. Tripp Norris to discuss inter-church ministries
- Diocesan Health Coverage forum, Sept. 1
- Marietta Convocation meeting, Tuesday, Sept. 15
- upcoming: Clergy Conference, Oct 5-7

Continuing Education: N/A

Vacation/Time away:

- Labor Day Weekend

Attachment B

Sr. Warden’s report

September 17, 2009

1. Feedback on service time change
 - a. A handful of folks came to church expecting a 10:30 service but that’s normal for this time of year
 - b. No significant feedback yet. Seems early service folks like the extra 30 minutes.

2. ASA report

	YTD Average	Annual Average	Year to date increase %	Actual increase %
2005 Avg. Attendance (to date)	236.5	249.3		
2006 Avg. Attendance (to date)	259.6	276.9	9.77%	11.07%
2007 Avg. Attendance (to date)	282.7	301.3	8.91%	8.81%
2008 Avg. Attendance (to date)	300.8	304.8	6.40%	1.16%
2009 Avg. Attendance (to date)	323.5		7.53%	

3. Need a volunteer to help prepare the Annual Report
4. Assimilation for new vestry member.
 - a. Checklist

- b. Revise Vestry Org Document
 - c. Revise contact list
5. Long term planning. No update
6. Vestry review of budget / costs...
7. Assistant Rector Evaluations: We will hear Liz preach on Sunday. She is open to part time role. We have evaluated the budget to determine what we can offer. Our agreement with Joe will end in October.
8. Remaining major capital projects for this year
 - a. Signage
 - b. Cottage
 - c. Choir Risers
 - d. Sitting area
 - e. Playground Equipment and new/ replacement playground surface (funded by MMO)
9. Landscape day on October 10 or 24? Plantings around the cottage, pine straw / mulch.
10. Better accounting for donations / purpose. We need good documentation around gifts and expenses.

Respectfully Submitted
Richard Schuetze, Senior Warden

Attachment C

Junior Warden's report Sept. 2009

9-17-09/2009

Facilities:

- Cottage Renovations:

Outside complete with the exception of some landscaping. Two coats of paint, new siding, shutters, porch columns repaired and new windows. Of the \$28K budgeted, approx. \$6K remains, but there are some outstanding invoices and the kitchen is yet to be finished. Jim Fredrickson estimates another 30 to 45 Days for on the kitchen.

The inside is cleaned up with new trim and molding. The floors and walls can still use some touchup.

The youth had their first meeting in the cottage last Sunday. We are working on getting meeting tables and chairs for the larger back room.

The repaired air conditioner appears to not be working, but with the new windows, which can be opened easily, we can hold off on getting that fixed until a later date.

Boy Scouts are to come forward with an Eagle project to build a deck off the back of the cottage where the new French doors are.

When the kitchen is complete we need to recognize all the folks who participated in the renovation at both services. Chuck kept an accounting of the hours spent and I would guess we got \$15 to \$20K in free labor over the course of the renovation.

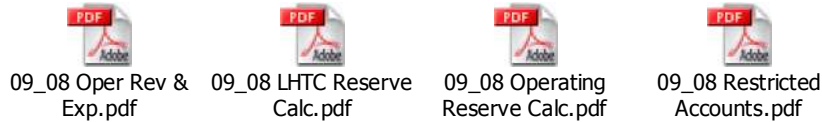
Other:

- Budget and Planning:

Participated in a number of meetings/calls on the 2010 budget.
Will work with Jim Meyers and others over the next month to put an IT renovation plan in place to upgrade old systems.

Respectfully submitted: Bob French

Attachment D



Attachment E

Update on Christian Education & Youth

Joellyn Sargent
Sept. 17, 2009

Sunday School

All classes started last Sunday (9/13) for children and adults.

_ We have 101 students registered in pre-school (3&4 year olds) through high school. Middle school is the largest class, with 20 youth!

_ 22 people have committed to teach this year, many returning teachers and several new ones.

_ Dawn Bradford has done a wonderful job working with the teachers and organizing registration, class rooms, teacher supplies and materials.

_ The teachers have been very pleased with the classrooms, bulletin boards fresh paint, etc.

_ We're using a new curriculum, Living the Good News, and have moved from the rotation method to a classroom based format.

_ Thanks to Terry Ledford for helping get tables for the Holy Land Room and Martha Myers for creating banners with classroom names. We also were able to get "new" chairs free from St. Peter and Paul, so most classrooms have updated, age-appropriate seating.

