

St. David's Episcopal Church and School
March 20, 2019
Vestry Meeting Minutes

Attending: Rev. Mary Kay Brown, Rev. Will Packard, Ken Courter, Conrad Jones, David Sheatsley, Mike Martino, Buz Price, Kondeh Greaves, Colgate Solomon, and Tabatha Bragg. Also attending: John Mellish, Allan Steed, Theresa Luby, Liz Whitlock, Marilyn Tracy, Jae Mitchell, Maureen Carey-Back, Carol Bonifant, Karen Knox, Anne-Marie Lanius, and Ginny Fecteau.

Rev. Mary Kay opened the meeting at 7:03pm.

- Opening prayer led by Carol Bonifant
- Call to order by Rev. Mary Kay Brown

Parishioner Comment Period – Parishioners

- David Sheatsley spoke on behalf of two visitors who had approached him to point out that St. David's does not have its service schedule posted anywhere outside the church.
- Jae Mitchell asked if St. David's has a smoking policy for the campus, since people were smoking the other night just outside the doors to the church. We used to have signs indicating that St. David's was a smoke-free environment. It was noted that members of the band for the 9am Sunday service smoke on the property. Conrad Jones asked if "vaping" is considered to be smoking.
- Carol Bonifant handed out two recent articles about evangelism and growth from the *Virginia Episcopalian* magazine. She suggested that Vestry members read the articles and pay particular attention to Key #3 from the "Becoming a Neighborhood Church" article.
- Kondeh Greaves reminded members that the "Evening of Elegance" fundraiser for the Bromley School will be held on April 13th to raise funds for a solar panel program. Matching funds are available.
- Conrad Jones asked who comprised the Worship Committee to plan our services. Rev. Mary Kay Brown said that the committee was comprised of clergy, the music director, staff, etc. Conrad said that he had watched a worship service on TV while he was away and the church provided about two minutes for each ministry to thank people for their support and to provide information. Conrad noted that this kind of program could be used to give parishioners an update on the status of stewardship. He asked that the Worship Committee explore the possibility of providing ministry updates.
- Theresa Luby reminded Vestry members that the packet of material included a calendar of events and suggested that members of the Vestry should attempt to attend as many events as possible. She noted that only one Vestry member attended the REACH auction and talent show and expressed concern that St. David's was moving away from "family" and was failing our youth and children right now.

Administrative Items

Decision: Approve March 20, 2019 Agenda - Rev. Mary Kay Brown

Motion: Move to approve the March 20, 2019 Agenda as presented.
Motion seconded and approved.

Decision: Approve February 28, 2019 Minutes

Motion: Move to approve Vestry meeting minutes.
Motion seconded and approved.

Discussion: February 2019 GM and Trustees Reports - Allan Steed

- Allan Steed thanked volunteers for assistance in replacing a shelf/cabinet that had come loose from the wall.
- Buz Price asked about the status of the steps and ramps for the modular unit. Liz Whitlock said that she is still working with the County and hoped to have final approval from them perhaps this week, at which time the contractor can purchase the necessary supplies to begin work. After the work is completed, the floors still need to be vacuumed, buffed and sealed. Conrad asked if that work could proceed while we wait for construction of the ramp and steps. Liz said that the stairs would need to be in place in order to haul equipment into the unit.
- Marilyn Tracy noted that the two AED units had been installed and thanked Allan Steed and Mike Martino for their help. Mike reminded the Vestry that training for using the AEDs would take place on April 6th and costs \$55 for the training.
- Mike Martino said that if you hadn't seen the church parking lot at night that the new lights had been installed and are so bright that it looks like daytime and limit shadows. Mike recognized Chris Broadbent for help in replacing the lights.

Decision: Approve February 2019 Treasurer's Report

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

- The Vestry had a number of questions about the Finance Report with John Mellish noting that Lisa Gager had encountered some corrupt files and had been working closely with the QuickBooks help desk to resolve the issues.
- Conrad Jones asked about how YTD pledges could be at 94% and, yet, Totals YTD could be at 100%.
- Theresa Luby stated that she didn't think the February actual were accurate and, given the number of unresolved questions, suggested that the Vestry postpone approval of the Treasurer's Report until the April Vestry meeting.
- Rev. Mary Kay Brown agreed that approval would be tabled until the next Vestry meeting.

