

St. James' Episcopal Church
Vestry Minutes
September 21, 2009

WORSHIP

Reverend Nancy Gossling led the Vestry in 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, Fred Larson, Lisa Brainerd, Carl Benker, Leslee Flanagan, Gail Lebert, Gayle Kataja, Nancy Goodwin, Rick Edwards, Ann Cahill, Jim Bennett, Jennifer Daukas, Rev. Paul Habersang, and Rev. Nancy Gossling.

Discussion regarding Communication

The Vestry discussed improving communication among Vestry members and with the Parish as a whole. The following is list of points discussed:

- Bulletin Board between rest rooms. Carl Benker will label this board as Current Events. Information that should be posted on this Bulletin Board is that pertaining to CURRENT events. It is open to any Commission. Flyers may be posted to advertise events. Carl Benker will monitor this board. Sign-up sheets should not be posted on this board.
- A reminder that "face to face" communication is helpful, in addition to other means of communication such as e- mail.
- The Vestry agreed to remind and reinforce our current policy on the use of sign up sheets. The Vestry will work to educate parishioners on the guidelines pertaining to use of the bulletin boards and sign up sheets.
- The revised church website is scheduled to be up and running by October 1. Carl will check current worship service times to confirm that they are correct on the website.
- The Vestry agreed that Vestry announcements that are read each week at the 8:00 and 10:15 services, should only include the following week's events. This will help to keep them short and current.

Christian Formation Commission

Lisa Brainerd spoke about the previously e mailed Mission Statement and Action Plan, a copy of which is attached. She highlighted the following:

- #1 – Christian Formation is following the number of children in the Nursery each week to determine if more space or teachers are needed. They will make a suggestion if the need arises as to how to increase the nursery space to meet the need. Rich Mills reminded the Christian Formation Commission that they should work within their budget and if it becomes an emergency to hire additional staff in the nursery, the Commission should let the Vestry know.

- #7 – A reminder that Lay Assistant Training is being offered on October 3 at 9am and October 7 at 7pm. Youth are encouraged to attend one of the sessions if they participate in this ministry.
- #8 – There will be an inquirers class offered during Lent 2010.
- #9 – On November 22, 2009, our youth will be speaking to parishioners about their experiences with Heads Up Hartford, the Dominican Republic mission trip and the Borderlands pilgrims. This lunch is sponsored by the Outreach Committee.
- #11 – Reverend Paul is looking for someone to join him in planning mutual ministries through the Adult Formation Committee.
- #12 – Reverend Paul thanked Anna Aramini, who agreed to coordinate the overall years' schedule of fun youth events. She will work to identify a specific leader for each planned event. Such activities as movies, sledding, etc. have been discussed. There are several events booked and Anna and Reverend Paul are looking for parishioners who might be interested in organizing a one time fun youth event.
- #17 – The youth have been asked if there are individuals who would be interested in improving communication among youth using updated communications such as text messaging, Facebook, e mail, etc.
- #18 – There were not as many feedback forms turned in from students and parents as the Commission would have liked but the Commission feels strongly that feedback is important so they will continue seeking feedback pertaining to programs offered during the year for youth.
- #21 – “Women’s Bible Study” has been quite successful. Danielle has developed the program and has done a fantastic job implementing this increasingly popular group.
- Reverends Nancy and Paul, Danielle and Lisa meet weekly to discuss any concerns or suggestions.
- Special thanks to Danielle Phelan, our church school director, who does a wonderful job drawing in new children.
- The Youth of St. James’ parish will be working at the Chili Booth at the Apple Fest on October 17 and 18th.

Commission Needs

- Funeral Receptions – An individual or individuals are needed to coordinate funeral receptions following funerals held at St. James’. The duties consist of serving food and coffee (food typically brought in by the family).

