

St. David's Episcopal Church and School  
February 28, 2019  
Vestry Meeting Minutes

Attending: Rev. Will Packard, Ken Courter, David Sheatsley, Mike Martino, Buz Price, Kondeh Greaves, Colgate Solomon, Chris Broadbent, and Tabatha Bragg. Also attending: John Mellish, Allan Steed, Jae Mitchell, Maureen Carey-Back, Carol Bonifant, Julie Hellstrom and Ginny Fecteau.

Rev. Will Packard opened the meeting at 7:04pm and noted that Rev. Mary Kay was absent due to illness.

- Opening prayer led by Carol Bonifant
- Call to order by Rev. Will Packard

Registrar Ginny Fecteau swore in Kondeh Greaves as a new member of the Vestry.

**Parishioner Comment Period** – Parishioners

Jae Mitchell requested an update on the status of getting power to the modular unit. Allan Steed shared that power has been connected to the unit and that a new bid had been received to build the steps and ramp at a cost well below previous bids. Once this work has been completed, the County will need to conduct one final inspection. At this point, no date for completing the work and obtaining the inspection approval has been determined, but Allan is hoping to have the unit fully functional by Easter. *Buz requested that Liz provide him with a timeline for completing all work.*

Decision: Approve February 28, 2019 Agenda - Rev. Will Packard

**Motion:** Move to approve the February 28, 2019 Agenda as presented.  
Motion seconded and approved.

Decision: Approve January and February Minutes

- January 16, 2019 Minutes
- January 27, 2019 Annual meeting minutes
- February 10, 2019 Special meeting minutes

**Motion:** Move to approve Vestry meeting minutes with the changes as indicated on copy in the vestry packet.  
Motion seconded and approved.

**Discussion:** January 2019 GM and Trustees Reports - Allan Steed

- Allan reported that he got the last key to the church from the key holder.
- David expressed thanks to Buz for all work performed on the new signage for the St. David's campus.

- Chris Broadbent's team repaired the power box for the cupola light.
- Allan was asked if the leak in the roof above the sound board had been fixed. He noted that water tests indicated that the leak had been repaired, but that it appears the leak is wind and rain driven.

**Motion:** Move to approve the GM and Trustees reports.  
Motion seconded and approved.

Decision: Approve January 2019 Treasurer's Report

**Discussion:** John Mellish provided an overview of the report and responded to general questions.

**Motion:** Move to approve the Treasurer's Report.  
Motion seconded and approved.

### **Standing Committee Reports (as needed)**

Marketing - Buz Price

- Buz reported that the Marketing Committee is in the process of reorganizing and that the next marketing opportunity comes with the publicizing and promotion of the upcoming March 10<sup>th</sup> Music at Belmont concert at St. David's.
- Work of the Marketing Committee clearly supports the church's fundraising efforts.

Welcome/CONNECT – David Sheatsley

- Buz distributed copies of the CONNECT Team report prepared by Philip Martin.
- David noted that minutes from the most recent Welcome/CONNECT Team meeting were contained in the vestry packet.
- David presented highlights of the report, including the number of new newcomers (18) and family units (13) hosted by Philip and Donna at Coffee CONNECTS held during the past three months and the total number of such events held since its inception in November 2017.
- David read the portion of the report that focused on the outcome of the Coffee CONNECTS, noting that attendees have become engaged in a wide range of activities and ministries of St. David's.
- David noted that the Welcome Committee needs more volunteers and better representation from Vestry at the Coffee CONNECTS. Tabatha asked when the next newcomer orientation will be held (March 3<sup>rd</sup>) and the next Coffee CONNECT. Tabatha indicated that it would be helpful if dates for these events were more readily available and promoted to ensure Vestry attendance.
- David noted and thanked Ginny for establishing the Welcome ministry many years ago.

## **Special Committee Reports (as needed)**

### Communications Task Force: Buz Price

- Buz noted that the work of the Communications Task Force has been completed and its analysis presented at the January 16<sup>th</sup> Vestry meeting. The baton has been passed to a new Communications Committee, which will be established.
- St. David's had very vibrant Communications Committee years ago, but it has languished in recent years.
- Liz has three solid volunteers, but could use more assistance.
- Kondeh asked if youth would be willing and able to help and the answer was "yes" and that one student is providing assistance by working at home.
- Buz was asked what kind of experience or training was needed for the volunteers. He noted that most volunteers are familiar with Microsoft Word, but not as familiar with Microsoft PowerPoint, which is one of the best tools for creating marketing materials.
- Buz acknowledged and thanked Julie's daughter, Margaret, for her work on the pre-school website.

### Alternative Funding Committee – Mike Martino

- Mike gave a brief overview, especially for new vestry members, of the Alternative Funding Committee as a potential new revenue source to construct a parish hall.
- He mentioned that the Ashburn area has a wide range of companies that offer philanthropic programs as a source for funding the construction, such as JK Movers.
- Mike will be presenting detailed information at the next vestry meeting.