Confirmation

We have 11 youth that have expressed an interest in Confirmation classes for the spring. We'll be meeting with the potential confirmands and their parents on Sunday 9/20 to talk about the program, which will run through the school year with group activities, 6 weeks of classes in the spring and Confirmation at the Cathedral in June.

EYC / Youth

EYC officially kicked off on 9/13, although they had been running various activities through the summer months. A schedule of events for the year is attached.

Notes from Sam Zavitz:

_ Amazing renovations on The Cottage. I wouldn't want to leave anyone out, so I don't want to say anyone's name in thanks. So many people helped and did a great job. Very thankful to the parents who have hauled youth around and changed schedules to get the youth there to work.

_ Incredible crew of advisors this year. They are the very best set of adult volunteers I've EVER worked with. They work so hard, one would think they were paid staff. I'd like to reward their work, but I'm not sure how yet.

_ I (personally) haven't received any negative feedback about Ken. Not sure if anyone else has, but I take that as a good sign.

_ Starting some new projects this year, that Fr. Rob & I are excited about.

1. 12th Grade small group. We'll meet once ever month and a half/two months in a cozy setting to just discuss what's going on in their lives.

2. Breakfast bunch. Tried to start it last year, but was too late in the year. Meet once a month at a b'fast place near the high schools to have b'fast and discussion with the high school youth. One week near Milton, one week near S. Forsyth, etc. for the kids at that particular school.

Attachment F

Outreach Ministry 2009

January	Loose Plate - Honduras (I Think) Letters to Anita - Part of JAM Habitat for Humanity (continues through March) Bibles for Church of the Common Ground (Deacon Carole Maddux)	\$ 587.88
February	Loose Plate Offering - Hunger Walk Outreach Recognition Ceremony	\$ 476.20
	Windows for LAMB Drive	\$ 3,927.14
March	Loose Plate Offering - Windows for LAMB Hunger Walk (EYC) - Good intentions / Awful weather! Episcopal Relief and Development Sunday Mission to Honduras (Fr. Keith, Karen DeArmeY) Foster Care Support Foundation - 30+ Volunteers	\$ 874.27
April	Loose Plate Offering - HomeStretch HomeStretch - 20+ Volunteers Mission to Honduras (Amy Hill, Anna Bowman, Alyssa and Joey Sargent) Great American Clean Up - Birmingham Park Blood Drive - 21 Donors	\$ 542.81
May	Loose Plate Sunday - Drake House The Drake House - 20+ Volunteers Meet 'Our Children From India' EYC (and Others!) - Sorting Clothes (100 bags!) for Foster Care	\$ 478.46
June	Loose Plate Offering - NFCC Packages of Thanks - Care Packages for Our Soldiers	\$ 718.13
July	Loose Plate Offering - Family Haven School Supplies for Drake House and NFCC	\$242.00
August	Loose Plate Offering - LAMB Institute RRISA - Computer Donations Habitat for Humanity (Continues through December) Miss Mary's Ice Cream Crankin'	452.25
September	Loose Plate Offering - NFCC Foster Care Support Foundation NFCC - Food Drive	629.05
October	Loose Plate Offering - David Wagner (Seminary) St. Francis of Assisi - Coat Drive Foster Care Support Center - Boys Clothing Drive HomeStretch - Family Photos and Dinner	

November Loose Plate Offering - Appleton Ministries
Volunteer Activities - TBD

December Loose Plate Offering - TBD
Volunteer Activities TBD

Loose Plate Offering To Date
(Exclude LAMB Windows)

\$
5,001.05

Attachment G

Vestry Nomination Time Line - Updated

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

September 17th, 2009

Vestry Meeting

Review of nominated candidates

Review of the list of people who asked not to be nominated.

Suggestions for 3-4 alternates should any of the nominated candidates remove their name from nomination

September 18th – October 11th, 2009

Candidates who have agreed to stand for the election complete nomination form

Alternate candidates asked to stand for nomination if necessary

October 11th, 2009

Deadline for submitting candidate nomination forms

October 15th, 2009

Vestry Meeting

Vestry reviews candidates nomination forms and finalizes list of candidates.

Letter sent to all candidates thanking them for agreeing to run and explaining the 'election' process.

October 21st

Final list of candidates sent to PM and E-News

October 25th, 2009

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

October 26th – November 13th

Identify leadership role opportunities for candidates not selected

November 15th, 2009

Annual Parish Meeting

Vestry Selection and subsequent Election