DECISIONS

Treasurers Report

Fred Larson gave the Treasurers Report and highlighted the following:

- Pledge income through September is below plan and strong 4th quarter pledge receipts are needed if we are to achieve our budgeted plan of \$343,000 and avoid further use of our reduced reserves. Other income categories are close to plan and expenses should stay within budget for the year. Next year will continue to present fiscal challenges as several sources of income ,e.g. assistance from the Diocese and use of reserves will not be available at the same level if at all, while expenses will increase and include amortization of outstanding bank and Diocese loans.
- Fred noted that the capital campaign has been extended through June of 2010 with the hope of reducing the current projected shortfall.
- The Finance Committee recommended liquidating our Quasi Endowment to refund various church special funds and the general fund with any excess placed on deposit. Leslee Flanagan moved that we go along with the recommendation of the Finance Committee. Gail Lebert seconded the motion. There was further discussion explaining the account and questions were answered. The Vestry approved the motion unanimously.
- There is a Stewardship Meeting on September 29 to discuss coming up with a target goal for the Stewardship Campaign, which runs from November 1 – 8.
- The Stewardship Committee will report in at the October Vestry meeting.

The Vestry approved the Treasurer's report unanimously.

Approval Minutes

A few additions were suggested to the draft July minutes. With those revisions to be made by the clerk, Carl Benker moved that the minutes be approved and Ann Cahill seconded the motion to approve the minutes from the July 20, 2009 Vestry meeting. The motion passed unanimously.

INFORMATION

Rector's Report

Reverend Nancy reported on many things highlighting the following:

- Our church is being used in new and different ways. The use of our facility brings in income as well serving as a good vehicle of outreach in the community.
- Nancy's October Network article will be on Outreach.
- Yoyalates is going well on Tuesdays and Fridays from 9 – 10:00 am. A new class is being added on Thursday nights from 5:30 – 6:30.
- On November 22, there will be a potluck dinner where the youths will discuss HUH, the Borderlands trip and the Dominican Republic trip.
- Nancy has been working on a number of Pastoral Care issues as well as performance reviews for some staff. Staff Meetings are Tuesdays from 12 – 1 and serve as a great forum for communication among the staff.

- Nancy has been working with three families on upcoming baptisms.
- The previously discussed proposed service “Rhythms of Grace”, for special needs kids, has been put on hold and will be reevaluated in the winter.
- Kathye Flanagan resigned and Leslee Flanagan has taken her position as Children’s Choir director.

Assistant Rector’s Report

Reverend Paul filled in as Rector as Reverend Nancy was away during the month of August. He handled many pastoral issues including planning a funeral and working on two potential baptisms. All agreed, Reverend Paul did a FANTASTIC job.

- Paul met with the Newcomers twice
- Rev. Paul led Worship on the Lawn with the help of many parishioners who made this Summers Outside Worship so successful.
- Reverend Paul welcomed nine (9) new families over the summer.
- Paul is working on recruiting someone to lead the acolyte ministry.
- Anna Aramini, Tara & Scott Thompson, Alison Kataja and Elizabeth and Carl Benker have agreed to help out with the youth of our parish.
- Adult Discussion items have been planned for the months of September through January.

Update on Repair of Roofs

Junior Warden, Jim Bennett, updated Vestry members on the status of various roofs at St. James’.

- Roof over Church – Thank you to Scott Thompson, who scraped the roof. The roof was fixed and we will be billed for that shortly.
- Roof over Hall – The roof is poor but not leaking. Jim obtained a few quotes and will watch through the next few years.
- Tower Roof – This roof needs fixing now. Jim received a quote to repair two beams and put a new roof on top. If the copper doesn’t need replacement, Jim will be able to stay within budget but if the cooper does need replacement, the project will go over the Facilities budget this year. After discussion among the Vestry members and the at the suggestion of the Finance Committee a motion was made by Carl Benker to authorize the Facilities Commission to go over budget by up to \$1,000 to fix the Tower Roof. Rick Edwards seconded the motion. The motion was unanimously approved by the Vestry.

Update Regarding Apple Festival Booth

Nancy Goodwin reported that Rob Lynn is doing a good job organizing the Chili Booth St. James will have at the Apple Fest on October 17th and 18th. Rob is fully staffed with volunteers, including assistance in the booth being provided by the youth of the parish.

Feedback

Carl Benker reported positive feedback from visitors attending Church services at the recent Baptism. There has been positive feedback on putting the hymn numbers back on the hymn boards in the church. There have been many questions on the construction of the Platform on the front lawn. It was suggested that we display the model of the Platform to help parishioners get a better understanding of what the finished product will look like. Nancy Goodwin, Jim Bennett and Rich and Barbara Edwards put up a new banner on the front of the church. Many positive comments were expressed.

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