

St. James' Episcopal Church
Vestry Minutes
March 16, 2009

WORSHIP

Rev. Paul Habersang opened with a reading from Evening Prayer.

DISCUSSION

The monthly meeting of the Vestry of St. James' Episcopal Church was called to order at 6:35 pm at St. James' Church.

Present were Rich Mills, Jim Bennett, Fred Larson, David Buddington, Leslee Flanagan, Gail Lebert, Gayle Kataja, Nancy Goodwin, Rick Edwards, Scott Thompson, Carl Benker, Ann Cahill, Jennifer Daukas, Rev. Paul Habersang, and Rev. Nancy Gossling.

Communications Commission

Carl Benker passed out a Work plan for the Communications Commission, and highlighted the following:

- The Communications Commission mission statement tracks the church's mission statement.
- The commission is communicating to three audiences: existing parishioners, potential parishioners and members of the community.
- The commission's goals are to make the web site more useful, informative, clear, welcoming, up to date and supportive of special needs requirements of our parish and surrounding community.
- Carl explained his commission's plans to overhaul the website. He said that the site, as is, serves as a good tool but is looking to enhance it even more.
- The commission has plans to establish e mail mailing lists for different parish groups.
- The commission will be looking at the possible use of social networking sites (i.e. Facebook, MySpace). Carl will make sure to make plans in accordance with Safe Church Practices.
- The commission will encourage electronic communications as a way to help reduce costs and time.

Carl and his commission will continue to coordinate conventional media coverage with maximum effectiveness. He will utilize the Glastonbury Citizen, Glastonbury Life, Hartford Courant (iTowns) and Cox Cable

Carl will define and clarify the rules for the bulletin board usage. He will also inform parishioners about the church's policy for posting pictures in printed media and on the web.

Worship Commission

Leslee Flanagan previously e mailed the Worship Commission's mission statement and action plan as of September 23, 2008 to Vestry members prior to the meeting. A copy is attached for reference. The status of items below corresponds to the attached Action Plan.

1. Ongoing
2. Ongoing
3. A middle school choir was started for the youth in grades 5, 6, 7, and 8. They will sing with the adult choir in an upcoming service.
4. Purchase of a new organ is very expensive. One is not needed presently, but it was agreed to start a group to look at the options and put a plan in place for "next steps".
5. Mary Jo Logan and Reverend Paul have been active in training new acolytes and lay assistants.
6. A couple of new altar guild members have been recruited. Plans are under way to talk to the youth and explain what is entailed in being a member of the altar guild with hopes to include youth in this ministry.
7. Combining the usher and greeter ministries is in process.
8. The commission is continually evaluating the services and times. The 5pm Sunday night service has been successful and the feeling is to keep it going through the summer months with the possibility of holding the service outdoors.
9. Millennium Development Goal Sunday is scheduled for March 29. Kelsey Urban will be preaching.
10. The banner ministry has been suspended for now.
11. There was not enough interest in the February 28, 2009 healing ministry workshop so no one attended from St. James.
12. Two "end of life" sessions were held and were well received.
13. The confirmation class has 19 confirmands and they are scheduled to be confirmed at the Easter Vigil on April 11, 2009.
14. A Blessing of the Animals was held on October 5, 2009.
15. St. James will be offering a vacation bible camp which will include a music component this summer. It will be held from July 13 – July 17 9am – 12 noon.
16. At the present time, there is no interest in a men and boy's choir at St. James.
17. Completed.
18. The commission is exploring the possibility of establishing quiet days at St. James.
19. Ongoing.

Leslee reported that Jim Barry has been doing a lot of teaching before Adult Choir rehearsal and it has been well received.

Reverend Nancy reported that there are four AA groups and one Al-Anon meeting at the church. Nancy will speak with their leader to see if there is interest in our church and what we might be able to offer.

Commissions' Needs for Guidance/Support from Vestry

Jim Bennett mentioned that we need to keep the hiring of a sexton in the plans as we move forward.

Gayle Kataja asked who could sign contracts for the church especially concerning the copier contract. Nancy will follow up with staff and respond to Gayle.

INFORMATION

Rector's Report

Reverend Nancy reported that she has started two discernment groups. We are offering a 6:45 am Wednesday morning Eucharist service during lent with St. Mark Lutheran Church and St. Luke's Episcopal Church. She attended a fellowship group at the Connell's. The confirmation group and the outreach committee will be sponsoring a Hunger Feast at the church, with the youth, on March 29. She is looking into a 2010 outreach trip with teens and adults to Mississippi. She has been involved in Baptismal preparation. Reverend Nancy attended the Forgiveness Forum with Eileen Epperson. She also attended the ECW soup lunch and the Squires group meeting. Nancy attended a wedding in Pennsylvania, taught J2A/Rite 13 and attended the stewardship committee meeting. Nancy and Paul met with the Pastoral Counseling Center. She is busy planning the Holy Week Services and Bulletins. Reverend Nancy with Paul and lay leaders continue to address a variety of pastoral issues.

