

St. John's Parish
Vestry Meeting Minutes
October 28, 2015

Present: Stephny Lietuvnikas, Jason Weibel, David McKinley, Pieter Bickford, Charles Chaney, Jr. Warden; Howard Whittington, Mark Cook, Bruce Massey, Deanna Soulis, Sr. Warden; David Davis, Treasurer; Margaret Clinch, Associate for Youth & Young Adults Ministry; and Canon Kim Baker; Interim Rector

Absent: Betty Thompson, Katherine Foreman, Sherrie Burkholder & Jose Velazquez

- I. Meeting called to order at 7:11 PM
- II. A motion was made by Mark Cook to accept the minutes of the 9.23.2015 meeting as printed.
 - a. Seconded by David McKinley
 - b. Motion passed
- III. Committee Reports
 - a. Treasurer's Report—David Davis
 - i. Balance Sheet—\$1.8 million total assets
 - ii. Statement of Activities
 1. -\$22,000 Unrestricted Funds
 2. Spent \$64,000 more spent than revenue received
 3. Total investments decreased \$81,000
 - iii. Income & Expenses
 1. Budgets expenses YTD 69,000
 2. Actual expenses YTD 63,000
 3. Budget includes \$23,000 for new trump stop on organ
 - b. Senior Warden—Deanna Soulis
 - i. Introduced Margaret Clinch, Associate for Youth and Young Adults Ministry
 - ii. Personnel Reviews
 1. Completed
 2. Parish Administrator's job duties to be revised
 - iii. Calendar Reminders
 1. Commission Highlights due 11/10
 2. Wardens' Meeting 11/12
 3. Thanksgiving Service 11/25
 4. Bishop's Day with parish officers 11/21
 - iv. Stressed importance of remaining positive throughout the process of searching for new rector
 - c. Interim Rector—Canon Kim Baker
 - i. Instructed Eucharist
 1. Sunday before Advent
 2. Introduce slight changes in liturgy
 - ii. Training
 1. Acolytes
 2. Planning tea for Altar Guild
 - iii. Completed first Monday series
 - iv. Will be assisting with the service to be held Saturday before the ordination of the Presiding Bishop

- d. Associate for Youth & Young Adults Ministry —Margaret Clinch
 - i. Visited the Sunday School classes and Children’s Chapel
 - ii. Scheduled listening sessions with older youth
 - iii. Advertisement for Nursery School attendant
 - 1. Ready to be posted
 - 2. Suggested contacting Intern Coordinator at HCC
 - e. St. John’s Shelter Report—no longer interested in selling grocery gift cards
- IV. Old Business
- a. Parish Profile Committee
 - i. 192 responses to the survey
 - ii. Strong participant by youth & young adults
 - iii. Sub-committee will interpret results
 - iv. Next meeting 11/7
 - v. Profile will be posted on website
 - vi. Portfolio
 - 1. 11 questions
 - 2. Statistics about attendance & services conducted
 - 3. Will be presented to Vestry for approval and then to Diocese for approval
 - vii. Parish Website—Pieter Bickford
 - 1. Will be updated
 - 2. Photos needed
 - 3. Will meet with Canon Kim Baker & Margaret Clinch
 - b. Parish Audit
 - i. Report completed
 - ii. Will be presented at November Vestry meeting
 - c. 2016 Parish Budget
 - i. Budget requests due ASAP
 - ii. Budget will be presented at November Vestry meeting & voted at the December meeting
 - d. Rector Search Committee
 - i. Names submitted to Parish Administrator
 - ii. Please talk with candidates before submitting their names
 - e. A motion was made by Charles Chaney and seconded by David Davis to recognize the Collection Counters as the Parish Ministry of the Month
 - i. Vital behind-the-scenes service
 - ii. Motion passed
- V. New Business
- a. Vestry Nominating Committee
 - i. Retiring members of the Vestry: Charles Chaney, Mark Cook, Stephny Lietuvnikas & Katherine Foreman
 - ii. Interim Rector has appointed Stephny Lietuvnikas, David McKinley, Betty Markle & Alan Martinez
 - iii. Chairman will be selected at the initial meeting

- b. A motion was made by Mark Cook and seconded by David McKinley to approve emergency repair in the amount of \$971.99 to Fridinger Ritchie
 - i. Replace condensate line, repair leaks in condensate receiver & replacement of leaking steam traps
 - ii. Motion passed
 - c. A motion was made by Mark Cook and seconded by Jason Weibel to approve renewal of Miller Anderson maintenance contract in the amount of \$1,172.
 - i. Paid in two installments
 - ii. Motion passed
- VI. Commission Reports
- a. Service & Outreach—Bruce Massey
 - i. Expressed appreciation to Karla Davis & Canon Kim Baker for matching Secret Prayer Partners
 - ii. Party on Prospect II
 - 1. Held February 5, 2016; blizzard date February 7, 2016
 - 2. Tickets will go on sale before Xmas
 - iii. Paint Party
 - 1. November 15, 2015; cost \$38.00
 - 2. Paint & easel
 - 3. Professional artist will assist in painting a nativity scene
 - iv. Shepherd College students conducting food drive to replenish Parish Food Pantry
 - v. Bill Alexander will organize shoebox Xmas drive for Bester students
 - vi. St. Etienne, Haiti
 - 1. St. John's, Western Run planning trip January, 2016
 - 2. Anyone interested in going should contact Charles Chaney
 - b. All other Commission reports submitted as printed
- VII. Meeting adjourned at 8:05 PM

Respectfully Submitted;

Ruth Ann Ogle, Registrar