

ST. BONIFACE EPISCOPAL CHURCH
Vestry Agenda November 20, 2025

5:00 Gathering Time for Spiritual Direction - Nikki Seger

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

Present: Bob Woody (Sr. Warden), Kay Goodman (Jr. Warden), Donna Conyers, Cass Anderson, Dick Smoot, Carol Gilchrist, Betsie Danner, Prill Nugent, Marjorie Floyd (via zoom), Kendra Hunter (via zoom)

Absent: Suzanne Barksdale, Justin Miller

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

First Order of Business

A motion to elect Sharon Alden as Clerk of the Vestry was made by Bob Woody, seconded by Carol Gilchrist and unanimously approved.

Consent Agenda

- October Financials
- Junior Warden's Report

Prior to approval of the consent agenda, a clarification regarding the amount of money contributed by the parish towards the HVAC was requested. Since the treasurer was absent, approval of the minutes was deferred until the December meeting. A motion was made to accept the consent agenda and seconded by Carol Gilchrist.

Old Business

- Rector Discernment Update

Nikki updated the Vestry regarding the requirements from the Diocese before we can call her as Rector. One requirement is that she write a Personal Ministry Plan (PMP), which she has now completed. There was discussion of the vestry's reaction to the PMP, which was mostly positive. Nikki said she welcomed suggestions or proposed edits from the vestry. There was discussion regarding reviewing the Church Ministry Plan and Personal Ministry Plan periodically (perhaps quarterly) to ensure accountability.

The next step is the Mutual Ministry Review (MMR) which consists of the vestry, staff, and Nikki evaluating themselves and each other. The diocese will send an evaluation form to the staff and vestry with the responses to be sent to the diocese. The vestry decided that the review process should start as soon as possible, with responses to be requested by December 15. The vestry also decided to ask Canon Richard Norman to facilitate a discussion of the results of the MMR in January.

- Grants & Outreach Bazaar Proceeds

The vestry revisited a prior discussion about what should be done with proceeds from the bazaar. Nikki suggested that the beach parking model of splitting the proceeds with 80% kept by the ministry group and 20% going to the church be used with the proceeds from the Bazaar. The final accounting of the proceeds is not completed yet. It was decided to use this model in the future and involve parishioners with where the proceeds will be used. A motion was made by Bob and seconded by Prill to send the 80% proceeds from the 2025 Bazaar to St. Wilfred's for their food program. It passed unanimously.

- Update on Staff Searches

There are 3 candidates for the music position. One applicant will be doing the services on Sunday, November 23 and another applicant will be providing music for the choir and the search committee on Monday, November 24.

Nikki has talked to one applicant for the Parish Administrator position, and she and Justin will be interviewing another. There was some discussion on what responsibilities might be included in this position, such as overseeing facilities management but no decision was made. There was also a discussion on the duties of the facilities manager.

Nikki is working on the job description for the Assistant Rector which should be completed shortly. However, she noted the difficulty in hiring for this and other positions until Nikki is the Rector.

- The Budget Committee is looking into switching the accounting system but there are some concerns and it was noted that it can't be done too quickly.

- Insurance

Bob said Church Insurance Company has been unable to provide a breakdown of insurance premiums for each of the church's insured buildings as we requested. One reason is that Church Insurance is in ongoing talks with the diocese, which might result in a reduction in the rates already billed for 2026. Thus, we are awaiting further updates from Church Insurance and the diocese.

New Business

- Report from Nominations Committee

Betsie reported on nominations for new members of the vestry next year. She said that the committee considered what the vestry was losing with outgoing members and what will be needed. They started with a list of 34 people and consulted with Nikki and pared the list down to 13. Three seats have been filled by Christine Puthoff, Trudi Williams, and Mark Johnston (who will be completing Kendra Hunter's term). Several potential candidates have been identified for next year. The committee's goal is to have a finalized slate by December 1st.

- New Authorization for Legal Fee Expenditures

Suzanne was unable to be at the meeting but submitted a report. In it, she noted a shortage of funds in the Vestry to Designate fund, which is the account used to pay legal expenses. Suzanne requested that \$30,000 be moved from General Invested Operating Funds to cover this. There was some question as to whether \$30,000 or \$50,000 was requested so a motion was made by Bob and seconded by Marjorie to move \$30,000 with the authority to move up to \$50,000. The motion was approved unanimously.

- Consideration of Housing Allowance for Priest-in-Charge

Clergy are allowed to allocate a portion of their salary for housing expenses. This year Nikki has requested that \$51,948 be allocated. A motion was made by Bob to approve the allocation and was seconded by Dick. Approved unanimously.

● Update on “Tell Out My Soul” Stewardship Initiative

Pledges in the amount of \$619,720 have been received which is an increase over last year. There were 13 new pledges, 69 parishioners increased their pledge, and 66 parishioners have not responded. Marjorie volunteered to make calls to those who have not yet returned their pledge. She noted that this is a great opportunity to connect with parishioners and also update our records.

● Budget Committee Update

The committee is working on the budget, but it is not yet ready to present.

Acceptance of minutes of October 16, 2025 Vestry meeting

As noted earlier, since there were questions about money contributed towards the HVAC and the treasurer was absent, approval of these minutes was deferred until the December meeting.

Vestry minute (two) topics and presenter

It was decided that the Stewardship Committee will provide an update on the Stewardship Initiative.

Additional Business

● Roof Repair Contract

Since the Jr. Warden’s report was submitted, Kay received the quote from Shue-Kaufmann Roofing Contractors. To prevent the leaks and water damage in the Nave, new flashing is needed, and new caulking is needed at the base of the cross. This caulking must be done yearly. The total cost for the flashing and caulking is \$11,360.00. A motion was made by Kay to accept the quote for the repair and was second by Betsie. Approved unanimously.

● Staff Christmas Bonuses

A bonus of three week’s salary was proposed for all full-time employees, with slightly smaller bonuses for part-time and interim employees. A motion to accept the proposed bonuses was made by Bob, seconded by Donna and passed unanimously.

Plus/Delta post-meeting evaluation

Adjournment The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Sharon Alden, Clerk of the Vestry

Calendar Items:

- Candlelight Concerts – Friday, November 21 (two shows – Bob W.)
- Thanksgiving Eve service - Wednesday, November 26, time TBD
- Candlelight Concerts – Friday, December 5 (two shows)
- Taizé service – Saturday, December 6, 6:00 pm
- Diversity Voices Concert - Sunday, December 7, 4:30 pm
- Next Vestry Meeting – Thursday, December 18, 5:00 pm
- Candlelight Concerts - Friday, December 19 (two shows)
- Candlelight Concerts - 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