

## Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Nov. 13, 2018



**Present:** Sara Palmer, Rector; Bob Benson, Sr. Warden; Elaine Brandner, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry Members: Martin Ganev, Mila Ganeva, John Harper, Lisa Herrmann, Hugo Olaiz and Diana Uhlman

**Absent:** Peter Lindsay, Chris Shoker and Debbie Williams

**Spiritual reflections** were presented by Martin.

**Agenda for 11-13-2018 meeting:** Unanimously approved – Bob moved and Elaine seconded.

**Approval of 10-2-2018 Vestry Meeting Minutes:** Unanimously approved with some corrections. Bob moved and Mila seconded.

### Rector's report – Sara

- **The vision for Holy Trinity**
  - **Sara's vision for HT:** 1) Growing the church in numbers is a priority and involves the entire congregation sharing our faith and making HT an attractive place. 2) Growing in spiritual depth in our relationship with God and one another.
  - **Who sets the vision:** The Rector in collaboration with the Vestry.
  - **What is our vision or mission statement:** Sara reviewed various statements that HT has in a number of places and noted that each is a good statement of intention. However, they aren't consistent or easy to remember. Coming up with a unified focus that can be used in all publications and venues is should be discussed at the March Vestry retreat, she said.
- **Pastoral visits:** Sara visited an elderly parishioner who was hospitalized twice recently. Another parishioner died last month. Sara also met with students and new parishioners.
- **Student Ministry:** Sara stays in touch with students who have attended HT a few times. Four students who came in the past have returned. Student Bible Study continues to grow.
- **Safe Zone 201 training:** Sara plans to attend the November 28 meeting of this group, which reaches out to the marginalized and the suffering, such as the LGBTQIA community.
- **Liturgical, planning and presiding:** Jeff Smith's funeral was held November 3. About 175 people attended.
- **Church Women United:** A worship service was held at HT last Sunday. Sara described it as the single most interracial event in Oxford after NAACP's annual dinner.
- **New Vestry member orientation:** Lisa met with Bob, Elaine, Jim and Sara on November 5.
- **Adult Forum:** Josiah Collins provided an update on what the Black Action Movement 2.0 is doing for racial justice at Miami. Keira Hassel will share her faith story November 18. Art and Advent is the topic of the December 2 Forum.

- **Diocese of Southern Ohio:**
  - Clergy Day was held October 25.
  - Diocesan Convention was November 2-3. Details on the three priorities discussed – racial reconciliation and formation, creation care and evangelism – are in Sara’s Triad article.
  - The Diocese’s “Big Read” will be on the book “A Journey with Luke.” There will be daily readings from Advent through Pentecost. HT will order 20 copies initially. Vestry members suggested that Sara’s sermons touch on Big Read topics, a discussion table be set up at coffee hour and the children do a skit based on the reading.
- **Second stewardship letter:** Due to an unintentional breakdown in communication Sara wasn’t consulted about the writing or sending of the letter. Any questions about it should be directed to Bob, Elaine or Jim.

#### **Lessons and Carols dinner – Elaine**

Rosalyn Benson and Elaine will plan and coordinate arrangements for the Lessons and Carols Dinner on Sunday, December 9 after the 5 p.m. service. Set up will be Saturday, December 8 at 9 a.m. There will be sign-up sheet at Sunday services.

#### **Lay-led Evening Prayer in Advent – Bob**

Lay-led Evening Prayer will be held at 5:15 p.m. daily in the Chapel of St. Bede. Vestry members will take turns leading the service. New guidelines have been distributed, including to follow the Book of Common Prayer as provided. Bob will hold an instructional session after church November 18 and 25.

#### **Revised VPOM instructions – Bob**

A few things have been updated in the VPOM instructions. Bob will retrain anyone who needs to be retrained. Clarification was requested on what time VPOM needs to arrive. This topic will be discussed further and direction will be provided.

#### **Report on Imbus Roofing repairs – Elaine**

Vestry members unanimously approved these repairs in a recent email vote. Elaine reports that the repairs have been completed.

#### **Trustees’ policy for requesting money from the Jordan Fund**

The Endowment Trustees have proposed guidelines for expenditures from the Frank Jordan Fund, which supports special music programs. One change was suggested – removing brackets in #4 around “or the Chair of the Arts Committee.”

Vestry unanimously approved the policy with the brackets removed. Elaine moved and Mila seconded.

#### **October Financial Report – Jim**

Jim said there is nothing remarkable in this report and highlighted the following points: Page 8, last line -- The unrestricted balance is now more than \$15,000, up from -\$11,000 last month. Parishioners have caught up on 2018 pledges, and we’ve received some 2019 pledges.

Question was raised about whether there is an emergency fund to help people in need. Jim noted the Rector's Discretionary Fund (page 8, line 4333) is for that purpose. Sara explained how people are vetted to receive these funds. About 15 people have been helped this year.

Vestry unanimously accepted the October Financial Report. Diana moved and Martin seconded.

### **Proposed 2019 budget – Jim**

Jim presented version 1.0 of the 2019 budget. Vestry will be asked to approve it next month, he said, and it must be in place by Jan. 1, 2019. A final version will be presented at the January Vestry meeting after we know total pledges and contractual obligations. Jim noted the following:

- Numbers in the 2018 Actual column are projections and are key in deciding the 2019 figures.
- The Pledge Income number (line 4110) of \$232,000 is Jack Southard's current projection. That number has been increasing each year but not fast enough. Costs are going up, and HT is doing more. The payments on our bank loan – \$14,000 a year – are impacting our operating budget more each year. As a result, what we have here is an austerity budget.
- There is a negative balance of nearly \$16,000. The Outreach budget of \$4,000 has been zeroed out and the building maintenance fund has been cut in half.
- We haven't had any big bequests and don't have a reserve fund for operating expenses.
- It's not unusual to have a deficit budget, but we need to be clear-eyed about it.

The meeting was adjourned following a prayer led by Martin.

Respectfully submitted,

*Stacey Peterson*

Stacey Peterson, Clerk

Attachments:

The Frank Jordan Fund Expenditure Guidelines