

Minutes of the Vestry
Home of Virginia Fulton, Windham, CT
12 June 2018

Called to Order with prayer at 7:05 pm by Father John Burton

Present Virginia Fulton, Donovan Reinwald, George Younger, Father John Burton, Gordon Muir, Lynne Ide, Beth Nelson, and Ron Kelly , Rebecca Stearns (arrived at 7:10 pm)

L. Ide presented the agenda

Vicar's Report

1. Summer schedule (also published in newsletter)

- a. Picnic will be held Saturday, 21 July 2018 at Roger Oullett and Bonnie Card.
- b. The Vicar's vacation days will be covered L. Ide, R. Stearns and Anne Higginbotham preaching during the three Sundays.
- c. There will be three 'Staycation Services' with themes from the Church of Ireland, Church of New Zealand and one other.
- d. The Book Discussion Group reading Letters to Marc About Jesus by Henri Nouwen had 15 at first session. The discussions will conclude by either 3 or 10 July 2018. There may be a second book chosen for the latter part of summer.
- e. The next Celtic Service is planned for 4 August.
- f. After church, classes will resume in September one Sunday each month.
- h. Gordon and Sally Muir will complete their transition and will spend their last regular Sunday with the Parish 8 July 2018.

2. Liturgical notes

- a. New Liturgical minister's schedule adds D. Reinwald as Sub-Deacon, Sue Marston and R. Stearns as Ministers of Communion.
- b. With Sally Muir moving, there will be more Sunday's without organ music. I'll be looking at this with others.

3. Summer work

- a. ECCT survey was sent out via email to people throughout the state. Please complete it online if you received one..
- b. D. Reinwald and Fr. John have made progress on the website, will continue meeting to complete and go live this July.
- c. Fr. John is looking forward to visiting parishioners over the next few months.

4. *Sabbatical*

Fr. John is entitled to a sabbatical every five years. Last was in 2014 (after 7 ½ years of service). Currently looking at 2019 is possible sabbatical. There is no specific plan at this time, for summer 2019, but Fr. John is exploring options and is giving this as the 1 year's advance notice and preparation as required by ECCT.

5. *Convention*

Registration for convention: Friday and Saturday, 26-27 October 2018 in Mystic. L. Ide, D. Reinwald, Fr. John are attending.

\$65 Early Registration – ends June 15

\$85 Regular Registration – ends October 23

\$100 Walk-in Registration – during Convention

\$30 Youth Registration – ends October 23

6. *Newsletter*

Submissions due by 13 June 2018 end of day.

Parish Life

B. Nelson noted that a coffee hour will be held for the Muirs on 8 July 2018 and a coffee hour on 17 June 2018 for Erica Mott.

Mission and Outreach

Donations for the Community Dinner totaled \$860 donation.

B. Nelson moved that the tag sale proceeds go towards the dinner \$389.05, D. Reinwald seconded. Motion passed unanimously.

27 July 2018 will be the annual WAIM back to school event.

It is also time to start planning for the Steeple Chase.

The concert in new Shaboo Stage 4 August 2018 will be a fundraiser for the community.

G. Muir suggested that the Mission and Outreach committee meet to plan the programs that they would like to be involved with in our community so as to provide guidance on Parish funding priorities for such activities.

Property

G. Younger stated that he and Jim Russel are pursuing quotes for new HVAC systems. At this time there are to quotes one for \$3600 and one at \$6000. At least one current A/C unit is broken. L. Ide read a parishioner's note in response to the pursuit of HVAC quotes questioning if they are currently needed. L. Ide questioned funding of the units. G. Muir noted that there is \$2,000 available from a donation to be used as needed. G. Younger will pursue more information.

Ceiling fans in parish hall are fading quickly and may not last much longer.

Garden – when G. Muir moves there needs to be some unity amongst those working in the garden to plan and preserve the grounds. 24 June 2018 G. Muir will hold a meeting for all those interested.

Intern

No development. Will invite to next Vestry meeting.

Treasurer's Report

G. Muir noted that he and Jay Kessler will work to finish year end books. Marion Brazziel will work them to transition the Treasurer's work. Of note only the fuel oil budget line came in over budget.

G. Muir met with Shane Navratil and Company. They are willing to take over the bookkeeping and cheque writing. They are familiar with Power Church. They quoted a monthly fee between \$75-\$100/month for their services. Contract needs to be written with scope of work and approved by the Vestry.

Standard operating procedures will be written, including details such as: The Treasurer would make deposit and forward information to bookkeeper. Treasurer will sign off on bills and payroll and send to bookkeeper. Budgeting, bill paying, audit, and a monthly presentation would all be expected from the bookkeeping service and they would take direction from Vestry on items like moving fund monies. G. Muir noted that having two people who know treasurer's duties would be beneficial. In this way when one person is unavailable or there is a change, there is a back-up.

G. Younger moved, D. Reinwald seconded that G. Muir, Fr. John and L. Ide draw up contract and present to Vestry.

G. Younger noted that a standard operating procedure is needed for roles.

Passes unanimously.

G. Muir stated that he will communicate electronically during his move and the transition.

September Small Groups

Small groups are planned to a series of facilitated meetings looking towards the future of the parish. What should the parish sustain, what does the parish love and how to support it. Three sessions are proposed – 1 daytime, 2 evening. Other topics may include: the budget; a comparison to other parishes; strengths, weaknesses, opportunities and challenges. An introduction would be laid out over the summer. All members of the parish are encouraged to participate. Planning will be done together with parishioners and vestry members. Fr. John questioned how would a presentation of knowledge learned and goals set be completed. Note takers at each meeting will be needed. L. Ide will send email to the Parish outlining the process.

Other

9 December 2018 - St. Paul's will host Take Note! concert.

G. Younger asked about the condition of the driveway. There was a discussion on the current state. Allen Miller will continue to work on it after it has been packed down further by rain and regular use of cars driving on it.

Next meeting - TBA.

Adjourned 8:40 pm

Respectfully submitted,

Rebecca Stearns