



## **St. Timothy's Episcopal Church**

### **Vestry Minutes (rough draft)**

**December 11, 2017**

**6:30 pm**

**Room 13**

**Present:** Rev. Taylor Dinsmore, John MacCoon, Bill Chimley, Cathy Pyron, Tonda Rawls, Fr. Derrick Hill, Judith Miller, Beth Hackett, Gary Crister, Chip Langley, John Leavens, Rick Sommer, Kitty Kay, Nancy Ruby, Bill Steverson, Ginger Williams

**Absent:** Buffie Harper, Cathy Robbins

We opened with prayer.

**Visioning focus** – none

**Consent Agenda** - November financials, November minutes, Annual Meeting minutes. John MacCoon moved to accept, Rick Sommer seconded. All approved.

#### **Items for Decision & Discussion**

- 1. Election of officers** - John MacCoon nominated Bill Chimley for senior warden, Kitty Kay seconded, all approved. Cathy Pyron nominated Buffie Harper for junior warden, John Leavens seconded, all approved. The position of clerk was not filled this evening. It was announced that Nancy Ruby would like to step down as treasurer, as soon as a replacement is found.
- 2. Vestry retreat Saturday, Jan. 27** – It was decided to stay on Signal Mtn this year. It will be from the morning until 2 pm, then break, and then go to Fr. Hill's house to possibly meet with the new bishop.
- 3. Personnel change** (1) Communications- Jenna Haines is leaving after 4 years as communications director. This gives us the opportunity to reassess the job, and make appropriate changes, given budgetary concerns. Fr. Hill is recommending reducing this position to a part-time position, and has potentially found someone who would be a good fit for this. It is proposed to reduce The Pointe to a quarterly publication, and go to weekly video announcements. (2) Data base management – Elizabeth Burns has been doing multiple administrative position, which has been difficult with her youth ministry. Fr. Hill is recommending her reducing administrative duties, but keeping data base management, which will work well with her primary duty as youth director. (3) Administrative Assistant and Receptionist – this is proposed as a 15 hour a day job for now. (4) Director of Finance – our current director, Cary Haney, would like to reduce her hours. One way to achieve this is to go to quarterly finance reports, instead of monthly. The administrative assistant can allow her to work with less interruption, which will help her reduce her hours. Fr. Hill is going to update the job descriptions and present them to the personnel committee.

These changes are expected to reduce our budget \$35,000, a 4% reduction. Chip Langley moved that we move ahead with hiring a communication director, giving Fr. Hill some flexibility with salary offer. John MacCoon seconded. All approved. (5) Jessie Pogue wants to leave her paid position at St. Timothy's, as director of Children's Formation by May 2018. We have a recommendation for this position. It is recommended by Jessie Pogue that we can reduce the hours needed by this position to 20 hours from 25 hours.

4. **List of outstanding pledges for phone calls** – 125 pledges are in, 75 are outstanding. We have drafted a letter that could be sent out to these outstanding pledges. We will try this before calling. We are currently at \$560,153 with 125 pledges that are in.
5. **BUAT update** – we are at \$1,424,550. This is staying open until the year's end.
6. **Rental house** – we are going to reduce the rent to \$1900/month to try to fill the house, in keeping with current rental market.
7. **Insurance payment** has come in from the lightning strike. We are updating the phone system, the fire alarm, and sound system because of this!
8. Chip Langley brought up that we need to create a catastrophic plan this year for St. Timothy's, and then educate the parishioners.

### **Rector's Report**

- Thanks to the Vestry for dealing with difficulties of this year. Thanks to Tonda Rawls, Cathy Pyron, John MacCoon, and Rick Sommer for their service.
- Christmas schedule – Christmas Eve: 9 am brunch, 10 am advent 4. 4 pm, Family Service, 7 pm non-incense service, 10 pm incense service. 11 am – Christmas day service at Alexian.
- Service of Light for the Caregiver's Group will be on December 21 at 5:30 pm in the chapel. This is not just for caregivers, but also for any dealing with anxiety and depression and problems, to give these problems to God.

### **Wardens' Report**

- John MacCoon said goodbye, and Bill Chimley stated he is honored to take over as Senior Warden.

### **Other Business**

#### **Closing Worship** – Eucharist

We adjourned at 8:20 pm.