St. Patrick’s Episcopal Church  
Vestry Minutes  
January 23, 2017

Following a Vestry Bible study, the meeting was called to order at 7:03 p.m. Present was: Cynthia Garman, Interim Rector, John Syme, Senior Warden, John Ritter, Junior Warden, Jan Krumel, Charlotte Lafon, Laurie Smith, Bob Smith, Julie Lynch, Beryl Frey, clerk of the Vestry.

I. Approval of the Minutes  
Minutes of December 5, 2016 - Motion to approve the minutes as amended was made and seconded and carried unanimously.

II. Treasurer’s Report  
December Financial Statements - Julie Lynch reviewed the year end financial statements with the Vestry. They were received as information only.

III. New Business  
A.) Peter May, chair of the Search Committee attended the meeting and gave the Vestry an update on the Search Committee selection process. He also reported that Canon Catherine Massey from the Diocese will be meeting with the Search Committee on Thursday, February 2nd.

IV. Interim Rector’s Report  
A.) Cynthia Garman reported that she has been welcomed kindly into the community and has enjoyed meeting people. She is glad to see that many are wearing their name tags. Cynthia urged the Vestry to make sure that everyone who is required get the Safe Church Training completed. She asked the Vestry to think about things they want to be working on during the interim period.

V. Ministry Reports  
A.) Building and Grounds - Bob Smith reported that all doors have been rekeyed and the property signs are completed. He noted there are some ballasts that need to be replaced and he is working on having that done. Bob reported that the emergency lighting in the Sanctuary is currently not working. Lastly, he reported that we are still having issues with the Cram Medical Building depositing medical waste and garbage into St. Patrick’s dumpster. He will speak with the building manager.
B.) Communications - Laurie Smith reported he will be scheduling a meeting with Cynthia Garman to discuss communications. He also reported that Communications continues to work on search engine optimization, focusing on the preschool.
C.) Finance - John Ritter stated that his report was covered under the Treasurer’s Report. Nothing additional.
D.) Outreach - Charlotte Lafon reported that 7 persons were trained as reading buddies this past Sunday. She also reported that Give Hope Global presentation was well attended.
E.) Parish Life - Jan Krumel reported that she is continuing to finalize plans for the Kanuga retreat February 25 and 26.
F.) Worship Support - John Syme reported that 2 people have dropped off from the rota but 4 were added. Some training with Mother Cynthia for chalice bearers needs to be completed. A rota is being developed that would only cover 6 weeks to allow time to get new folks trained. Bob Smith noted that Usher Teams have been reduced from teams of 4 to 2. John Syme stated that Raymond Fulton intends for the Usher teams to recruit volunteers to assist on Sunday mornings. Cynthia Garman added that she has requested that the Eucharistic Prayer be changed during the season of Epiphany from Prayer D to Prayer A. The change went into effect on January 22nd. She also reported that she has requested that the altar be moved slightly forward on the carpet.

VI. Other Business
A.) Church keys - Bob Smith reported that Jon Ramsey has requested his key to the building be upgraded from an entry level key to a master because he covers Person of the Day duties for Rick Krumel when Rick is absent. A motion was made and seconded to upgrade Jon’s key to a master. The motion carried unanimously.
B.) Window Replacements - Bob Smith reported that three of the large windows in the Sanctuary are in need of replacement at a cost of $890 per window. There is also one of the smaller top windows needed replacement at a cost of $375. Total cost to replace all windows would be $3,045. We have received a gift of $1,000 designated for this project. John Ritter motioned that all the windows be replaced and the balance of $2,045 be taken from budget surplus monies. The motion was seconded by Jan Krumel and carried unanimously.
C.) 2017 Operating Budget - John Ritter presented the 2017 operating budget. He moved that the Vestry approve the budget. The motion was seconded by Charlotte Lafon and carried unanimously.
D.) Surplus Funds - John Ritter reported that we have ended the past couple years with budget surpluses, totaling approximately $84,000. John Ritter motioned that of the $84,000, $30,000 be committed to the Rector search, another $30,000 banked against possible year-end shortfall, which would leave roughly $24,000 to pay down debt. The motion was seconded by Jan Krumel and carried unanimously.
E.) Discretionary Fund - John Ritter moved that Cynthia Garman’s name be added to the St Patrick’s Discretionary Fund. The motion was seconded by Bob Smith and carried unanimously.
F.) Kanuga Vestry Retreat - The wardens and interim will put together an agenda for the retreat. John Syme asked Vestry members to pick 3 short-term specific issues they would like to work on and send them to him.
G.) Annual Meeting - February 5th. Elect three persons to serve on the Vestry
H.) St. Patrick’s signature event - The youth have a lot of energy around an event on March 18th that would include a traditional St. Patrick’s dinner, talent show and silent auction or raffle. Tickets would be sold. Cynthia will look at a celtic liturgy for Sunday, March 19th and Jan Krumel will look into a lunch after service that day.
I.) Photographs - Once the interior refresh was completed in 2016, a lot of folks have requested that we find a way to display photographs of members of the parish. It was suggested that a rolling sign board might be the way to go. A motion was made and
seconded to investigate the possibility of a moving sign board for the purpose of displaying photographs.

J.) LEAD Nugget - John Syme asked the Vestry to review the LEAD document again, specifically looking at Vestry Leader job description page.

K.) Calendar Review - February 2 - Canon Catherine Massey to meet with Search Committee.

VII. Action Items
- Beryl to look at Safe Church Training requirements for children and adults.
- John Syme to get more information on youth St. Patrick’s signature event (completed).
- Jan Krumel - Explore ideas for St. Patrick’s day service on March 19
- Jan Krumel - Put out a call for photographs. Talk to Bob Millikin about costing out and design of sign board.
- All - Review LEAD document for possible short-term topics. Send to John Syme for Kanuga retreat.
- Cynthia - Develop a celtic liturgy for St. Patrick’s day
- All - Annual reports are due to the office by February 1st.
- Cynthia and Jan Krumel - Meet to discuss Maundy Thursday.

VIII. Adjournment
- A.) A motion to adjourn the meeting was made and seconded. The motion carried unanimously and the meeting was adjourned at 9:35 p.m. and closed with prayer.

Minutes Respectfully Submitted by,

Beryl Frey
Clerk of the Vestry