

**St. Helena's Episcopal Church**

**Vestry Meeting Minutes**

**March 20, 2018**

**Vestry Present:** Tommy Mathews, Paul Johnson, Jasen Hart, Erin Barton, John Howe, Karen Medina

**Vestry Absent:** Anne Rea, Linda Lee Gatell, Cindy Erickson, Julie Vickery, Brian Topper, Mark Littlestar

**Clergy:** Fr. David Read

**Staff/Treasurer:** Ann Shorter/Ron Tribo

**Visitors:** Dawn McLendon, Ben Adam & Matt Boutte

**Call to Order:** 6:34 p.m.

**Opening Prayer:** The Rev. David G. Read

**Minutes:** February edit minutes to reflect change of name to Dawn Phillip Allen to lead children during Lenten Dinners under the Rector's Time section of the minutes. **Approval Motion: John Howe**      **2<sup>nd</sup>: Karen Medina**      **Vote:** Unanimous

**Rector's Time** (Fr. David Read)

- **Review of how busy SHEC (St. Helena's Episcopal Church) campus is on a weekly basis.** For instance, a typical Monday night includes Lay Reader Training, ECW Meeting, Hill Country Symphony Youth, Boy Scouts & AA.
- **Ad placed for Minister for Young Families:** Facebook, Diocesan Website, Boerne Chamber of Commerce; 20hr/week; passion for children/families; experience in child development; no degree required. Word-of-Mouth is best referral.
- **Lent.** Almost over, more children participating than anticipated which is good. Holy Week will be busy with daily services. Staff focused on all services.
- **SHEC is understaffed.** Staff is constantly running at 120%; pastoral care is challenging – can only deal with emergencies; question to ask: are we staffed to maintain or grow? Presently, we only barely maintain. For a growing church, 60-65% of the operating budget should be spent on staff. We are operating at an unsustainable pace.
- **Report:** New Member Class on April 18; Dawn leading First Communion Class and New Confirmation Class. We have 9 new members in March. (2 extended families).

**Senior Warden** (Tommy Mathews)

- **Holy Week:** Be engaged and present.
- **Reminder:** As a Vestry member, be enthusiastic, warm & welcoming. When SHEC is crowded, give up your chair. Be hospitable, an Evangelical Episcopalian, E-Squared. Pray daily for our parishioners. Give praise and thanks every morning and evening.

**Subcommittee Meetings/Reports**

- **Mission** (Karen Medina)
  - **Wanikiya Messiah Episcopal Church:** Dawn, Ben & Matt met with Karen and Erin to discuss their desire for the Vestry to approve a 4-5 year commitment for outreach ministries in relation with this Pine Ridge, SD, church and ours. Five points were outlined: (1) Do we agree to a 4-5 year commitment with Phase 1 of assistance for upgrades to Wanikiya's church building; (2) If yes, we need to be in

a two-way relationship where we learn from one another; (3) SHEC must understand the history of Wanikiya; (4) Is there approval for the Outreach Committee to go to our parish and raise money for this effort; and, (5) If we agree to a 4-5 year commitment, there needs to be a plan as to how to keep our parish engaged in the relationship for 4-5 years, i.e. prayer shawl ministry, prayer books, children's packets for worship services, bring Father Eagle Bull from SD to SHEC for a visit and vice versa; and, prayers shared among both churches. Since there was not a quorum, a vote was not taken but it was recommended that the Outreach Committee continue moving forward.

- **Administration** (John Howe, Ron Tribo & Ann Shorter)
  - John Howe explained how they are creating a standardized budget for the Vestry members to include a brief synopsis on the Wendler Hall debt progress until it becomes zero plus a brief synopsis on SHEEP financials rather than pages of detailed financials given to the Vestry every meeting. They are also reviewing (1) our financial policy per West Texas Diocese; (2) our personnel policy every two years (3) and the school policy in order to create a standard review process by timeline for each of these categories. Also, they intend to develop a charter for the Finance Committee to become standardized to assist with new Vestry member rotation for a clearer understanding.
  - Ron Tribo reviewed our financials and the Financial Minutes were approved as amended at 8:00 p.m.
- **Buildings and Grounds** (Jasen Hart)
  - **Wheelchair Access on John's Road:** seeking bid proposals and will present to the Vestry once bids are received. There was discussion if there is liability for SHEC by using handicap signs while there is no ramp built presently to code on John's Road. Paul Johnson suggested renaming the signs to read "Loading Zone." It was decided to revisit this point. Also researching if this effort can become an Eagle Scout project.
  - **Church Van:** Reported that Brian Topper is researching the purchase of a used van. He will seek Vestry approval of a pre-approved amount to spend in order to act quickly, once an option is identified.

#### **SHEEP Update** (Fr. David Read)

- **Staff:** Tiffany Jureczki's grandfather passed away over spring break, so give her a hug.
- **Board:** Julie Vickery is stepping down as Chairman of the Board and the current Vice-Chair will step into the role for the two remaining meetings and will most likely continue as Chairman next year. Karen Medina is the Vestry liaison to the Board.
- **Enrollment:** 101 students are currently enrolled for the 2018-19 school year. The budget is based on 102 students, and they are still accepting applications and conducting tours. Younger students are placed in classes based on learning level per testing, not the student's age; however, for Kindergarten and 1<sup>st</sup> grade, students are placed by age and readiness. The current class breakdown is: 2's - 25/ 3's - 18/4's - 44/Kindergarten - 8/1<sup>st</sup> grade - 6.

#### **Action Item/Voting Review was performed**

Approved February Minutes  
Adopted Finance Report

#### **Around the Table: (Info/Questions)**

- Erin Barton inquired about uploading Fr. David's weekly sermons to our website. Fr. David explained that Whit Matteson is our Web Administrator who is currently working

on an online giving button on our site, and that perhaps when he is done with the giving button, he can research uploading weekly sermons and which format of videotaping will work best.

**Announcements: Next meeting is April 17, 2018**

**Closing Prayer: Fr. David Read**

**Adjourn: 8:20 p.m.**