

**St. Brendan the Navigator
Minutes of the Vestry Meeting
August 15, 2017**

Present: Lis Ingoldsby, Josephine Jacob, Pete Dane, Richard Paget, Miriam Antich, Barbara Kourajian, and Father Edward Dufresne

Senior Warden Lis Ingoldsby called the meeting to order at 3:00 p.m. Fr. Dufresne offered an opening prayer.

Minutes

Pete Dane moved and Miriam seconded to approve the Minutes of the August 7th Vestry meeting. Motion passed.

A clarification – the Special Congregational Meeting on Sunday, August 13th was actually a continuation of the July 30th Annual Meeting. This will be communicated to the congregation in The Navigator. The congregation will vote to approve the minutes from both of these meetings at the Annual Meeting next July.

The Clerk is to give proper notification of the next Parish Meeting on September 10.

Business

- Pete Dane presented the Financial Report as of July 31, 2017. He reported it is too early to be definitive where we are. Income is distorted high and expenses are distorted somewhat low, so we cannot assume the present figures are where we are going to end up. It doesn't appear we will be able to pay off our Diocesan assessment in full.

- Pete read the Signatory Resolution:

With respect to the Checking Account (76503656) and the Capital Account (76515484) held at Bar Harbor Bank & Trust, the following persons are authorized to sign checks and withdraw funds:

1. Elisabeth Ingoldsby, Senior Warden
2. Nathan Dane III, Treasurer
3. Carolyn Mor, Bookkeeper

With respect to the Rector's Discretionary Fund Account (76508828) held at Bar Harbor Bank & Trust, the following persons are authorized to sign checks and withdraw funds:

1. Elisabeth Ingoldsby, Senior Warden
2. Nathan Dane III, Treasurer
3. Carolyn Mor, Bookkeeper

Miriam seconded the resolution and it was approved. Fr. Dufresne said we should give Carolyn Mor an official position. Pete said her name and position are stated on the Certificate of Authorization.

- Lis reported she had a conversation with Michael Ambler regarding the use and availability of supply priests, as well as shared an update on the Vestry's Renewal Plan work with Fr. Dufresne.
- Discretionary Fund will remain at the discretion of the Senior Warden. If Lis has concerns, these can be discussed in Executive Session.
- Safe Church Training: The Diocese strongly encourages the Vestry to take this training. Miriam handed out information on the training and said this can be completed online. Lis asked everyone to complete this training by the September 19th Vestry meeting.

Renewal Plan and Discussion of Next Steps

▪ Communication

Fr. Dufresne stressed the importance of communication in this process of Renewal. He suggested using a good-looking and well-functioning email piece as a primary communication vehicle, and he felt The Navigator fills this bill. He suggested we put a link in the newsletter to the website. Miriam reported that only 50% of our parishioners read The Navigator. Fr. Dufresne asked if we could add an additional request to our daily praying: "please read the weekly Navigator."

The following will be communicated:

- A summary of the Renewal Plan. This should be present every week with the latest update on the progress of accomplishing specific goals below it. This summary will be read next Sunday, and copies of the Plan will be available in the church, in The Navigator, and on the website. If there are questions, talk to members of the Vestry and/or Renewal Team. We need to list our names in these communications.
- Vestry minutes will be communicated the same way: following the Vestry meeting, a summary will appear in The Navigator and will be read on Sunday morning. The minutes, when approved, will be available through the website and The Navigator.
- Financial reports will be made available monthly and will be communicated as above. We will ask Carolyn Mor to prepare a one-page condensed report for publication. If parishioners want greater detail, they can contact Pete.

▪ Mission Statement

Lis and Fr. Dufresne will send us four extant mission statements. At our August 24th meeting, we will consider these and come up with at most three, perhaps two, or maybe one that will be presented at the Special Parish Meeting on September 10th. The sole purpose of that meeting is to consider the adoption of a Mission Statement for St. Brendan's.

▪ Organizing for Ministry

Fr. Dufresne will develop model ministry description for all 6 ministries – the five listed in our Renewal plan plus Buildings and Grounds. Each ministry description will be a blending of the present statements with some other things both universal

and particular to the ministry. He commented that our current committee descriptions are well-done but not functioning well in the congregation.

The ministry descriptions will have universal aspects to them; for example, they will be mission-driven. They will include scope of responsibilities, lines of accountability, authority to do certain things, appointment and confirmation of chairs, and terms for the chair and members. Fr. Dufresne explained the steps in the process of developing and approving these descriptions.

▪ **Deployment of Parishioners**

Fr. Dufresne stated there is a lot important work that needs to be done. We have a talented but limited number of people to do this work. We might have to redeploy people – ask them to do different things than they did before to fill our ministry needs. We decided for the present that the Vestry will be our Renewal Team.

Our assignment for the next meeting: 1) consider the mission statements, and 2) consider deployments to the various ministries.

The next Vestry meeting will be Thursday, August 24th at 10 a.m. Future Vestry meetings:

Tuesday, September 19 at 3 p.m.

Tuesday, October 17 at 3 p.m.

Thursday, November 16 at 10 a.m.

On September 3rd, Michael Ambler will be presiding; an informal conversation ‘check-in’ with the Parish will follow the service. The next Parish Meeting will be September 10th after the morning service.

We closed the meeting by reading the Prayer of St. Brendan together. The meeting was adjourned at 5:04 p.m.

Barbara Kourajian
Clerk