



**St. Timothy's Episcopal Church  
Vestry Minutes  
February 9, 2015  
6:30 pm  
Room 13 (Downstairs)**

**Present**

Dave Head, Jr. Senior Warden  
Joe Johnson, Buildings and Grounds  
Blake Murchison, Evangelism  
Uno Avisto, Administration  
Sarah McKenzie, Clerk  
Sharon Hamrick, Treasurer  
John MacCoon, Outreach  
Tonda Rawls, Parish Life  
Scott Gaskill, Junior Warden  
Cathy Pyron, Worship  
Dan Durant, Pastoral Care  
John Talbird, Interim Rector  
Leigh Althaus, Stewardship

**Absent:**

Suzanne Burch, Deacon  
April Elkovitch, Christian Education  
Robert Hartmans, Assistant to the Rector

**Staff Highlight** Cary Haney, Bookkeeper: The meeting opened with Cary providing a summary of her job duties and then she answered questions on the process for requisitioning outreach donations and reviewed the reimbursement policy. She writes checks on Wednesdays. She also discussed the tax exempt form. Cary is in the office Mon-Wed. 9:00-4:30.

Dave Head opened the meeting with a prayer.

**Meditation for Vestry Meeting** Blake Murchison led the group in a meditation based on the passing of his uncle, the Rev. Malcolm Murchison at the age of 66 years and who had a great influence on Blake's life. The Vestry sang Hymn 292 which was one that Rev. Murchison had selected to be sung at his own funeral. "I Sing a Song of the Saints of God".

**Approval of Minutes** Scott Gaskill moved to approve the minutes from the January 2015 Vestry meeting, the November Mini-SWEEPSA meeting and the January 19<sup>th</sup> called Vestry Meeting for the Rector Search Committee presentation. Dan Durant seconded and the motion passed.

**Treasurer's Report** Year end 2014 and January 2015: The 2014 surplus ended at \$56,539 which can be applied to unrestricted reserves. The final year end will be distributed after the meeting. Sharon Hamrick reviewed the January results which were relatively uneventful. Dan Durant moved to approve, Joe Johnson seconded and the report was approved.



## **Items for Decision & Discussion**

- A. **Young Disciples:** Dave Head led with a discussion of this proposal which should be considered separately from the budget process. Keith Barry had spent a lot of time planning this program during her time as liaison for Christian Education for the Vestry. Robert Hartmans drew up this document as an outline of what the position would be this year as a paid staff position. Robert has made clear that this is only a temporary position through December of this year. A discussion was held as to whether it should be a staff position vs. a contract position. Dave also brought up the need for the Personnel Committee to establish a personnel policy to define hiring policy and processes for making decisions on adding staff or contract positions.

**Motion #1:** A motion to approve the Interim Young Disciples Program Director as a contract position ending December 31, 2015 with pay for actual hours worked not to exceed the maximum hours as stated in the attached policy. Sarah McKenzie moved, Dan Durant seconded and the motion passed.

- B. **2015 Budget with motion to approve:** Sharon Hamrick discussed the changes since the budget was reviewed in January which is attached to the minutes as "Notes to the approved Budget".

**Motion #2:** A motion to approve the 2015 Budget. Leigh Althaus moved to approve, Joe Johnson seconded and the motion was approved.

- C. **Transition committee update:** Scott Gaskill gave the update of the Transition Committee meeting which started by brainstorming ideas for activities. Scott discussed an attached spreadsheet of activities with a timeline.

- D. **Rev Derrick Hill Letter of Agreement (LOA) with motion to approve.** Dave Head discussed the purpose of sending the red lined and clean version. The document began with the Diocese template. The items in red show the fill in the blanks and the items that were changed. Page 3 covers the compensation which is the stipend, housing allowance and SECA. Since the housing allowance can't be more than the fair rental value of the house plus utilities, that will determine what amount can be listed as such as part of the \$89,000. Dave answered a question clarifying the use of church equipment. The moving expense of \$5,000 is not covered in the budget and the left over money from the search committee budget may be used for this. Dave also discussed the requirement for Rector mentorship and whether there was a cost to the church of this. The LOA does not provide for the church funding this cost.

**Motion #3:** A motion to approve the Reverend Derrick Hill Letter of Agreement. Uno Avisto moved to approve and Joe Johnson seconded and motion was approved.

- E. **2015 Staff and SWEEPSA updates:** Dave Head asked for verification that the parish directory is correct and passed around the updates that he had received.



- F. Stewardship update: Leigh Althaus reported that \$666, 736 has been pledged to date. There have been follow-up contacts with several Parishoners whose pledges that have not been received. Out of the 25 outstanding at year end, there are still 16 that have not been returned,
- G. **Water diversion committee:** This committee is on hold until we receive the engineers report.

**SWEEPSA FOCUS for Vestry Meeting – Evangelism:** Blake Murchison updated on the Evensong at St. Paul's and how St. Timothy's had the best attendance of all the churches there. Blake began his discussion with the Preschool. He has met a couple of times with Susan Lassiter, the director, and Heather Williams the board president. Blake will be attending their board meetings. Susan's concerns were the status of the part-time sexton and noted that the director and teachers are not interested in changing the preschool to a full time day-care. The Butterfly Brunch is coming up in April. Blake is meeting with Jenna later this week to discuss putting together a newcomer welcoming packet and ideas on how we should move forward with social media. He brought up privacy issues with Facebook postings with children involved. Also there was a discussion of permanent nametags as an evangelism tool. Blake mentioned the library committee has been inactive and may need to be revamped. Neighborhood meetings may be a good way to introduce Derrick on a more personal basis to a smaller group if he likes the idea.

**Interim Rector's Report** Father John reported that he will try to move out of the Rector's office around the end of the first week in March so that the office can be spruced up. Clergy vesting and the white board maybe may not need to be kept in the office. Also we might want to consider having a larger Vesting Room. John will be out for the Clergy Lenten retreat on the 2<sup>nd</sup> and 3<sup>rd</sup> of March so he will be moved out of the office that week. Then Jabus Braxton can get the office cleaned up on March 9<sup>th</sup>.

### **Wardens' Reports**

Dave reported that Jabus is meeting with the candidate for part-time sexton this week. Amy Sandy and Jabus both know him and think highly of him. This question of working in the preschool will depend on whether he wants to take on the preschool or continue with the cleaning service and extra hours that Jentry works. Dave noted that Sharon Hamrick is ready to retire as treasurer and Dave asked for ideas for replacement. He also noted that Safeguarding class must be renewed every three years and not every two years. At the next Vestry meeting we need to discuss developing a policy on outside organizations providing insurance. A Parish Forum is coming up this Sunday and the agenda should include the budget and the plans for the transition committee

**Other Business** None.

**Adjourned at 8:59.**



**February 8th**  
**6<sup>th</sup> Sunday in Epiphany**  
8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: McKenzie

**February 8**  
**Mini-SWEEPSA**  
**3:00-6:00**

**February 9**  
**Vestry Meeting**  
6:30 Room 13

**February 15th**  
**7<sup>th</sup> Sunday in Epiphany**  
8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite  
Lock-up: Gaskill

**February 17**  
**Shrove Tuesday**

**February 18<sup>th</sup>**  
**Ash Wednesday**

**February 22th**  
**1st Sunday in Lent**  
8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: MacCoon

**March 1**  
**2<sup>nd</sup> Sunday in Lent**  
8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: Pyron

**March 8**  
**3<sup>rd</sup> Sunday in Lent**  
8:00 a.m. Rite I – Chapel  
9:30 Christian Ed  
10:30 a.m. Rite II – Nave  
Lockup: Rawls

