

Approved Vestry Council Minutes

Via Zoom

June 15th, 2021

Present:

Mike Cherwa (RC 22)
Joann Mancuso (RC 23)
Matthew Wood (RC 23)
Charlie Mills (E 23)
Kay Ashby (RC 21)
Dc. Gary Harmeyer
Mike Meehan (Finance)

Whitney McDaniel (E 23)
Kim Nichter (E 21)
Andrea Whyte (E 22)
Carolyn Ferguson (E 21)
Jackie Lucas (RC 22)
Fr. Mario Melendez
Julia Hatcher (Secretary)

Absent:

Call to Order:

Jackie Lucas called the meeting to order at 6:33pm with a prayer.

No Personal Reflection: due to technical difficulties.

Spiritual Formation: Dc Gary reflected on Mark 4:35-41

Approve Meeting Minutes from April 20th and May 18th

Minutes were approved with no corrections.

Finance Council Report: Treasurer – Mike Meehan (Treasurer)

Financial Update: May 2021

YTD Income:	\$ 121,065.07
YTD Expense:	\$ 95,853.06
YTD Excess:	\$ 25,212.01

May Income:	\$ 20,072.57
May Expenses:	\$ 16,142.91
Net Income:	\$ 3,929.66

- Income has increased since returning to face-to-face services. May's expenses were what was anticipated.
- Lynne Larson is doing a good job getting our financial affairs in order. Her work has brought much more clarity to the finances (money coming in / going out).
 - The online giving is now more in line with our accounting system.
- Lynn Pace and Grace Leighton have been assisting Lynne in assuring accuracy in the financial reporting.
- The office HVAC unit is expected to be replaced in July, fortunately the current system continues to cool the office space.

- Holy Apostles did not receive the \$5,000 grant from the Richmond Diocese to make the front entrance more accessible to those in wheelchairs and walkers. Father Mario stated this should be a high priority item because it indicates we are a welcoming community to all who enter our building, including those with mobility issues. Joanne stated there is grant money out there for these kinds of improvements and she volunteered to research the topic and report back to the VC in August.
 - **Action Item:** Joanne will research other grant opportunities.

CLERGY REPORT

- **Start of One Worship / Two Liturgies.**
Holy Apostles will return to its “One Worship Service/Two Liturgies” approach on June 27th to coincide with the Richmond Diocese’s lifting of the suspension of the obligation for Catholics to attend Mass on Sundays. Catholic Mass will be first, immediately followed by the Episcopal Holy Eucharist.
- Holy Apostles will change the Catholic Mass start time to 10:30am on July 18th to accommodate Msgr. Raphael’s schedule (the Episcopal Holy Eucharist will follow immediately afterwards). Msgr Raphael has a 9am Mass at St. Luke’s and a 10am start time at Holy Apostles would not work.
 - There was a suggestion that Adult Faith Formation be offered before the liturgies, rather than after, but more discussion will be required.
- **Interim priest coverage until Msgr. Raphael arrives**
Fr. Daniel will cover June 27th and July 4th; Fr Ven Ilano will cover July 11th.
- **Employee evaluations**
Employees are evaluated on an annual basis (end of June) and position descriptions updated.
Lynne Larson’s hours will be increased from 10/wk to 15/wk.
- **Save the date letters.**
Holy Apostles’ will celebrate its 44th anniversary on Sunday, October 31st at 3pm with a social and at 4pm with Evening Prayer. The Episcopal and Catholic Ecumenical Officers have been invited to attend.
 - Also discussed was inviting the Catholic and Episcopal bishops for next year’s 45th Anniversary and possibly have a Taize Service followed by fellowship.
 - **Action Item:** Clergy to send letters to both Bishops to invite them to the celebration.
- **Shoe Drive**
The shoe drive for the Latino Migrant Ministry is continuing and we are hopeful more parishes will join in the effort.
- **Backpack Blessing**
Father Mario suggested Holy Apostles consider doing a backpack school supply drive and have a “backpack blessing” before children return to school this fall. Backpacks for children living in the Twin Canals area was suggested.
 - **Action Item:** Father Mario to arrange date for blessing then arrangements for getting supplies can be made.

EXECUTIVE COMMITTEE REPORT

- **Annual pay raise of 2% for staff was reviewed by Executive Committee and submitted to the Vestry Council for discussion and approval as recommended by Catholic Diocese.**

Approved to start July 1st.

- **Increase of Fr. Mario's salary by .7% to align with pay raises recommended by Catholic Diocese (he received a 1.3% raise January 1st, per the recommendation of the Episcopal Diocese for their clergy).**

Approved to start July 1st.

- **Bookkeeper's hours increased to 15 hrs/week.**

Approved to start July 1st.

- **We will begin hybrid meetings in July (face-to-face with concurrent Zoom). Fr. Mario has agreed to set up Zoom link for those who cannot or choose not to attend in person)**

The next meeting will be August 17th, 2021. The July meeting will be a Mutual Ministry Review between Fr. Mario and the Vestry Council members, facilitated by a diocesan representative. Whitney will coordinate the date and time of the session.

