

## Church of the Incarnation Vestry Meeting Minutes

September 25, 2018

**Attendees:** Fernando Dizon, Jim Furness, Elizabeth Gibbs, Kathleen Kane, Patrick Lancaster, Linelle Lane, Steve Layton, Mark Neumann, Bob Priestley, Stephen Shaver, Diane Schoenrock, Nancy Wegge, Peggy Zimmerman; David Jasper, Treasurer; Karen Lockert, Clerk

**Absent:** none

### FORMATION

Meeting called to order at 6:30

Opening prayers and reflections, including our experiences with Centering Prayer

### INFORMATION

**Open comments from members of the congregation:** Robert Young, Organist, presented a detailed report on the need for repairs to our organ. This topic will be considered in depth at the October meeting.

**Approval of Minutes:** August minutes were approved as amended. (Kathleen moved; Elizabeth Seconded; Diane abstained)

The Minutes of the special meeting of June 14 were approved as presented (Elizabeth moved; Kathleen seconded; Fernando abstained).

**Annual Campaign:** Patrick reported that this year's campaign will take place on five Sundays, beginning October 21; in addition, there will be a Harvest Festival (party) October 19, as well as a culminating celebration dinner on November 18.

**Also on the calendar:** Celebration of a New Ministry, October 3; and the wildfires anniversary service on October 7.

**Handbell Fundraiser Update:** The Handbell funding request gathered enough pledges to more than meet the goal of approximately \$7,000 for two octaves of bells. The "extra" money will be used to purchase a few additional bells on the higher and lower range.

**Website:** Stephen Shaver, Alison Cole, Linelle Lane, and Stacy Duval are continuing work to update our website, especially to make it more mobile-friendly.

**Tables of Eight:** Nancy, Kathleen, and Diane reported on the Tables of Eight program.

**Treasurer's Report:** David presented the financial report, and it was approved unanimously.

## DECISION

**MMA (Mutual Ministry Agreement):** After a short discussion, Kathleen moved, and Linelle seconded a motion, which passed unanimously, to approve the three short-term goals for 2018-2019. We noted that this agreement should be considered a “living document”, and should be kept in front of us to review briefly on a monthly basis:

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### Mutual Ministry Agreement

Goals for June 2018-June 2019

By June 2019, we want to have:

1. Begun and made substantial progress on a plan to achieve financial sustainability (here defined as a balanced budget with no more than a 7% draw from the Don and Maureen Green Fund) by 2021.
2. Made and implemented a decision about landscaping, fencing, and/or other options to enhance attractiveness, cleanliness, and security of our Mendocino Avenue frontage.
3. Worked toward a more effective, coordinated, and sustainable use of people’s gifts in our ministries through:
  1. Evaluating, and potentially changing, our vestry committee structure.
  2. Creating a task force on “Ministry Development” that would work with all our ministry groups to create current charters and rosters, organize a periodic ministry fair, and encourage discernment and leadership development.
  3. Creating a task force on “Gathering” that would assess and refine our congregation’s process of inviting, greeting, orienting, and incorporating newcomers.

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**Personnel Handbook edit:** The proposed edit of the Personnel Handbook calendar was approved unanimously:

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- In Section 5.A.I,
  - change the first paragraph to read
    - *The Employer provides eleven (11) days each year as paid Holidays for eligible employees; they are generally: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and the day after Thanksgiving Day, Christmas Day.*
  - Delete the second paragraph.

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## **DISCUSSION**

**Vestry Nominations:** A task force, made up of Patrick, Nancy, Peggy, and Linelle, was appointed to gather names of possible candidates for the 2019 vestry.

**Campus repairs:** Steve Layton, Jim Furness, and Mark Neumann have begun investigating cosmetic repairs to Heavenly Treasures and the possibility of installing a gate across the driveway at Mackey Frame Shop. They will continue working on these.

**Mendocino Frontage:** A task force, made up of Steve, Jim, Diane, Bob, and David (with Mike Hickey also to be invited to join, and with Mark Neumann available to consult and assist) will be set up to seek creative solutions to the issues along the Mendocino Avenue frontage, reviewing fence options and any other possible proposals to enhance safety and attractiveness.

## **CLOSING**

Reflection on tonight's meeting

Prayer for the Close of the Day

**Meeting adjourned: 8:50**

**Next monthly meeting of the Vestry will be on October 23, 2018**

Respectfully submitted,

Karen Lockert, Clerk