

St. James' Episcopal Church
Vestry Minutes
June 15, 2009

WORSHIP

Rev. Nancy Gossling read from the Gospel of Mark which was followed by a short discussion of the reading.

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, Fred Larson, Leslee Flanagan, Gail Lebert, Gayle Kataja, Nancy Goodwin, Rick Edwards, Ann Cahill, Jim Bennett, Jennifer Daukas, Rev. Paul Habersang, and Rev. Nancy Gossling.

Report from Deanery Delegate

Ed Crow (attended the beginning of the meeting to deliver his report and then left) reported on the Hartford Deanery meeting he attended on May 3, 2009 as well as The Bishop and Diocesan Executive Council ("BDEC") which met on June 3. A copy of Ed's summary is attached hereto.

Facilities Commission

Jim Bennett had previously e mailed, to members of the Vestry, the Facilities Commission Report. Jim highlighted the following:

- An individual was hired to clean the church on a single contract basis. All were pleased with the results. There was discussion around the possibility of hiring someone to clean the church for the remaining six months of the year. Gail Lebert made a motion to give the Facilities Commission the authority to spend up to \$3,000 to make arrangements to have the church cleaned for the remainder of the year. Leslee Flanagan seconded the motion and the motion was approved by the Vestry.
- The condition of the Parish Hall Roof was discussed. It was suggested that Jim check with Jamie who worked on the church during the renovation.
- The condition of the Sanctuary Roof was discussed. Jim has received two quotes and will be seeking and reviewing additional quotes to have the roof fixed.
- There was discussion on our Security System and Key Situation.
- The grounds were discussed. The Vestry supported Jim's suggestion to apply a treatment to get rid of the grubs on the front lawn. The Vestry also supported Jim's idea of spending up to \$300 to replace plants that have died in the Memorial Garden.

Fellowship Commission

Gail Lebert had previously e mailed the Fellowship Commission Progress and Goals to the Vestry members. Gail highlighted the following regarding the Commission:

- Newcomers – Thanks to Pat Goodrich, who has agreed to lead this important ministry. Rev. Paul has worked hard to get this committee up and running. A newcomer’s bag was developed as well as a packet of information to be handed out to newcomers. Rev. Nancy reminded the committee to keep up its mission during the summer months, as many people “church shop”, during the summer months.
- ECW – Amy Carvell is the leader of this group. Soup luncheons have been restarted and have had an average of 20 or so women at each one. ECW held an Epiphany Tea, a monthly Birthday Party at the Naubuc Green and a Salad Supper. Their big challenge is how to operate on a zero budget; but they were reminded that all programs operate on a “zero budget.” Requests for money to support the mission and ministries of the parish come every year at budget time. Support is based upon the response of parishioners to the Every Member Canvas, and then determined by the vestry according to our parish goals.
- Ushers/Greeters – Sandy Marshall is chairing this committee. The greeting and ushering ministries are now combined. There are many new people on this committee. This committee would like to expand to greet at special services including funerals and weddings.
- Fellowship Dinners – Marie Dixon has led this ministry. She is looking for someone to take over the second half of the year.
- Hospitality Suppers – These pot luck dinners are organized by Cindy Elliason.
- Coffee Hour – Ginger Lynn leads this ministry. She is looking for someone to lead the 8am service Coffee Hour. Presently Ginger purchases her own supplies. It was suggested and agreed that Ginger will order supplies through the church office and the Administration Commission will coordinate.
- Spring Fling – Barbara Edwards leads this group. This year’s Fling made \$19,500. There were 35 – 40 volunteers working on the day of the fling. Barbara suggests this become a year long committee to better support its needs. Next years’ Spring Fling is scheduled on the calendar for Saturday, May 1, 2010.

INFORMATION

Rector’s Report

Reverend Nancy reported that she has received positive feedback regarding the Lizzy performance. Approximately \$1,000 was made on the event. There will be a Yoga class offered on Tuesdays and Fridays from 9-10. Nancy will speak with Carl Benker about marketing this offering. Nancy has continued in discussions with members of the Greater Hartford Regional Ministry. They are hoping St. James’ can join them in mutual ministry. Paul and Nancy performed a wedding, baptism and sponsored an ordinand’s

training group. Nancy has been involved in several employees' annual reviews as well as attending Christian Formation and Worship Commission meetings. Nancy reported there are several ideas being considered by the Stewardship Committee, including a new idea of a Parish Talent Show.

Assistant Rector's Report

Reverend Paul reported that there is a lot going on. He has been involved in helping plan the Vestry Retreat where members will discuss Creative Stewardship. Paul reported there was a wonderful sermon delivered on Youth Sunday. There is a Boarderlands meeting on June 16, 2009. Paul is also working with others on a banner marketing our Worship on the Lawn services.

Vestry Forum

Rich reminded members of the Vestry Retreat scheduled for August 1st. Members will meet in the morning to discuss Finances and spouses/partners will join us in the afternoon at Scott and Tara Thompson's home.

Feedback

The Bell Ringing Ministry has been moved back under the Worship Commission. Leslee Flanagan reported that the Commission has been discussing how best to schedule ringers of the bells. Several options were discussed and Leslee and her commission will review and decide how to proceed. In the meantime, all who so desire are encouraged and welcomed to ring the bells. No prior experience is needed. Just check in with the Vestry member reading the announcements that morning.

Leslee reminded everyone about the Fathers Day Brunch between the two services. Gail Lebert spoke with a newcomer who thought the Pentecost service was great.