Rector's Report – Rev. Mary Kay Brown

- Rev. Mary Kay announced that Vestry Register, Ginny Fecteau, was stepping down from her role in taking the minutes of Vestry meetings, but would continue to serve as the group's parliamentarian ("Mrs. Robert's). Those in attendance gave Ginny a standing ovation;
- Mary Kay's sabbatical will begin on April 27th with a month-long trip to the Holy Land and return after a much-deserved rest on August 5th;
- Started "30 Good Minutes" averaging 20-25 adults and 19-25 children;
- Started Opioid Epidemic conversation in conjunction with St. Gabriel's;
- Started the second round of the "Becoming Beloved Community" conversations with 26 in attendance;
- Worked on the Financial Standard Operating Procedures, Security Policy and met with the wardens;
- St. David's hosted the Northern Piedmont Regional meeting with representatives from five Episcopal Churches in the region;
- Maureen Carey-Back and Rev. Mary Kay taught the First Communion class;
- Re-started a pastoral care team with Fr. Will Packard and Maureen;
- Met with the wardens on enhancing volunteer support and appreciation;
- Mary Kay expressed thanks to members of the Brotherhood of St. Andrew for helping to make the Shrove Tuesday Pancake Supper a tremendous success;
- Conducted Ash Wednesday services at noon, 6pm and 7:30pm – the 6pm Ash Wednesday service was added this year;
- Maureen conducted "Ashes to Go" on Ash Wednesday;
- Planning for the visit from Bishop Ihloff on March 31st for confirmation; the Bishop likes to meet with Vestry members as part of his church visits; Mary Kay asked Vestry members to consider joining clergy for lunch with Bishop Ihloff following the 11am service;
- The adult confirmation class has concluded;
- Mary Kay recognized last Saturday's REACH auction and talent show and Jae Mitchell said that the auction had generated about \$4,000 in support for the program.

Coming Up:

- Bishop Ihloff 's visit on March 30-31st;
- Holy Week/Easter preparation;
- Planning her sabbatical;
- "Evening of Elegance" Bromley School fundraiser.

New Business

Discussion: Financial Standard Operating Procedures – Theresa Luby and Rev. Mary Kay Brown

- Mary Kay thanked Theresa Luby for her time and effort in pulling this significant document together.
- Conrad Jones had the following comments and questions:
 - Noted on page 8 that wording for the STAMP fund is the same as that for the Repair Reserve Fund. Theresa noted that there is about \$2,000 in the STAMP fund.
 - Noted that the description of the Endowment Fund (pg. 9) states “These funds are not open for use by the Vestry or any other entity at St. David’s.” His point is that, if the fund is not open to any entity, how does one access monies in the fund. Theresa said that the monies can be accessed through changes to the wording and that about \$10,000 is currently in the account.
 - Noted on page 14, under “Annual Budget Process,” that it states that the “finance committee will present a budget for *church* adoption at least one month before January 1 of the next fiscal year.” He asked if we intended to say “church” or “vestry.” Theresa said the report will be changed to reflect that the finance committee will present a budget to the *Vestry* for adoption. This means that work on the budget for the following year will begin around the start of August, which is much earlier compared to previous years.
 - Is “Accounting Administrator” the proper title for Lisa Gager, since she is more of a bookkeeper and not an accountant? Theresa and Karen responded that the title was correct, since it covers all of her responsibilities.
- Kondeh Greaves asked who the General Manager, Parish Administrator and Accountant are. Mary Kay responded with Liz Whitlock and Karen Knox raising their hands.
- Focusing on page 10, Buz Price asked if St. David’s should put a limit on the number of credit cards issued to ministry leaders and if all existing credit cards were permanent. Liz Whitlock responded that there were currently 12 church credit cards in existence, with only two in the hands of ministry leaders (Mike Gibson and Fr. Will Packard). All are permanent, in that it is not possible for someone to “check out” a credit card for occasional use. Before any credit card can be obtained, the request must first be approved by Rev. Mary Kay and she is not likely to approve such a request. Anne-Marie Lanius noted that all preschool purchases are made via credit card.

