

St. John's Parish
Vestry Meeting Minutes
September 23, 2015

Present: Mark Cook, Howard Whittington, Charles Chaney, Jr. Warden; Deanna Soulis, Sr. Warden; The Rev. Canon Kim Baker, Interim Rector; Stephany Lietuvnikas, David Davis, Treasurer; Betty Thompson, Sherrie Burkholder, & Jason Weibel

Absent: Jose Velazquez, David McKinley, Katherine Foreman, Bruce Massey & Pieter Bickford

- I. Meeting called to order at 7:25 PM
- II. A motion was made by Mark Cook and seconded by Charles Chaney to accept the minutes of the 8.26.2015 meeting as printed.
 - a. Appreciation extended to Pieter Bickford for taking the minutes
 - b. Motion passed
- III. Reports
 - a. Treasurer's Report—David Davis
 - i. Investments down \$80,000 last month
 - ii. Assets down \$40,000
 - iii. Discussed using 3 year average for financial report. Suggestion referred to Christian Stewardship
 - b. Senior Warden's Report—Deanna Soulis
 - i. Expressed appreciation to the volunteers for a successful St. John's Day
 - ii. Calendar Reminders
 1. Commission Highlights—10/13
 2. Wardens' Meeting—10/15
 - iii. Staff performance reviews will be completed by the end of October
 1. Staff will be provided questions in advance
 2. Staff will meet with officers
 - iv. Audit Committee report will be presented at October Vestry meeting
 - c. Interim Rector's Report—Canon Kim Baker
 - i. Reviewing parish history and minutes of prior vestry meetings
 - ii. New Associate for Youth & Young Adults
 1. Margaret Clinch
 2. Employment will start 10/1
 - iii. Nursery Attendant
 1. Position is vacant
 2. Associate for Youth & Young Adults will assist in filling the position
 3. Enjoyed getting acquainted with Vestry members & officers
 4. Attend Hagerstown Area Regional Council (HARC) & Diocesan Regional Council meeting
 5. Preparing letter for upcoming Stewardship campaign
 6. Developing transition folder
 - d. St. John's Shelter—submitted as printed
- IV. Old Business
 - a. A motion was made by Mark Cook to authorize \$750 for moving expenses for the Associate for Youth & Young Adults.
 - i. Seconded by Charles Chaney
 - ii. Motion passed

- b. Parish Profile Committee
 - i. Reviewed minutes of last meeting
 - ii. Last focus groups will be held after both services on 9/27/15
- V. New Business
 - a. A motion was made by Howard Whittington to refund \$1,000 from columbarium to former parishioner now residing in Florida
 - i. Seconded by Charles Chaney
 - ii. Motion passed
 - b. A motion was made by Charles Chaney and seconded by Howard Whittington to approve insurance policy offered by Brotherhood Mutual at a cost of \$16,096 per year.
 - i. Reviewed proposals from two insurance companies
 - ii. New policy increases liability coverage & adds coverage for acts of violence
 - iii. Second bid was \$1,500 less but did not provide as much coverage
 - iv. Motion passed
 - c. A motion was made by Charles Chaney & seconded by Mark Cook to approve Church Van Usage Policy.
 - i. Previous policy vague
 - ii. New policy designates a van supervisor & outlines responsibilities
 - iii. Limits use to church activities
 - iv. Rector & Vestry will determine church activities
 - v. Motion was passed
 - d. A motion was made by Mark Cook to approve and support the goals, objectives, strategies and activities of the Christian Stewardship Commission's Fall Stewardship Campaign.
 - i. Seconded by Betty Thompson
 - ii. Motion passed
 - e. Budget Request Process—David Davis
 - i. Worksheets distributed
 - ii. Commission liaisons are asked to have Commissions complete in time for 10/2015 Vestry meeting
 - iii. 5% budget reduction in operating budget
 - f. A motion was made by Charles Chaney to direct the Search Committee to submit the best candidate(s) for the position of Rector, not to exceed 3 names, to the Vestry.
 - i. Seconded by Sherrie Burkholder
 - ii. Motion passed
 - g. A motion was made by Charles Chaney to authorize up to \$10,000 for expenses associated with the search for new Rector.
 - i. Seconded by Mark Cook
 - ii. Motion passed
 - h. Search Committee
 - i. Criteria for candidates for Search Committee reviewed
 - ii. Vestry members are asked to submit names directly to Parish Administrator
- VI. Commission Reports
 - a. Service & Outreach
 - i. Toothbrushes, toothpaste, soap & shampoo needed for distribution at Community Café

- ii. Matching secret prayer partners
 - b. Fabric & Grounds—leaky kitchen roof & new stove hood are next priorities
 - c. Christian Formation
 - i. Bruce Massey & Bill Alexander are seeking speakers for Adult Forum
 - ii. Pre-School & Children’s Chapel are re-organizing
 - d. All other Commission reports submitted as printed
- VII. Meeting adjourned at 9:10 PM

Respectfully Submitted;

Ruth Ann Ogle, Registrar