

# Approved Vestry Council Minutes

## In-Person and Via Zoom

### August 17, 2021

**Present:**

Mike Cherwa (RC 22)  
Joann Mancuso (RC 23)  
Matthew Wood (RC 23)  
Charlie Mills (E 23)  
Jackie Lucas (RC 22)  
Fr. Mario Melendez  
Julia Hatcher (Secretary)

Whitney McDaniel (E 23)  
Kay Ashby (RC 21)  
Andrea Whyte (E 22)  
Carolyn Ferguson (E 21) via zoom  
Dc. Gary Harmeyer  
Mike Meehan (Finance)

**Absent:**

Kim Nichter (E 21)

**Call to Order:**

Jackie Lucas called the meeting to order at 6:35pm with a prayer.

**Personal Reflection:** Was before the meeting started and we will continue with this personal time.

**Spiritual Formation: Dc Gary reflected on Matthew 19:16-22**

**Approve Meeting Minutes from June 15<sup>th</sup> and MMR August 21<sup>st</sup>**

Minutes were approved with slight correction amending the wording regarding the library. MMR was a success but didn't stress our issues or what we need to address but stressed our accomplishments.

**Finance Council Report: Treasurer – Mike Meehan (Treasurer)**

**Financial Update: July 2021**

YTD Income:	\$ 161,595.67
YTD Expense:	\$ 137,018.68
YTD Excess:	\$ 24,576.99

July Income:	\$ 28,639.56
July Expenses:	\$ 16,827.30
Net Income:	\$ 11,812.26

- Overall, we are financially in good shape, but the distribution of income has been problematic. In the past, we often requested funds to be designated for Discretionary Fund, Manna and Capital Improvements and your response has always been generous. Since the pandemic and various government support programs, our Discretionary Fund has adequate funds for the foreseeable future. Because of some diocesan grants, Manna is well funded. Capital Improvements funds are enough to meet our current needs (although we have the

resurfacing of the parking lot coming up in a couple of years). Where our major deficient is at is in our general operating fund (the fund that pays for staff, utilities, etc.).

- In the past, an annual budget for the following year was given at our Annual Meeting in September. The accuracy of that budget was always questionable because our Stewardship Campaign is in October and pledges come in, in early November. So, this year the Vestry Council approved moving the budget presentation to its November meeting giving the Finance Council more time to develop a more realistic budget.
- The new HVAC unit for the office has been installed and came in under budget.
- A new housekeeping contract (with "The Bored Housewife") has been signed and this week the contractor has started with a deep cleaning of all spaces.
- We still have to complete diocese audit for 2019 and 2020. Please note all 2019 financial records had to be rebuilt due to file corruption: 2020 is simple and should not be an issue. The audit must be complete before we can apply for grants.
- It was agreed to add request for funds toward the operating fund rather than restricted funds.
  - **Action Item:** Julia will add item in ARChive asking for donations to go to the general operating funds.

### **CLERGY REPORT**

- Msgr. Raphael is working out well and will join us for Mangai Qui on Sunday 29<sup>th</sup>. We can't forget he is a pastor at another parish and he serves Holy Apostles only in the capacity as Chaplain. Thus he has many responsibilities outside his commitment to Holy Apostles.
- The Vestry Council asks members to pray for Katy & Rodrigo Fabila in light of the sudden passing of Stephanie Lewellen.
- Jewish services for Rosh HaShana and Yom Kippur
  - September 6<sup>th</sup> 07.30pm - Rosh HaShana
  - September 7<sup>th</sup> 10.30am - Rosh HaShana
  - September 15<sup>th</sup> 07.30pm - Yom Kippur
  - September 16<sup>th</sup> 10.30am - Yom Kippur
- **Preaching on Ecumenism**  
The month of August has 5 weeks and per the clergy commitment from the last VC retreat to preach Deacon Gary will preach on ecumenism during one of the coming Sundays.

### **COMMITTEE REPORTS REVIEW and REPORTS RECEIVED**

Membership and Outreach Goals

Ecumenism Goals

Administration June & July

Liturgy June, July & August

Social Ministry June & July

Fellowship June & July

Adult Christian Formation

## **UNFINISHED BUSINESS**

- Charlie Mills will serve as delegate and Kim Nichter will serve as alternate for the Episcopal Annual Council meeting in 2022.