Decision: Approve the Financial SOP

Motion: Move to approve the Financial SOPs as amended
Motion seconded and approved

Discussion: Diocesan Alternate Delegate Nomination

- Ginny Fecteau asked Kondeh if she would be willing to have her name placed in nomination;
- Buz Price, after text approval from the nominee, placed Darren Prosper’s name for consideration.

Decision: Approve Darren Prosper to serve as the Diocesan Alternate Delegate

Motion: Move to approve Darren Prosper as the Diocesan Alternate Delegate
Motion seconded and approved

Discussion: Purchase of two AED units for preschool and church – Mike Martino

- Buz Price noted that the Finance Committee had reviewed the purchase of the two units and recommended that the \$500 spent on boxes to house the units be paid out of line item 6602-02 with no change to the budget and that the description of the line item be changed from “Fire, Security and Permits” to “Fire, Security, Safety Permits.”
- The Vestry thanked Mike Martino for taking the lead in making St. David’s Church & School a much safe environment.

Motion: Mike Martino moved to purchase two Automated External Defibrillators at a cost not to exceed \$500 with charges to line item 6602-02, “Fire, Security, Safety Permits.”

Motion seconded and approved

Discussion: 2018 Parochial Report for St. David’s

- David Sheatsley thanked Karen Knox and Lisa Gager for their time and effort in completing the Parochial Report.
- Karen Knox highlighted some of the positive changes between 2017 and 2018.

Motion: Move to approve the 2018 Parochial Report.

Motion seconded and approved

Discussion: Church Attendance Study and Analysis – David Sheatsley

- David addressed key findings of the analysis of attendance and visitation trends for St. David’s for 2016, 2017 and 2018, including –
 - Sunday attendance averaged 291 in 2018 – a 26 point gain and the first increase in ASA since 2014 (306);
 - Of concern, is the continued decline in Average Sunday Attendance for the 9am service, having fallen consistently from 185 in 2014 to 127 in 2018 and the drop between 2017 and 2018 is the largest single year decline since 2014.
 - No doubt about it that the establishment of the Saturday@Six service is not only a success, but helped our overall ASA numbers for 2018, with a very healthy ASA of 48.
 - Moving from averages from volumes, almost 19,000 people walked through the doors of St. David’s to attend a worship service – up 9% over 2017. Excludes non-worship special events, such as the Belmont Concert Series.
- Conversation focused on the declining ASA for the 9am service and the need to gain an understanding for the consistent declines.
 - Buz Price noted that the 11am service seems to be attracting more young children than it has in the past and Maureen indicated that kids wanted to sleep in;

- Ken Courter and Kondeh Greaves suggested that we need to understand what the 9am worshippers are looking for and that perhaps a task force could be created to study the issue;
- Conrad Jones wondered if the “whiz bang” of the band is wearing off, since many churches in the area have such bands;
- Mike Martino noted that research shows that post-Millennials tend to be more “traditional;”
- Anne-Marie said that in her experience with the preschool and church, it comes down to connections and relationships; parents want to see and talk with their friends and the children want to spend time with their friends; without these connections, it’s difficult to get families with children into church.

Old Business

Discussion: Updated Vestry Committee Liaisons – Sr. Warden and Vestry

- Buz Price suggested that Vestry Liaisons should have the responsibility for finding members for their respective committees and set up a meeting of current and potential members who would select a chair;
- Changes from last meeting include Colgate Solomon as Stewardship liaison and Conrad Jones as Finance Committee liaison.

Discussion: 2019 Focus (Spiritual Space, Fundraising, Evangelism, Planned Giving)

- Buz Price reminded the Vestry members that it had identified Spiritual Space, Fundraising, Evangelism and Planned Giving as the four foci for 2019;
- Announced that the Vestry quarterly meeting would be held on Saturday, April 13th from 10:30am – 1:00pm with a light lunch served;
- Meeting will include a presentation of a financial analysis prepared by Mike Martino;
- Ken Courter announced that St. David’s will be represented at the April 27th Health and Wellness Expo, along with other area churches, with the booth “manned” by members of the Brotherhood of St. Andrew;
- Buz suggested that members review the fundraising calendar.

Closing Prayer – Chaplain

Adjournment – Rev. Mary Kay Brown (9:17pm)

Respectfully submitted:



David Sheatsley
Junior Warden