

ST. BONIFACE EPISCOPAL CHURCH

Vestry Meeting Minutes - December 18, 2025

5:00 Gathering Time for Spiritual Direction – Nikki

5:30 The meeting was called to Order & Roll Call was held.

Present: Bob Woody (Sr. Warden), Kay Goodman (Jr. Warden), Cass Anderson, Donna Conyer (via Zoom), Suzanne Barksdale (via Zoom), Betsie Danner, Kendra Hunter (via Zoom), Carol Gilchrist, Justin Miller

Absent: Marjorie Floyd, Prill Nugent, Dick Smoot

Other Attendees: Nikki Seger (Priest-in-Charge), Sharon Alden (Clerk)

Consent Agenda

- November Financials

There were no questions regarding the November financials, so Bob made a motion to approve them, Carol seconded the motion and it was unanimously approved.

Old Business

- **Mutual Ministry Review**

All staff members except two have completed it. Bob stated that he had spoken with Canon Norman regarding the dates he was available to facilitate the discussion of the results. There were several available dates, and it was decided to ask for the meeting to be on January 8th due to the upcoming Vestry meeting.

- **Insurance update**

Kay asked if there was any update regarding the insurance. Bob stated that there is nothing new and we are still waiting for further information.

New Business

- **Jr. Warden Report**

The Parish Hall renovations are almost complete. Painting and finishing touches are to be done on December 29th and appliances are to be installed on January 5th. It was decided to hold the unveiling on January 18th. Donna volunteered to coordinate with several groups to provide refreshments. Several new projects will be upcoming: landscaping and nave lighting proposals, new chairs for the Community Center and window treatments for the office among them. The Life Safety project continues with the volunteer team working on installing expansion joint filler.

- **Annual Meeting Date**

The Annual Meeting will be held on January 25th. The vestry will plan it with Lisa. The vestry provides the refreshments for the meeting. There will be an organizational meeting for the new members following the annual meeting. The slate is Wendy Prell, Christine Puthoff, and Trudi Williams. Mark Johnston will fill the 2 remaining years of Kendra Hunter's term. Bob made a motion to accept the slate to be presented and Betsie seconded it. It passed unanimously. Bob suggested that an orientation be held for the new members and he will send out letters to the new members to schedule it. The vestry retreat is usually scheduled in February in lieu of a vestry meeting. It was decided to hold it on February 21 and to contact Church of the Redeemer to use their facilities.

- **Report of Nominations Committee**

Along with the Slate presented by the Nominations Committee, the concept of a Vestry Apprentice Program was presented. This is to create an intentional path for new/youth leadership in the parish. The person selected would attend all vestry meetings (with no vote) and participate in parish life. Jennifer Foster was proposed as she fits the criteria and has also indicated an interest in the Vestry. Nikki will speak with her. It will then be announced.

- **Tell Out My Soul Update**

As of December 15th, \$725,717 has been pledged. That was updated to \$741,717 as additional new pledges of \$6,000 were received since then. Approximately 40 parishioners have not pledged, and Nikki and the vestry will call them. This is also a good way to update records and to hear from parishioners. Bob stated that he would like the calls made as soon as possible despite the holidays so that the budget committee will have the pledge information when they meet in early January.

- **Staff Vacation Policy**

There was a discussion on a possible change to the vacation policy. Currently only one week can be rolled over to the next year. For this year only, payouts over one week will be allowed. The pros and cons of payouts instead of taking time off were discussed. It was decided that time off is important and staff would be encouraged to take their vacation time off. This will be reviewed again with the new vestry,

- **Added Agenda Item**

Justin presented a report on the Realm church management system which is cloud based and easily accessible. It enables churches to have their administrative, pastoral and congregational life on one accessible, secure platform. We already use part of the program as they currently host our website.

Justin will be meeting with the representative from Realm to obtain further information on conversion details and a timeline. From a financial standpoint, after the initial setup, the fees will be less than we are currently paying. Further information will be available at the next vestry meeting.

- **Executive Session**

The position of Organist/Choir Master has been offered to Steven Ball. There was a discussion regarding his salary, moving costs and continuing education costs. Bob made a motion to accept the letter of agreement/ contract which was seconded by Carol and accepted unanimously.

Acceptance of minutes of November 20 and October 16, 2025 Vestry meetings

Due to questions regarding the money contributed to HVAC , the October minutes were not approved at the last meeting. These questions were answered. There were also questions about the discussion during the October meeting and a decision was made to edit the minutes to better reflect the discussion. A motion was made by Bob to accept the October minutes with the changes and seconded by Kay. There were no questions regarding the November minutes, and a motion was made by Bob and seconded by Betsie to accept the minutes. Both motions passed unanimously.

Vestry minute (two) topics and presenter

The vestry minute will be about the completion of the parish hall renovations and a special reveal by the vestry in mid-January. Also, an update on Tell Out My Soul and that 18 new pledges have been received. Phone calls are being made to those who have not pledged with a request to make your pledge before the end of the year. The date of the annual meeting will also be announced. Donna offered to do the presentation.

Plus/Delta post-meeting evaluation

The meeting was adjourned at 7:10.

Respectfully submitted,
Sharon Alden, Clerk of the Vestry

Calendar Items:

- **Candlelight Concerts** – Friday, December 19 (two shows – TBD)
Saturday, December 20 (two shows – Marjorie F.)
- **Christmas Services**

- Christmas Eve Paper Bag Pageant & Family Eucharist, 4:00 pm
 - Christmas Eve Christ Mass, 7:00 pm
 - Christmas Day Eucharist, 10:00 am
- **Church Office closed** - Friday, December 26 thru Friday, January 2
- **Soundbox Ventures Residency** – Friday, December 26 thru Friday January 2
- **New Year’s Concert** – Soundbox Ventures, Friday, January 2, 7:00 pm
- **Taizé service** – Saturday, January 3, 6:00 pm
- **Young Artist Showcase recital** – Sunday, January 4, 4:00 pm
- **Candlelight Concerts** – Saturday, January 10 (two shows – TBD)
 - Friday, January 16 (two shows – TBD)
 - Friday, January 23 (two shows – TBD)
 - Friday, January 30 (two shows – TBD)
- **Next Vestry meeting** – Thursday, January 15, 5:00 pm