

Vestry Meeting October 21, 2025

6:30pm

Minutes prepared by Jim Jordan

Attendees: Lisa Raymond, Charlie Merwin, Rev. Peter Vanderveen, Rev. Jo Ann Jones, Hope Knight (via Zoom), Danielle Trucksess, Jim Jordan, Joshua Castano, Rev. Jeremy O'Neill, Tiffany O'Neill, John Black, David Woods, Win Shafer, Cheryl Masterman (via Zoom)

Absent: Daniel Wesley, Joe Spadaro

Opening Prayer: Rev. Jo Ann Jones

Approval of Consent Agenda: approved without objection

Approval Minutes of September 2025 Meeting: approved without objection

Administrative Reports

Rector's Report

- It's been an active season with several funeral services in addition to the regular schedule
- Programs are moving with momentum: Confirmation and Formation classes, Choir, Junior Vergers,
- Family Promise of Montgomery County continues to be present in our community to serve the needs of unhoused families. Vestry suggests that more information be shared with the parish that details the impact of the program on families in the county. Rev. O'Neill will lead the effort to publicize through an upcoming Adult Forum.

Parish Administrator Report

- Gave updates on the status of various building repairs
 - Bell tower weatherproofing for winter is a priority. Repairs to begin ASAP
 - Architect (John Milner) to deliver drawings which will allow estimates to be obtained so the repairs to the bell tower and chancel arch masonry may proceed
- Provided a report on the facilities usage (will be shared with Vestry electronically)

Rector's Warden's Report

- Stewardship appeal response has been encouraging

- Vestry members will be tasked with having follow up contact with parishioners regarding annual stewardship appeals
- Raised the issue of meeting schedule and possible adjustments in frequency
- Asked the Vestry to consider quarterly retreats of 2-4 hours on weekend to focus on longer term issues as an addition to monthly Vestry meetings focused on current church business – meeting cadence and scheduling for 2026 will be Old Business item at November meeting

Accounting Warden's Report

- Expressed the challenging nature of obtaining timely reports but assured the Vestry that the financial position of the parish is strong (revenue is slightly up and costs are slightly down)
- Question re: transfer of remaining balance of endowment funds from Church Foundation to Vanguard. Original plan had been to move funds soon after initial transfer. Remaining funds held in more restricted vehicles that require additional administrative effort, will consider further moves later but currently no action taken.

New Business

Parish Leaders RACI Matrix given by Rev. Vanderveen

- Presented a useful document (matrix) for delegating/identifying which person/party in the organization is Responsible and Accountable, and which party/person must be Consulted with, and Informed about the various tasks. This is a tool for parish staff to help organize and define workflow and responsibilities.

175th Anniversary Planning given by Charlie Merwin

- Asked Vestry members to consider their role in the 175th anniversary of the parish (committee leadership)
 - Members will be sent a Google Doc that will be the platform for brainstorming ideas
 - Will review as Old Business at November meeting.

Small Committee Update given by Rev. Vanderveen

- Will communicate with each of the four committees monthly
 - Redeemer as an Anchor Institution, Volunteers, Grants, Diocesan Relations

Old Business

Nomination Committee – Vestry 2026 given by Tiffany O’Neill

- Reminded Vestry members to stay engaged with the nomination process. Seeking Vestry members to serve on the committee.

Organ Purchase Update & Communication given by Rev. Vanderveen with input from Andrew Senn (not present)

- First of three payments has been sent to seller, organ pipes have been packed in preparation for shipment
 - Andrew Senn will oversee the packing of the inventory to ensure condition and content of shipped materials.
 - Pipes will be stored in the church undercroft (pipes under 8’), or in a warehouse in Camden, NJ (pipes larger than 8’)
 - Andrew will continue to offer Sunday organ programs to keep the parish informed about the organ conversion process

Diocesan Update given by Rev. Vanderveen

- Presented information about the diocesan convention, specifically, discussion of the diocesan budget ask for financial support of 6.5% of NOI from parishes
 - The diocese will not penalize parishes that do not meet this expectation.

Closing Prayer: Rev. Jeremy O’Neill

Meeting was adjourned at 8:40pm.