DECISIONS

Approval Minutes

Gayle Kataja moved that the minutes be approved and Leslee Flanagan seconded the motion to approve the minutes from the May 18, 2009 Vestry meeting. It passed unanimously.

Treasurers Report

Fred Larson gave the Treasurers Report and highlighted the following:

- The budget looks good. Hopefully, parishioners will remember to keep up with their pledges during the summer months.

- Fred cautioned that we need to match revenue with expense.
- Dick Greene has spent many hours reviewing our funds.
- Fred and others are working hard to “true up” our balance sheets before we begin the Budget Process.

The Vestry approved the Treasurer’s report unanimously.

WORSHIP

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

Rev. Paul concluded the meeting with evening prayer.

The meeting adjourned at 9:20 pm.

Respectfully submitted,
Jennifer Daukas

St James Vestry
Caryl Donovan
Rick Edwards
Joan Raynor

The purpose of the email is to report to the St. James’ Vestry and Deanery Delegates/Alternates information from the Hartford Deanery and the Bishop and Dioceses Executive Council.

A) The Hartford Deanery was on May 3. Caryl Donovan was elected Secretary of the Deanery and Ed Crow was elected as the Deanery’s lay representative to the Bishop and Dioceses Executive Council. Please find Caryl Donovan’s complete meeting minutes attached.

B) The Bishop and Diocese Executive Council (BDEC) met on 6/3 at the Diocesan House. By Diocesan Cannons the BDEC is responsible for the operation of three corporations during the time between the Annual Conventions. The three corporations are: 1) The Episcopal Diocese of Connecticut, 2) The Episcopal Diocese of Connecticut Missionary Society, and 3) The Episcopal Diocese of Connecticut Camp Washington.

1)The meeting was called to order by Bishop Smith, prayers and bible study followed. Then Robert Howard CPA presented the 2008 Audit Report for all three of the Corporations. In general the bookkeeping practices of the Corporations are excellent. The Auditors noted that the Diocese carries property at the assessed value and recognizes income when pledges are paid not when pledged as the only two exceptions from “best practice”.

2)The Mission Development Fund Screening Committee asked for and received approval for grants of \$15,000 to Your Place, Youth Center, St Andrew's, New Haven , \$10,000 to Chapel-on-the-Green, Trinity on the Green, New Haven, and \$7500 to Missio Del, Episcopal Church at Yale, and \$10,000 to Sheppard Meadows Therapeutic Riding Center.

3)The Millennium Development Fund Committee ask for and received approval for grants of \$3000 to St Mark's Episcopal Church, Mystic for Haitian Partnership, St Luc's Church/School Mercy Haiti, \$10,000 to St John's, Essex and St James, Danbury for St Stephens Community Center, Matola, Mozambique, and \$7,500 for St Barnabas, Greenwich for Angola School Building Project.

4)Bishop Smith reported on the "realities of financial and organization impact on the Diocese and Episcopal Church". The Bishops and the Diocesan Staff have developed a listing of 15 signs of "parish Vitality" (see attachment) and have compared this listing to all the parishes in the Diocese. The good news is that fewer parishes than expected are "not vital" and more than expected of our parishes are thriving. The Bishop has begun a dialogue with several of the parishes that need change. His message is that with 4 month they are going to change. That change could take the form of: 1) resurrection (being vital), 2) merger with one or more parishes, 3) congregation joins another parish, or 4) closed.

5)The Diocesan House Task Force reported that permitting applications are under way to make changes to the Diocesan House. The changes are aimed at making Diocesan House more accessible and fire safe.

6)Convention Planning Committee reported that the General Convention is 10/23 and 10/24. The Convention's first day is dedicated to general Diocesan business and the second day is dedicated to the election of a Bishop.

7)Election/Transition Committee reported that they are collecting and interviewing candidates. A town hall meeting of candidates is planned at Connecticut State University on 10/1 and a walk about is planned on 10/2 at Trinity Southport. Video Interviews with the candidates will be posted on the Diocesan web site.

8)Program and Budget Committee reported that income is approximately \$200,000 under operating budget but this is in line with past years when parish pledges catch up in the fourth quarter of the year. Total Diocesan operating budget is \$5,764,000 for 2009. The Budget Committee recommended no action at this time. The Budget Committee reported they are starting to plan the 2010 budget and expect the budget will

decrease by about 10% relative to the 2009 budget. The current Diocesan operating budget break down is approximately 22% for the National Church, 50% salaries of the Diocesan Staff, and 28% for parish support, clergy development and pastoral care.

The BDEC then moved to Missionary Society Business. The Society asked for and received approval for loans to the following three Parishes: \$100,000 at 3 ½% for 10 years for a new parish house for St. Monica's, Hartford; and \$100,000 at 3 1/2 % for 10 years for parish house additions at St. David's Gales Ferry. In addition, the Society asked for and received approval for Emmanuel Church, Weston to withdraw funds held by the Society on behalf of Emmanuel Church. Net assets of the Society are \$30,770,836 down about 7 million from 2008, this decrease is caused by investment losses.

The BDEC then moved to Camp Washington business. Camp Washington reported that firm campers and conventions left them with about a \$31,000 budget defect but that within the last two weeks there had been a furry of activity in booking of campers and conventions. Therefore, no action was taken at this time. Camp Washington hopes that the Hastings's Open and other activities will allow it to give around 61 one week scholarships this year (about equal to last year).

The Bishop closed the meeting with a prayer.