

St. Stephen's Episcopal Church
Vestry Minutes
July 13, 2021

Present: Fr. Bailey Norman, Nancy Anderson, Bonnie Bautz, Judith Delaney, Judy DiGregorio, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith III, Sandi Robertson, Jim Rousey, Barbara Steele

Absent: Barbara Bovee

Call to Order:

Fr. Bailey opened the meeting with prayer at 6:31 p.m.

Approval of Agenda: Fr. Bailey Norman

The agenda was approved as submitted (DiGregorio/Herbes)

Approval of the Consent Agenda

Approval of Minutes: Fr. Bailey Norman

The minutes from the June 8, 2021 Vestry Meeting were approved as submitted (Delaney /Steele)

DISCUSSION: Fr. Bailey Norman

Following the discussion in June of the Mutual Ministry Review of Vestry roles, Fr. Norman wanted to have a discussion of both written and unwritten expectations for Vestry members. He asked the Vestry to provide examples of "unwritten expectations" at St. Stephens:

- Vestry members attending funerals
- Not being told about routine – tribal knowledge
- Learn what governing documents are; folks doing things in good faith but outside the system
- Communion
- Change in service times
- Ministries running on autopilot – newcomer does not know what to do
- Organ Postlude at the end of the later Sunday service – applause or not
- If I am sick, do I call the priest?
- Standing and kneeling during the service

He wrapped up the discussion by asking for words that tie these items together

- Inclusion
- Communication
- Transparency – no state secrets; only personnel and pastoral matters are confidential

All this supports Fr. Norman's efforts to bring the parish together and find a place for everyone. Clergy and Vestry work together on this goal.

LEADERSHIP REPORTS:

Priest-in-Charge: Fr. Bailey Norman

Fr. Norman is forming a committee to focus on Sunday morning Adult Formation. He is looking for additional members. He has heard from parishioners that there was too much lecture and not enough time for dialogue in the past. He envisions a smaller group with more time for dialogue. Jim Rousey is going to lead the Tuesday morning Bible Study.

Sr Warden: Judith Delaney

Ms. Delaney had nothing additional to report.

Jr Warden: Barbara Steele

Ms. Steele had nothing additional to report.

Finance Report: Jim Rousey

The end of June we are ahead on receipts and behind on expenditures. Mr. Rousey presented the Mid-year review as required by the policy. At mid-year St. Stephens is in good shape and should finish the year in a good fiscal position. The Finance Committee believes the Financial Statement accurately reflects St. Stephen's financial status and recommends it to the Vestry for approval.

ITEMS FOR ACTION

Approval of the June 2021 Finance Committee Report: Jim Rousey

Report was accepted as submitted.

Approval of a motion to fund a Christian Education Director: Fr. Norman

When Caroline Wood resigned, Nancy Anderson and Fr Norman discussed the need for a replacement. Sherry Burchfield did the Children's Church during the pandemic. She is an educator and is working on Christian Education for children and youth. Fr. Norman has drafted a letter agreement of an annual salary plus FICA for 15 hours a week to start July 1. Next year this will be budgeted. For this year, the funds will be taken from DW300 – funds from sale of house of Mary Waterhouse. (Delaney/Rousey) Approved by the Vestry

Approval of the change to Parish Life Policy F-11: Lew Felton

The revised policy was approved.

Replacement of the kitchen refrigerator: Lew Felton/Rachel Kirk

A refrigerator that is in stock and fits in the space in the kitchen is \$3891.23 at Ka-Tom. Lew is asking for a ceiling of \$4300 to cover disposal costs. The proposal is to fund the refrigerator with \$2800 that is undesignated in the Stripling Funds and the rest from undesignated Gifts and Memorial funds. (Felton/Steele) Approved by the Vestry

ITEMS FOR DISCUSSION

Preference for paper packet or electronic file for Vestry meetings: Fr. Bailey Norman

The Parish Secretary spent a great deal of time today getting the packets together. This was partly due to late submission of reports. After discussion, the decision was made to continue to provide the paper packets. Judith Delaney indicated that she will ask for reports several days earlier so that all items are available when the secretary puts together the packets.

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson

Nothing to add to the submitted report. Lew Felton asked that he be informed in advance of a visit from the Fire Department so that he can do a walk-through to make sure everything is in order.

Evangelism: Bonnie Bautz

A copy of the tri-fold was distributed. Bonnie asked for feedback. There is also consideration being given to supporting Grace Lutheran's English as a Second language program.

Liturgics: Cyril Meredith III

Diane Sams is stepping down as Acolyte master. Sandi Robertson has agreed to replace her in that role. Fr. Norman will hold training for acolytes, ushers, lectors and chalice bearers after his return from vacation.

Outreach: Liz Herbes

Sixteen children ranging in age from 7-15 attended the 3-day Clearfork camp on July 7-9. Four of the children were new and a former participant who is 20 years old visited. A trip to the water park is scheduled later this summer. Fr. Norman wants to put additional effort into the camp next year since there will be no travel to Haiti in the near future. WOW starts up August 11.

Pastoral Care: Barbara Steele

Liz Herbes and Fr. Norman have had discussions about the CARE program. They feel it should be reduced, but they want to look at other ways to address pastoral care.

Administrative or Support Committees

Buildings and Grounds: Lew Felton

A leak recently developed on the third floor which caused damage to the ceiling in the Ramp Room. The leak can be repaired with minimal cost.

Bylaws and Policies: Lew Felton

Nothing to add to the submitted report.

Communications: Sandi Robertson

Once the Parish Secretary has received permanent permission for the site, the website will go live.

Finance: Jim Rousey

Nothing to add to the submitted report.

Gifts and Memorials: Barbara Bovee

Nothing to add to the submitted report.

Memorial Garden: Jim Rousey

Nothing to add to the submitted report.

Nominating: Nancy Anderson

Nothing to add to the submitted report.

Parish Life: Rachel Kirk

Parish Life met last Sunday and is gearing up for lunches after the 10AM service starting August 15. Parish Life will do the first one and is asking each Vestry member to have their committee take a Sunday.

Personnel: Bonnie Bautz

Nothing to add to the submitted report.

Stewardship: Judy DiGregorio

Nothing to add to the submitted report.

NEW BUSINESS

Possibility of a new Curate: Fr. Norman

The Bishop has offered a recent seminary graduate to be curate at St. Stephens. This is a vote of confidence and praise from the Bishop to send us a curate at this stage since Fr. Norman is a Priest-in-Charge and not a Rector. The compensation package is split 50/50 with the Diocese for the first 2 years. Fr. Norman is meeting with the Bishop tomorrow and needs a decision about permission to pursue this possibility this from the Vestry tonight. The motion to give Fr. Norman permission to go forward with discussions with the Bishop was passed.

ADJOURNMENT: Fr. Bailey Norman

The meeting adjourned at 8:24 p.m.

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next meeting August 10, 2021