

Vestry Minutes

Holy Trinity Episcopal Church, Oxford, Ohio

Dec. 10, 2019



Present: Sara Palmer, Rector; Deacon, Dave Guilfoyle; Pete Lindsay, Sr. Warden; Hugo Olaiz, Jr. Warden; Jim Michael, Treasurer; Stacey Peterson, Clerk; Vestry members: Martin Ganev, Ken Grabach, John Harper, Lisa Herrmann, Bonnie Mason, Ellen Reister and Margaret Smith; Guest: Steve Elliot

Absent: Chris Shoker

Spiritual reflections led by Lisa

Agenda for 12-10-2019 Meeting: Unanimously approved – Hugo moved; Margaret seconded.

Approval of 11-12-2019 Vestry meeting minutes -- Unanimously approved with changes from Sara – Bonnie moved; Hugo seconded.

Upcoming activities:

- Children's Christmas Service – December 24, 3 p.m.
- Candlelight service – December 24, 9 p.m.
- Christmas Day Service – December 25, 9:30 a.m. in the chapel
- Annual Parish Meeting – February 23
- New Vestry orientation – Wed., March 4
- Vestry Retreat, Glendale Convent – March 21, 9 a.m. – 5 p.m.
- Unity Walk, March 29

Unity Walk – Sara

The Interfaith Center has asked Holy Trinity to host an ecumenical interfaith walk on the afternoon of March 29 as part of the kick off to Better Together week. The walk would be through uptown with stops along the way, including possibly making sandwiches for the homeless at Holy Trinity. Several questions were raised about the details of this walk and Holy Trinity's role. Sara will let the Interfaith Center know that we provisionally approved the idea, but we need more information.

Safe Church Training – Bonnie, John and Ken still need to complete it.

2020 Budget Presentation – Steve Elliott

Steve introduced himself as new chair of Finance Committee and provided a provisional 2020 budget. He noted the following points:

- There is a projected \$9,000 deficit; deficits aren't without precedent at Holy Trinity.
- We expect the actual deficit at the end of the year to be less.
- Church income is mostly from pledges and donations; exact figures are difficult to project.

- The building and people are the church's two greatest expenses; it's difficult to cut funding for either of those.
- Questions about the budget can be directed to Steve or Jim.

Jim made additional comments:

- Vestry can approve this provisional budget and still fine-tune it in January.
- Pledges are coming in slowly, making projections for the year difficult, and some 2020 expenses are still being determined.
- There aren't any significant places to make cuts in this budget.
- The emphasis for Vestry in 2020 must be on fundraising.
- Vestry members should look closely at the provisional budget before the January meeting.

The provisional budget was unanimously approved – Ellen moved; Martin seconded.

November Financial Report – Jim

Pledge income is coming in on track. However, we have only \$43K as cash in the bank. Jim would like a larger cushion.

The November Financial Report was unanimously approved – Hugo moved; John seconded.

Rector's Report – Sara

Community building:

- Vestry members were thanked for helping with the Lessons and Carols dinner and cleanup, along with Pete for organizing the feast.
- Attendance is up for the Episcopal Church Women's monthly lunch, which happens the first Tuesday of every month at 12:30 p.m. at the Knolls.
- A monthly Holy Eucharist is held at the Ferguson's at the Knolls. It's usually on a Wednesday at 2 p.m., near the end of the month. Suggestion was made that maybe other parishioners might like to attend, space permitting.

New people:

- There are several new people attending Holy Trinity, including several new students.
- Vestry members were reminded to look out for new folks and make them feel welcome.

Family Ministry:

- Peter Sturni is taking over as coordinator of Godly Play from Elizabeth Taylor.
- He plans to make shelves to store the Godly Play modules.

Pastoral Care: With the help of Dave Guilfoyle, 12 people were visited in the last month.

Student Ministry:

- Sara plans to go to the Religious Communities Association's December meeting.
- She attended a workshop at McCullough-Hyde Hospital on how to deal with stereotypes.

Diocese: The Annual convention was November 15-16.

Vacation: Sara will be off December 29-January 2 (one Sunday and three vacation days).

Capital Campaign & Stewardship Campaign update – Jim

- We've received 50 pledges, totaling nearly \$180K; \$64K of that has been paid.
- The number of total annual pledges is down so far this year.