Assistant Rector's Report

Rev. Paul reported that the Safe Church Training offered at St. James was very successful. He has been working with the confirmands, coming up with creative ways to keep their attention. The confirmands played a game around a discussion of ethical issues. Paul continues to provide educational opportunities for the adults with such topics as Forgiveness, a Quiet Day and a forum on 3 Faiths/1 God. Paul is in discussions with Reverend Dr. Bob Henderson at the Pastoral Counseling Center to offer two more sessions this spring (Practical Partnering and Growing Older). Paul is in the process of working with the Greeter and Ushers to merge their groups together. A leader of that combined group will be chosen soon. The newcomers group is re evolving and a leader for that committee is in the works. A Newcomer's lunch is being planned for April 19 after the 10:15 service (Rich Mills will be preaching). The vestry is invited. Paul reported that there are four committed attendees to the Boarderlands trip this summer. The Pie Sales yielded a profit of \$848 towards the trip.

Junior Warden's Report

Jim Bennett reported that the parking situation has improved. Parishioners, who are able, have been parking in adjacent lots freeing up spaces closer to the church. We will use the sandwich boards on the front lawn to advertise events. The sign up boards, located in the foyer, are working well. Chairs were moved into the foyer for coffee hour and

parishioners were pleased by that. There will be a spring clean up day before the Spring Fling. Jim reported that he has been looking into the education space and is working with others to come up with a contingency plan as we grow.

Feedback

Positive feedback was heard on the Sermons on the web, sign up boards, chairs in the foyer during coffee hour and the Vestry Forum on Radical Hospitality.

DECISIONS

Approval Minutes

Gayle Kataja moved and Gail Lebert seconded the motion to approve the minutes from the February 7, 2009 Vestry Retreat. It passed unanimously.

Gail Lebert moved and Gayle Kataja seconded the motion to approve the minutes from the February 23, 2009 Vestry meeting. It passed unanimously.

Treasurer's Report

Fred Larson reported on the financials. David Buddington and Chip Flanagan will be looking at the offerings and analyzing the impact that the "other offerings" is making. Under other operating income, Fred mentioned that his committee has hopes that the Spring Fling and Dinner dance which are being planned will bring in at least 25,000 with hopes of making more. The vestry voted to increase the outstanding loan from the diocese by \$25,000 to \$100,000 and to amortize the payback over an eight period on a quarterly basis beginning July 1, 2009. The vestry also voted to extend the time period for capital campaign payments to July 1, 2010.

Fred's report was approved.

Agenda Items for Following Meeting

Rich asked that Vestry members let him know of any items that should be on the agenda for next month.

The next Vestry meeting will be April 20.

WORSHIP

Vestry members selected a prayer partner to pray for during the next month.

Rev. Nancy concluded the meeting with a reading of the Lords Prayer together.

The meeting adjourned at 8.55 pm.

Respectfully submitted,
Jennifer Daukas

Mission Statement: To strive to keep the parish focused on our worship of God and on prayer in order that we grow spiritually. We seek to continually expand and improve all aspects of our worship and spiritual development. We will explore creative ways to attract new members to the Body of Christ.

**Action Plan
2008**

September 23,

1. Add noonday prayers for peace on Thursdays from 12:00PM-12:30PM. Deepen and expand this service to include silence and/or centering prayer. Advertise this service on sandwich board weekly.
2. Use alternate forms of the Prayer's of the People, sung and spoken Eucharistic Prayers, 5th Sunday liturgies based upon seasonal changes.
3. Start a new middle choir for the youth. Explore new music for the liturgy; canticles/service music/hymns.
4. Actively review the renovation needs of the present organ. Explore enhancing the organ to reflect the growing parish/music program.
5. Continue to recruit and train a corps of acolytes and new lay assistants and maximize their participation in all services. Initiate bi-monthly acolyte training after the 10:15AM service.
6. Recruit and train new members of the altar guild, including youth as appropriate.
7. Combine usher/greeter ministries while expanding and training the corps.
8. Continue to evaluate the time and days of our worship services; adding, revising, and subtracting as appropriate.
9. March 29th will be MDG Sunday. Coordinate with Outreach Committee, DCE, Minister of Music, & Children's Choir Director.
10. Establish 5th & 6th grade acolyte banner ministry. Display banners visibly and as appropriate according to the liturgical season.
11. Communicate the healing ministry workshop to be held at St. James', West Hartford, February 28, 2009. Explore the healing ministry at St. James' Glastonbury.
12. In conjunction with the Christian Formation Commission, explore end of life issues such as funeral planning, wills, and living wills.
13. Offer confirmation, reaffirmation, and reception classes in 2009.
14. Offer a Blessing of the Animals on October 5, 2009.
15. Consider offering a bible based musical theater program for children and youth.
16. Explore the St. Andrew's Brotherhood for men and boys at St. James' Glastonbury.
17. Explore both the options for men's and women's retreats.
18. Explore the possibility of establishing quiet days at St. James'.

19. Each area of ministry responsibility will identify and appoint an assistant to insure consistency and follow through.