

Vestry Meeting Minutes June 19, 2025 - Draft

Present: Al Snell, *Senior Warden*, Paul Bailey, *Junior Warden*, Bill Happer, Marygrace Barber, Craig Allan, Ross Lively, Paul Palmer, Tracy Baltz, John Kennedy,

Ex officio: Deacon Pam Hayes, *Vestry Chaplain*, Karla Platt, *Asst. Treasurer*, Lorraine Beamer, *Vestry Clerk*

Absent: Ellen Burnett, Donna Foster, Rick Pearce

Opening Prayer and Reflection : Deacon Pam opened the meeting with a prayer and reflection at 4:00 pm.

Al Snell – Previewed upcoming events/meetings. June 18, 2025 at 6:00 pm. Zoom Meeting with Canon Stephanie to discuss transition. July 7th Next vestry Meeting at 4:00 pm. Reminded all that what you do is important and there will be a lot of material to review .

Meeting Conduct and Rules of Order – Paul Bailey

Paul reviewed the High Level Parliamentary Procedures during Meetings, (attached)

Meetings will be conducted following Robert's Rules of Order to facilitate meetings in an orderly manner. Each person has a say so that all can hear what is said. The Agenda for the meeting is established by the VEC prior to the meeting. Any changes to the agenda must follow the process outlined of a motion, discussion and a vote to decide if it will be added to the agenda. Overall, the leader will move through the agenda and comments made must refer to the motion on the floor. If a motion is not made and seconded, no discussion of the topic will occur. Abstaining from a vote is considered a vote in favor of the motion on the floor. Paul Bailey will act as Parliamentarian for vestry meetings.

Parish Finance Reports Received – Wardens

Paul Bailey made a motion to receive the finance report. Craig Allan seconded the motion which passed unanimously.

Parish /Vestry Operations with Interim Priest – Deacon Pam

Deacon Pam passed out the Transition Handbook and provided an overview of Vestry responsibilities and roles. Vestry members are to read the Transition Handbook and be prepared with questions or concerns that may arise and be prepared to fulfill their responsibilities.

Concurrently, all vestry members should be searching for new vestry members for next year. Any new prospects must be prepared for the work ahead. There are several issues that will affect the Rector Search including the number of churches looking for clergy and the number of available priests as well as the transitioning Bishop.

The Vestry is encouraged to be prepared for a lot of changes and responsibilities in the coming months.

Vestry Mid-Year Review – Al Snell

Themes: "Change is the only constant"; "Expect the Unexpected"

- See attached

Deacon's Time – Deacon Pam Hayes

Deacon Pam reviewed the Episcopal Church Foundation's article "Called as missional guardians: Becoming the vestry member your faith community needs" Vestry members are the guardians of four major aspects of a faith community's life: The Assets, The Flock, The Guardrails, The Bridges. Several suggested questions were included with each topic – ideas for the vestry members to consider.

Pam encouraged vestry members to be present and supportive. They should pay special attention to bridges.

Transition Update – Al Snell

We are currently awaiting the diocese to select our interim priest. We should share the link with anyone we think would be a good match for our church.

The Search Committee will be populated, appointing the Chairperson first. Please tell parishioners to send a email to Al if they are interested in serving and he will compile the names.

The vestry is also encouraged to start looking for new vestry members and a new treasurer. An ad for a new treasurer may be placed in the Enews.

Craig Allan made a motion to redirect Strategy 3 from Grow the church to focus on retention of members during the transition. This was seconded by Bill Happer and passed unanimously.

Paul Bailey notified the vestry that there are 3 VPOD slots that need to be filled. Lorraine will send the link out to the vestry.

The meeting was adjourned after Deacon Pam closed the meeting with prayer.

Respectfully submitted

Lorraine Beamer

Clerk of the Vestry.

06/17/2025 Vestry Meeting

Read Ahead for Agenda

High Level Parliamentary Procedures During Meetings:

- The meeting agenda is established by the Vestry Executive Committee (VEC). Typically, it is not preferred to add items to the agenda during a meeting, however, if items are desired to be added, the process for making motions needs to be followed.

- During the meeting the Leader (Rector, Senior Warden, or their designee) moves through the agenda items. The individual Vestry person, or Leader, who is responsible for the item provides background to the Vestry. Supporting information should be provided prior to the meeting.
- Once the background is provided, and prior to any questions or discussion, the following process occurs:
 - The Leader asks for a motion. This can be any member of Vestry.
 - If a motion is made, the Leader asks for a second. Again, this can be any member of Vestry.
 - Once there is a motion and a second then orderly discussion commences. Each Vestry member should be recognized by the Leader prior to speaking. In making comments during the discussion, the information and/or questions provided by the Vestry member must pertain to the subject of the motion.
 - During the discussion process, each member of Vestry must have an opportunity to speak, or be to recognized by the Leader to have been given the opportunity to speak, prior to any member of Vestry speaking for a 2nd time. This process continues through discussion.
 - When discussion is complete the vote will be taken on the motion.
 - In the event no motion is made, or a second to a motion is not made, the agenda item and/or the motion fail, and no discussion takes place. The Leader moves forward to the next agenda item.

Vestry Mid-Year Review

Themes: “Change is the only constant”; “Expect the Unexpected”

What we have done: December 2024 – June 2025

Elected and Seated 4 new Vestry members

Selected new Treasurer

Conducted Vestry Retreat

Learned of Fr. Eric’s Retirement Plans

Addressed and determined Parish direction on Columbarium

Accepted resignation of one Vestry member and added a new member

Accepted Resignation of Treasurer

Selected Interim Treasurer

Began coordination with Diocese regarding Transition Planning

Provided Diocese worksheet concerning Interim Priest request

Determined Requirement for CPA Audit

What we need to do: June – December 2025

Conduct full 2026 Budget Planning and Approval cycle

Continue to develop and update Strategy Documents/Plans

Review Audit results/recommendations - determine plan of action, provide to Diocese, execute required adjustments internally

Coordinate with Diocese on Interim Priest and “on board” him/her as smoothly as possible

Select Search Committee Leader and Search Committee members

Complete Search Committee Documents establishing Vestry guidelines for their activities, and assist the search committee in preparing a parish profile and webpage for our Rector Search

Commence Rector search via Search Committee

Recruit viable candidates for Vestry 2026

Recruit viable candidates for Treasurer 2026

Plan and Conduct Annual Meeting

Elect Vestry

Elect Wardens

Plan for Vestry Retreat 2026