**St. Brendan the Navigator**

**Minutes of the Vestry Meeting**

**August 13, 2019**

Present: Lis Ingoldsby, Josephine Jacob, Barbara Kourajian, Miriam Antich, Meg Graham, Tom van Buren, and Father Edward Dufresne. Bill Scaife was present by conference call.

Senior Warden Lis Ingoldsby called the meeting to order at 10:04 a.m. She welcomed Fr. Dufresne and Bill Scaife to the meeting. Meg Graham offered an opening prayer.

**Review and Acceptance of the Minutes from the July 11th and July 31st Meetings**

Meg moved to accept the Minutes of the July 11th meeting; Tom seconded the motion. A question was raised on when the amount for the Stewardship Appeal was discussed. This was not noted in the Minutes and there was a question when/if the discussion happened. No changes were made to the Minutes. The Minutes were approved.

Meg moved to accept the Minutes of the July 31st Special Vestry Meeting; Miriam seconded the motion. The Minutes were approved.

**Review of July Financials**

Bill Scaife, newly elected Treasurer, stated we are doing well financially. We are over what we anticipated by about $12,000 (it was noted that our income is front-loaded). There are no red flags.

Fr. Dufresne noted that trust requires communication and communication requires transparency. He recommended the Financials be posted on the bulletin board after Vestry review at their monthly meeting. A complete and full report of the previous year’s Financials should be included as part of the Treasurer’s Report in the Annual Report.

Lis commented that quarterly financial reports have been given in the Newsletter. It was suggested this practice continue, and that Bill should decide whether this is done in the Newsletter or by a special email to pledging and active members. The report should give the congregation an idea of where we are – what can we celebrate and what our challenges are.

Lis said we need to check when the last Quarterly Report was given. She asked Bill to draft a policy about communicating our financial situation that we will review at our September meeting.

Lis and Bill both spoke to the idea of a chart to show the progress of our Stewardship Appeal.

**Review of Annual Meeting and Bishop Brown’s Visit**

Annual Meeting: Several members of the congregation expressed their disappointment to some Vestry members that the 2018 Financials were not included as part of the Annual Report. There was also disappointment around the Nominating process – some expected to make nominations from the floor and that did not happen; some wanted a more open process and felt excluded/side-lined. Barbara noted the Nominating Guidelines need to be revisited to accurately state the terms of office as defined in the Bylaws.

We talked about the general nature of the Annual Meeting and how to balance this business meeting with a more open discussion of what parishioners would like to talk about. Various ideas were mentioned for the future: a Saturday morning meeting with breakfast, a two-part meeting (business and then discussion), and more explanation up front about expectations for the meeting.

Bishop Brown’s visit: Everyone felt this was a very positive meeting. Barbara mentioned this was good preparation for his future official visit. Fr. Dufresne added it was nice to see a partnership being developed.

**Review of Ministries for 2019-2020**

Review of Ministry Members and Chair Responsibilities

Barbara raised a concern from the Worship & Music Ministry about the selection of ministry chairs. There was opposition to the protocol that the ministry chair “Be appointed, by the Vestry in partnership with the Priest in Charge in consultation with the members of the Ministry.” The sticking point was “be appointed.” Discussion followed on why we drafted this language for the Ministry Descriptions. Fr. Dufresne said that if folks decide who their leader is, it may not be in the best interest of the church; then again, the Vestry should not impose. He stressed this is a partnership, a consultation between the Vestry and the Ministry.

Barbara moved the selection of the Ministry Chair under “Ministry Members and Chair Responsibilities” for each Ministry be changed to read:

*“Be appointed, by the Vestry in partnership with the members of the Ministry and the Priest in Charge.”*

Meg seconded the motion. The motion passed. Fr. Dufresne concluded the discussion by saying that all three – the Vestry, the Ministry members, and the Priest in Charge – need to agree on the ministry chair; Vestry has the responsibility for oversight of the Ministries and this is the reason the Vestry retains the power of appointment.

Barbara will revise the Continuing Resolutions to reflect this change.

Consider Candidates for Ministry Chairs

Vestry is asking the liaison to work with the Ministry chair to convene a meeting to discuss the chairmanship going forward. We are also asking the Ministry to review the “Challenges and Opportunities” document compiled for Bishop Brown’s visit and to set priorities for the coming year. Lis asked each Ministry to consider who isn’t signed up that should be signed up for that particular Ministry. She said each Ministry needs to recruit one or two new members.

There was discussion about creating a separate ministry for Hospitality and Welcoming. Lis asked Miriam to cobble together a ministry description that we will consider at our next meeting.

**Ministry Updates**

Building and Grounds

Meg reported the following:

* We have one paved area in front, the other is coming in the back.
* We haven’t acted on the doorbell idea.
* We have someone signed up for external painting.
* More parishioners have signed up for the Building and Grounds committee.
* The basics are completed in the Library (all the furniture is moved). A committee of Jo, Tom, and Meg need to look at piano access.

Meg mentioned the property for sale next to us and the possibility of making an offer on the land in back of the building to be used for parking.

Outreach

Tom mentioned the H.O.M.E. craft sale tentatively scheduled for this Sunday. We felt this was too soon for adequate publicity and asked Outreach to set a new date.

**Search Committee Update**

Lis referred the Vestry to the most recent update in the Newsletter.

**Personnel Committee Update**

Lis reported two women who work together have been hired to clean the church. They started on August 9th.

Connie Mayo’s salary has been increased.

**Other Business**

* Hall Rentals: We need a staff person or a rotation of people to be present for events. This item will be added to the September agenda.

Our next Vestry meeting will be Friday, September 13th at 10:00 a.m.

We closed the meeting by reading the Prayer of St. Brendan together. The meeting adjourned at 12:13 p.m.

Barbara Kourajian,

Clerk