



**St. Timothy's Episcopal Church  
Final Vestry Minutes  
April 13, 2015  
6:30 pm  
Room 13 (Downstairs)**

**Present**

Dave Head, Jr. Senior Warden  
Joe Johnson, Buildings and Grounds  
Blake Murchison, Evangelism  
Uno Avisto, Administration  
John MacCoon, Outreach  
Tonda Rawls, Parish Life  
Scott Gaskill, Junior Warden  
Cathy Pyron, Worship  
Dan Durant, Pastoral Care  
Leigh Althaus, Stewardship  
April Elkovitch, Christian Education  
Derrick Hill, Rector  
Sarah McKenzie, Clerk

**Absent:**

Sharon Hamrick, Treasurer  
Robert Hartmans, Assistant to the Rector

**Staff Highlight** None

**Meditation for Vestry Meeting** Cathy Pyron presented her own meditation on the subject of meditation and silence leading off with a quote from Mother Teresa and memories of the loss of her father.

**Approval of Minutes**

Scott moved to approve, Dan seconded. The minutes were approved.

**Treasurer's Report**

Dave Head gave the Treasurer's report. He noted that we are down in budgeted pledge income by 3.7% and that Sharon thinks with Easter in April that we will be back on budget. Also Sharon had noted that last year we were over at this time. Dave also mentioned that John Talbird had left his discretionary fund of \$1,000 to the discretionary fund for outreach. Parish Life is over budget. New Microphones for Zammarin are reflected in the expenses. When things settle down with the transition expense we will compile a total for Vestry approval. Uno Avisto moved to approve, Joe Johnson seconded and the motion was approved.

**Items for Decision & Discussion**

- A. Motion to approve the serving of wine for the Progressive dinner on April 18<sup>th</sup>. John MacCoon moved, Dan Durant seconded and the motion was approved.



- B. Revision of *Policy for Use of Church Buildings*: Dave Head distributed a copy of the policy from 2013 which included a fee schedule from 2008. One question was whether we needed non-parish groups to provide insurance policies. The policy was distributed for discussion and for a vote at the next Vestry meeting. Other questions were on cancellation policies and keeping 50% of the fee if the applicant cancels. Additional discussion was held on our liability in particular for serving alcohol and whether to have the option of requiring a licensed bartender and/or bartender liability insurance. Also we discussed whether non-parish groups providing childcare should have to follow Safeguarding Guidelines and the consensus from attorneys on the vestry was that it was better to have the applicant have the sole responsibility for childcare and St. Timothy's to have no liability. Also the need for defining the difference between parish and non-parish function was mentioned. A recommendation was made to add to the form for Request to Serve Alcohol the waiver of liability related to alcohol as well as additional information on the event. April Elkovitch agreed to work on the document for the next Vestry meeting.
- C. Approval of *Parochial Report for CY 2014*: A discussion was held on the reduction in active members and whether we should review the list of members removed from the list of active members and the decision was made not to address the list as the diocesan pledge is based on the budget and not the number of active members. Also we confirmed that the confirmation of 8 people occurred in 2014. April Elkovitch moved to approve the report. Scott Gaskill seconded and the motion was approved.
- D. Transition committee update: Scott Gaskill reported the transition committee is wrapping up with a couple of events planned including the celebration of new ministry that the Bishop will attend. This will most likely occur in May due to the Bishop's schedule. May 20<sup>th</sup> is the likely date. The second event is the neighborhood meetings which will be scheduled for June or July and include 5 or 6 neighborhoods. The online pictorial directory is in process.

**SWEEPSA FOCUS for Vestry Meeting** – Worship: Dave Head mentioned that Jenna Haines had an idea on having the focus person of the month attend a staff meeting to communicate what is going on with the various ministries. Cathy Pyron reported on the issues facing the Worship committee. Outdoor Worship will be May 17- Sept 13 with Christian Ed starting back up in September. A discussion was held on how to continue Children's Church without a Deacon and without a coordinator as Leslie Goff is stepping down. Fr. Derrick reported that the Worship Committee will be discussing the Family Friendly service and Children's Church. Children's Church will continue only if we can get volunteers or a budget for paid staff. This is typical of moving toward a program size parish. Another discussion was held on usher training for identifying people needing assistance at communion and attendance headcount as well as helping parishioners out of their car and safety training, locking up etc. Also mentioned was the valet parking provided by the ushers for the outdoor



service. Dave Head added that graduates will be recognized on May 3<sup>rd</sup> and Sunday school teachers will be recognized on May 10<sup>th</sup>.

**Rector's Report Fr.** Derrick reported the first 4 weeks have been wonderful. One thing that they he wanted to do is determine trends in attendance and that over 80% of our 250 in capacity would require the addition of another service. Considering three morning services is hard on Christian formation and he would like the worship committee to look at a 5:00 service to maybe meet a demographic that is not attending church right now. Derrick has also been talking with Tonda Rawls about getting a Parish Life Committee formed with a good cross representation of the Parish. He also is planning a staff calendar meeting a week from today with the main liturgical events, school events worked on by the staff and with wardens with the various ministries working on it over the summer. TENS conference is coming up in May. Patrick is planning to attend and we need another volunteer to attend Derrick also plans to attend part of the youth mission trip with Robert attending the other part. The Alabama Tennessee plan introduced by John Talbird last year on Stewardship is a good plan to follow for this year. The second item for the calendar is the long range planning process and Fr. Derrick would love to begin that process in 2016 incorporating the data that was gathered by the group in 2011. This would include "What does a long range plan look like, how can we get the parish involved and when and if should we begin a capital campaign?" Also lay leadership training is a focus. Comments were made about the length of the Easter Vigil. Derrick asked that the vestry report any comments or issues they hear from the parish.

**Wardens' Reports** Dave Head reported that John Payne has been hired as the part-time sexton at 12 hours per week which is under our approved cap of 20 hours per week. Dave is still working on Sharon's replacement for Treasurer with a change in the job description where the treasurer will coordinate with Carey Haney and send the Wardens notes with financials and the Warden will present the information but the Treasurer will only attend the Vestry meeting once per quarter and only for their part of the meeting. Fr. Derrick also suggested that we provide a two year term limit. Dave Head also mentioned the dedication of Duke's Den. Josh Gable was made an Eagle Scout last month and Dave has asked John to come to the dedication and will coordinate dates with Dominique Gable. Dave noted the Parish Forum and Mini-Sweepsa on May 3<sup>rd</sup>. Derrick added that he will be on vacation April 22<sup>nd</sup> through April 29<sup>th</sup>.

**Other Business**

None

Adjourned 8:54.

**Addendum to April 13<sup>th</sup> Vestry Agenda**

**April 19th  
3<sup>rd</sup> Sunday of Easter**



8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: **Durant**

**April 26<sup>th</sup>**

**4<sup>th</sup> Sunday of Easter**

8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: **Murchison**

**May 3<sup>rd</sup>**

**5<sup>th</sup> Sunday of Easter**

8:00 a.m. Rite I – Chapel  
**9:30 Parish Forum**  
10:30 a.m. Rite II – Nave  
**3:00 Mini-SWEEPSA**  
Lockup: **McKenzie**

**May 4<sup>th</sup>**

**Vestry Officers**

5:30

**May 10<sup>th</sup>**

**6<sup>th</sup> Sunday of Easter**

8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: **Gaskill**

**May 11th**

**Vestry Meeting**

6:30 Room 13