## **NEW ITEMS:**

- **Sound System**  
Cliff is corresponding with "Sound Place" in investigating how to improve the sound system in the worship space. Currently the front speakers are for the organ and the side speakers near the choir are for voice, so these speakers often compete. We are looking at moving the voice speakers to the front to improve sound quality. The rough estimate is about \$2000.00 for this expenditure. Once designated money is received, the project will start.
- **Administration To Do List**  
The Administration Committee is currently creating a list of jobs that need to be done around the building from small to large projects. Once posted, members can volunteer (individually or in groups) to do the projects.
  - **Action Item:** Andrea and Mike to liaison with Admin for more information.
- **Non-Episcopalian to fill Vestry Council position (review of constitution)**  
The Vestry Council by-laws give conflicting guidance on who can fill non-Catholic vacancies on the council. Two areas say someone who is an active member of the community but the other says only an Episcopal member. Father Mario will ask Bishop Haynes for a ruling.
  - **Action Item:** Fr. Mario talk to Bishop Hayes
- **Annual Meeting (September 12, 2021)**  
Our Annual Meeting will be on Sunday, September 12, 2021 after the service.
- **Fall fling (Proposed dates 10/03 or 10/10). Theme: Proposed "1593 Campaign".**  
Our Fall Fling will raise funds for the general operating fund with a theme of "the 1593 fund" (the numeric portion of Holy Apostles' street address). The social will be in café style. Adult beverages will be served with donations accepted. Proposed dates are Sundays October 3<sup>rd</sup> or 10<sup>th</sup> – TBA. (Since the meeting, the date has been finalized, October 10<sup>th</sup>).
  - **Action Item:** Fellowship to organize and report
- **ACF (time, frequency, facilitators??) - Kay Ashby**
  - Adult Christian Formation (ACF) will resume shortly and is planned to be held before our 10:30 service (starting at 09:30 and concluding no later than 10:15). The ACF members are looking at a dedicated program which will have a theme and a structured program.
    - **Action Item:** Kay to advise on progress
- **Update on potential grants to address handicap accessibility concerns - Joanne Mancuso**
  - The Vestry Council is still investigating handicap accessibility and new door locks for our main entry.
    - **Action Item:** Joanne to arrange for engineer and advise
- **Nominating/Election Committee –according to our Constitution, committee should be composed of 3 to 5 members (vestry and non-vestry). Historically, the outgoing members of the Vestry Council have served on the committee. That said, at least 2**

**other voting members of the congregation should be identified and requested to serve on the committee.**

The Nominating/Election Committee members are Kim, Kay and Carolyn (the out-going members of the VC) and they will ask past members to assist in filling of vacancies.

- **Action Item:** Jackie and Whitney to approach Joanne Blessing and Gail Orland to see if they are willing to assist.
- **Suggestions for Vestry Council Retreat – Where and when?? Facilitator? Review of Bylaws and Constitution shall be a part of the retreat agenda**
  - Due to health concerns, it is planned to hold our annual VC/Department Heads' retreat at Holy Apostles on a Saturday in October. We are looking for a facilitator. If any member has a suggestion, please share it with either Jackie or Whitney.
    - **Action Item:** Whitney and Jackie will advise what format the retreat will take with or without facilitator and what needs to be discussed.
- **Health Equity Team - Andrea Whyte**
  - As the COVID positively rate has now surpassed 11% in our area the Vestry Council has approved a proposal to return to all attendees wearing masks and social distancing (where possible). On Sunday, August 22<sup>nd</sup> signs will be posted and announcements made that masks are strongly encouraged but the following Sunday (August 29<sup>th</sup>) mask wearing will be required. Bishop Susan Haynes has given each Vestry the authority to implement the necessary steps they need to, to keep their congregations safe. Some Episcopal churches in the area are returning to virtual services only. Our Vestry Council opted not to go that route, but rather mandate masks. It is hoped, for the safety of all, members will understand and comply.
- **CEN – Charlie Mills**

The Christian Ecumenical Network's (CEN) mission is linked to LARCUM. The current co-chairs are stepping down and the question raised was whether HA should take on this leadership role, since it relates to why, as a community, we exist. Further discussion and a willing volunteer(s) would need to be identified.

  - **Action Item:** Charlie Mills to advise more on this item, please add to next meeting agenda.
- **Aesthetics (wall behind ambo, films on other windows and addressing electrical outlet)**
  - **Action Item:** Please add to next meeting agenda as did not discuss.
- **Moving Stewardship Committee under Finance Council**

This was approved to move from Administration to Finance: this will assist in production of the budget in a timely manner.
- **Committee reports to Dianne by August 23, 2021 to be included for Annual Meeting**

All members were advised to get reports into Dianne.
- **Location of Vestry Council meetings once Girl Scouts resume. They are requesting Tuesdays at 6:30pm.**
  - **Action Item:** Please add to next meeting agenda as did not discuss.

**INFORMATION ONLY ITEMS:**

- **Paid Cantor**  
The Vestry Council approved the use of an outside paid cantor.
- **Check given to Darden for \$500.00**
- **Proposed that each member of the Vestry Council be given a binder during retreat with copies of Bylaws and Constitution, Mission Statement, etc. This should be repeated annually for new members.**
  - **Action Item:** Please add to next meeting agenda as did not discuss

## **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

**Next Vestry Meeting: September 21<sup>st</sup> at 06:30pm**

**Adjournment was at 8:30pm with prayer.**

Julia Hatcher  
Secretary  
September 21, 2021