- **Time limits posted on the Agenda**

Time limits are suggested for each topic on the agenda in the hope that discussions will stay on topic and assist in keeping meetings to 90 minutes in length. This does not necessarily mean that any discussion will be cut short, and items may take more time if it is needed.

- **Liturgy Report**

Matt advised that the Liturgy Committee changed their meeting date from the third Wednesday at 2p to the second Wednesday at 2p, so their input is available to the VC the following Tuesday.

COMMITTEE REPORTS REVIEW and REPORTS RECEIVED

Social Ministry

Fellowship

Adult Christian Formation

Liturgy

Administration – note typo liaisons and co-chairs are switched.

Membership and Outreach Goals

Ecumenism Goals

REPORT FROM ECUMENISM AND MEMBERSHIP / OUTREACH COMMITTEE CHAIRS

- **Membership and Outreach** – A possible flyer has been sent for review and approval.
- **Ecumenism**
 - The library is being reorganized.
 - Fr Mario, along with Fr Michael RC from the Eastern Shore, will hold a joint Evening Prayer service for the Latino community.

UNFINISHED BUSINESS

- **Social ministry line item \$500 – Gary**
HA gives donations to 3 local charities and in the past the items have been recorded under a different category.

NEW ITEMS:

- **Change in worship time to 10:30 to accommodate Msgr. Raphael's travel time from St. Luke to Holy Apostles (Deacon Gary)**

The Vestry Council is supportive of moving the Catholic Mass start time from 10a to 10:30a to accommodate Msgr. Raphael's schedule.

- **Action Item:** Dc Gary to correspond with Msgr. Raphael to confirm the start time.

- **Hiring a Housekeeper**

Holy Apostles is continuing to seek out a housekeeper to clean the building (5hrs/wk). Anyone knowing someone interested was asked to contact Dianne.

- **July Vestry Council meeting**

There will be no July Vestry Council meeting, and instead there will be a Mutual Ministry Review session.

- **Elect delegate and alternate to Episcopal Annual Council, report due by 6/30.**

Charlie is considering the position. The meeting is expected to be held in person at Williamsburg in February 2022. Whitney was the delegate and Kim was the alternate last year.

- **Early Christmas Bonuses**

Darden has agreed to cantor through the end of the summer. It was approved to give her and Dona an early Christmas bonus.

INFORMATION ONLY ITEMS:

- Cliff will be on vacation July 13-23

Approved Sanctuary and Fellowship Hall usage:

- Courthouse Montessori School graduation will be held at Holy Apostles on Friday 6/25 at 7pm.
- Tuesday afternoon Zumba sessions will restart.
- It is anticipated Tuesday morning Bible Study will return in September.
- **Current guidelines from the Episcopal Diocese on serving of food/snacks:**
As we move closer to normal, we will be attentive to the needs, comfort-level, and well-being of our Holy Apostles community. We are pleased to announce that Coffee Hour/Fellowship will begin July 4, 2021. Erring on the side of caution, we will avoid the serving of any food that requires the sharing of serving utensils. Consequently, if coffee is served from a common carafe, or if food is served from a common serving dish, a designated person from CHA will be assigned as server to mitigate the risk of contamination of serving utensils. We want to make certain that we are meeting the health and safety needs of each member of our Holy Apostles community as we move a little closer to normal.

ANNUAL RETREAT GOALS FOR 2020/21

Ecumenism Goal:

To educate current and future members of the Church of the Holy Apostles community about ecumenism, to increase understanding of why ecumenism holds special significance for our community; and to become a more visible ecumenical partner in the community.

Objective 1: Ensure that each member of the community is provided access to ready, updated resources, when needed and as available, to increase their knowledge and understanding of ecumenism.

Responsible Party: Ecumenical small committee and other community members, Christian Formation, Fellowship, Liturgy, and clergy

Objective 2: Increase visibility of Church of the Holy Apostles as an ecumenical/interfaith community through active representation and participation at ecumenical activities as sponsors/co-sponsors/active participants.

Responsible Party: Ecumenical small committee and other community members, Christian Formation, Fellowship, Liturgy, Social Ministry and clergy

Membership and Outreach Goal:

Continue to communicate Holy Apostles' mission, support our church members, and reach out to military and various groups to expand our Holy Apostles' community.

Objective 1: Ensure external communication outlets such as the website, Facebook, and YouTube receive content updates on a regular basis.

Responsible parties: Administration - Communications; Christian Unity

Objective 2: Reach out to HA members during the pandemic by calling, emailing, and/or sending cards and letters on a regular basis.

Responsible parties: Fellowship; Social Ministry; Vestry Council; Clergy

Objective 3: Reach out to local military and other local communities through focused advertising and by increasing participation in community events.

Responsible parties: Vestry Council, Administration – Communications; Social Ministry

July Vestry Council meeting will be determined. It will be a MMR facilitated by someone from the Episcopal Diocese.

Adjournment was at 8.30pm with prayer.

Julia Hatcher

Secretary

July 4, 2021