### Safety and Security Committee – Mike Martino

- A Safety and Security Plan for St. David's is in draft form and will be finalized.
- Mike mentioned that about 25 people attended an "active shooter" meeting held at St. David's, which included representatives from the Loudoun County Sheriff's Department and the FBI. The threat of churches experiencing an active shooter is small, but one must still be prepared to respond in the event one occurs.
- The new security system is operational and the alarm is armed from midnight to 6:00am.
- Mike stressed that St. David's has become a significant new venue for events, such as concerts and noted that about 450 people, most of whom were not members of St. David's, attended a recent concert.
- With regular church attendance, in addition to these special events, St. David's should be prepared to deal with medical emergencies, which led to information Mike had compiled about the need for Automatic External Defibrillators (AEDs).
- Mike highlighted his analysis of AEDs, noting that St. David's needed two AEDs to shorten response time to a medical emergency.

- Mike also announced that an anonymous parishioner had offered to pay for two AED units.
- Vestry members were asked to indicate, by a show of hands, support for the need of two AEDs. Support was unanimous.
- Members were then asked to indicate, by a show of hands, support to purchase such units. Support was unanimous.
- Mike was thanked for his time and effort in support of this project.

**Motion:** Motion was made that St. David's intends to purchase two AED units from Heart Sine at a cost not to exceed \$2,100 with actual costs not to exceed \$500 out of an account to be designated. [Note: This "intended" purchase was approved with source of funding to be decided to allow Mike to purchase the units at a reduced price offered until the end of February.] Motion seconded and approved.

### **Rector's Report – Fr. Will Packard**

- Held Eucharist twice at Falcon's Landing
- Held Eucharist twice at Lansdowne Woods
- We had three baptisms with two immersions
- One funeral for Beth Gardner
- Fr. Will launched the Sustainable Youth Ministry Committee, which will oversee all components of youth formation with Fr. Will
- Maureen had the first meeting of the team to plan Sunday School for September
- Family ministry had a game night that was very well attended
- Messy Church explored the Parable of the Good Samaritan
- There was an Episcopal 101 session for which 15 people were in attendance
- There are two people currently enrolled in the Adult Confirmation Class
- Fr. Will is preparing, with Lay Catechists Michael Martino and Betsy Woodruff, 16 youth for Confirmation on March 31

Looking forward:

- We are preparing for Ashes to Go on Ash Wednesday
- 30 Good Minutes will begin on March 3<sup>rd</sup> and is following in the footsteps of Jesus
- We added a family service for Ash Wednesday
- The Bromley "Let there be Light" event is on April 13 (the Evening of Elegance)
- During Lent, the Opioid/Addiction Group will begin on March 11 in partnership with St. Gabriel's
- The Race and Reconciliation group, Becoming Beloved Community, will begin its new class on March 13
- Communion Class begins in March
- The REACH Talent Show is on the evening of March 16

## **New Business**

### **Discussion:** Prevention of Abuse Training – Sr. Warden and Vestry

- Under Canons of the Episcopal Church, new Vestry members (and others working around youth) are required to take Prevention of Abuse Training.
- Although available online, it is recommended that the training is received in person.
- Buz is to follow up with Karl Colder to set up dates for the training.
- Certificates of completion are kept by Liz in a church office file.

### **Discussion:** Vestry Committees and Liaisons – Sr. Warden and Vestry

- Buz opened discussion about Vestry Committees and Liaisons with Vestry members indicating their desire to serve on the various committees. The results are:

Marketing Committee Liaison: David Sheatsley

CONNECT Committee Liaison: Tabatha Bragg

Communications Committee Liaison: Kondeh Greaves

Stewardship Committee Liaison: Conrad Jones (Buz to confirm with Conrad)

Planned Giving Committee (as Stewardship sub-committee): Ken Courter

Fundraising Committee Liaison: Mike Martino

Nominating Committee Chair: Buz Price as Sr. Warden; Ken Courter as member

Finance Committee Liaison: Conrad Jones as liaison and Theresa Luby as chair

Budget Subcommittee Chair: Theresa Luby

Audit Subcommittee Chair: Jennifer Manning

Spiritual Space Committee Liaisons: Chris Broadbent and Colgate Solomon

Youth Ministry Committee Liaison: Colgate Solomon

- Buz thanked the members of the Vestry for their willingness to step forward and serve.

### **Discussion:** Vestry Volunteer to serve as Diocesan Liaison – Diocesan Liaison

- We need to select one voting member to serve as a liaison to the Diocesan Convention.
- Selection will be made at the next Vestry meeting.

### **Discussion:** Nominations for Delegate to Conventions – Diocesan Liaison

- We need one voting delegate and one non-voting alternate.
- Will vote on the nominees at the next Vestry meeting.
- Nominees do not have to be a member of the vestry.
- Convention is now held in November.
- Ginny suggested that Vestry members could go onto the Diocesan website and view the Canons regarding convention delegates.

**Spiritual Discussion** – Rev. Will Packard

**Executive Session** – Sr. Warden, Buz Price

The Vestry entered into an executive session to consider clergy housing resolutions for calendar year 2019.

**Discussion:** 2019 Housing Resolutions

Return to Open Session – Sr. Warden, Buz Price

Decision: Approve 2019 Housing Resolutions

**Motion:** Approve the 2019 Housing Resolutions as presented.

Motion seconded and approved.

**Open Discussion – Vestry**

No topics discussed.

**Closing Prayer – Chaplain**

**Adjournment** – Rev. Will Packard (9:15pm)

Respectfully submitted:

Virginia M. Fecteau  
Register