Rector's Housing Allowance Resolutions – Jim

The Vestry unanimously approved the following resolution – Hugo moved; Ken seconded:

The Vestry, after discussing the amount to be paid to the Rev. Sara Palmer as a parsonage allowance, on motion duly made and seconded, adopted the following resolution:

WHEREAS the Rev. Sara E. Palmer is employed as a minister of the Gospel of Holy Trinity Episcopal Church, Oxford, Ohio, which does not provide a residence for her,

NOW THEREFORE, THE VESTRY RESOLVES that, of the total compensation of \$79,236.19 to be paid to the Rev. Sara E. Palmer during 2020, \$19,000.00 be designated as parsonage allowance within the meaning of that term as used in Section 107 of the Internal Revenue Code of 1986.

Outreach Commission Report – Margaret

- A report on the Outreach Survey was provided.
- Survey respondents named 10 organizations they'd like to see Holy Trinity continue supporting. The Commission researched nine of them and recommended all share the 2019 Christmas offering. (The 10th organization – Episcopal Relief and Development – will be the recipient of Lenten fundraising.)
- It was suggested that we promote one of these organizations each Sunday as part of the Prayers for the People and the Liturgy. Outreach is considering having people come from the various organizations for Coffee Connections discussions.

Fundraising Committee – Pete

This should be Vestry's top priority in 2020. We need five people to make fundraising a year-round effort and provide strong leadership.

- One suggestion is to create a Fundraising Committee that would encompass the annual stewardship drive as a subgroup (see Mutual Ministry Review (MMR) section below).
- Another suggestion was to increase and improve communication about what it costs to run the parish and what the needs are.
- The Annual Parish Meeting was identified as one venue for more communication on this subject. A suggestion was made to provide a pie chart detailing parish expenses.

New Vestry Person Update – Pete & Sara

Vestry unanimously approved having Karen Ander Francis take over Debbie Williams' Vestry term of one year and three months – Margaret moved; Hugo seconded.

Adult Daycare – Sara and Hugo

The Senior Center is looking for a place to move its Adult Daycare Program. Hugo met with them. He noted some of things at Holy Trinity are perfect for the program, but overall areas such as space, timing and parking wouldn't work.

MMR Guidelines and Benchmarks Subcommittees – Pete

- A summary of the MMR, held October 16, was provided. Three key areas of focus were identified: community, sustainability and social justice. Having a role for youth in all three of those areas of focus is a top priority.
- Vestry must come up with plans for pursuing these areas of focus, naming them, explaining them to the parish and establishing a system to evaluate the process.
- Three groups of two or three Vestry members must ID what we're going to do in each of the three areas of focus, how to market these efforts and measure progress. We need a map of where we want to go.
- Sara and Pete clarified that *community* refers to how we connect with each other and *sustainability* refers to how the parish grows.
- It was suggested that the Post-It notes from the MMR be reviewed and relevant ones be provided to each committee.

Three committees were established:

Social Justice – Margaret, Bonnie and Martin

Parish sustainability – John and Lisa

Community – Ken and Karen

A Fundraising Committee was also established. Ellen and Margaret volunteered for it; John will be part of it in his role heading the annual pledge drive. Pete, Margaret and Ellen will discuss ideas for structuring this committee.

Advent Evening Prayer schedule – Pete

All spots are filled

Adult Forum Topic Planning – Sara

Ann Wainscott is the new chair of the Adult Forum Committee. The Spring forum is set; Sara provided a copy of the plan.

Committee Annual Reports for Parish Meeting – Pete

Pete will let committee chairs know that annual reports are due in early February.

Election Nominee Update – Sara

Senior Warden -- Pete Lindsay

Junior Warden – John Harper

Vestry members – Rosalyn Benson, Glenn Julian and Margaret Smith

Delegates to Annual Convention – Bob Benson, Judy Evans, Margaret Smith and Jack Southard

Memory Café – Sara

This is a joint Miami and community effort to support people with dementia and their care partners. It currently meets at Lane Library and the Oxford Community Arts Center and may meet at the Knolls soon as well. We want to help publicize more about it; Judith de Luce will provide information for the Triad and will speak about it at an Adult Forum.

Comments for the Good

- Pete provided assignments for pledge thank you notes.
- Hugo thanked John for volunteering to run for Junior Warden.
- Martin said he will be studying in Germany next semester.

The meeting was adjourned following a prayer lead by Lisa.

Respectfully submitted,

Stacey Peterson

Stacey Peterson, Clerk