

Vestry Minutes  
February 11, 2020

**Present:** The Rev. Jeff Jackson, Debra Titkemeier, Jeana Langford, Randy Denmon, Marcy Brewer, Ryan Roenigk, Margaret Louttit, Catherine Gordon, Brenda Hattaway, Craig Williard.

Vestry had personal check in and then Father Jeff opened meeting with a prayer.

**Vision 2020 Review - Catherine Gordon**

- Vestry members gave update on where they were on their commissions.
- Discussion on which commission would be showcased first. Father Jeff said he would create a schedule for how we might roll out Vision 2020 based on the liturgical calendar.

**Missing Cash - Father Jeff**

Jeff reported to the vestry of missing cash from the recent Feeding the Flock and Valentine Luncheon ticket sales and from the February 2 offertory plate. He then informed the vestry of the steps taken to secure funds.

- New safe has been purchased for the office. All money will now be placed in the slot drawer of safe.
- New locks for the church and Callahan Center have been ordered and will be installed on Thursday, February 13, 2020. Keys will only be distributed to members of the staff. The key(s) for the church and sacristy will be kept in a coded lockbox. The code will only be given to those with a need to know.

**Finance - Craig Williard**

Income for January has been great. Craig reported that he had spoken to the Community Foundation of West Georgia and was told that there was endowment earning available from the AHR Endowment. Craig explained that these funds are to be used for Buildings and Grounds.

Ryan Roenigk made a motion to request distribution from the AHR Endowment earnings through 4th quarter of 2019. Margaret Louttit seconded the motion. Being no further discussion the vestry approved the motion.

**New Business**

Michael Conley has requested permission to install stones for Stations of the Cross as a Boy Scout Eagle Project on the grounds of St. Margaret's. Both Worship and Building and Grounds Commissions have been made aware of his request. Discussion followed.

Randy Denmon made a motion to allow Michael Conley to move forward with his Eagle Scout Stations of the Cross project. Ryan Roenigk seconded the motion. Being no further discussion the vestry approved the motion.

**Circles of West Georgia Meal** - Senior Warden Marcy Brewer forwarded a request from Julie Williard about providing a meal for Circles of West Georgia on Tuesday, February 18. After discussion the vestry declined the request but might be willing to provide a meal at a future time if enough time was given to plan and prepare the meal.

**Commission Reports** - submitted by email (see attached)

Respectfully submitted  
Julie Foreman  
Clerk of the Vestry

Dear St. Margaret's,

We're a month in to 2020 and lots of great things are going on! Sorry for the length of this, but this is 2 months worth of things I wanted to report.

**In the Last 2 Months:**

1. Catherine Gordon's Advent Mini-Series was attended by a few, but really good discussion came out of it, and helped us continue our process of developing Vision 2020. The more people learning their spiritual gifts, the better for them and for the ministries of St. Margaret's.
2. We completed our 2019 goal of developing our Master Site Plan with Randy Young. We now have a road map in place and can bounce future decisions of how we develop our buildings and grounds on that plan.
3. So many volunteers helped out to make Project Noel a success. I love when our people get to spend time with people of our community.
4. Our Blue Christmas service was once again a meaningful way for folks to come and share their grief during the holidays. Thanks to Deacon Julie Williard for coming and helping with that service.
5. The Choir invited Molly and me to their annual Christmas party which was wonderful. George and Susan Lenaeus were very gracious and warm hosts.
6. Christmas Eve was spectacular! All 3 services were well-attended, and the Pageant was excellent. One of my favorite things we do together.
7. We had a memorial service for Jackie Sopira on Dec. 26. I was very grateful that so many folks came out and celebrated her life the day after Christmas.
8. I was very grateful to have some time off during the Christmas season. We mostly stayed around home, but it was nice to relax and be with Molly and the kids.
9. The Brotherhood of St. Andrew welcomed Archdeacon Carole Maddux to speak to us on what's being done in our diocese around providing healthcare for people. This has led to the Brotherhood exploring how they might connect with the Rapha Clinic here in Carroll County. We also had Ben Kennedy come and share his spiritual journey with us, which was moving for everyone who listened. I love when longtime members of St. Margaret's share how important this church is to them.
10. We had another excellent Epiphany party in the Parish Hall. The room was full of great conversation and food!
11. I have begun my 3-year-term on the Diocese of Atlanta's Commission on Ministry. This is the first time I've served on the COM, but have always wanted to. My goal in serving

is to work on developing how we discern lay ministries in the diocese and provide formation for them, along with those who are called to the diaconate or presbyterate.

12. Our Annual meeting was one of the best I've ever presided over. We had 5 excellent nominees for 3 Vestry positions. There was a great energy in the room, and even though we have some challenges, I felt that the congregation was hopeful for the work ahead.
13. We started the year off with a baptism! We welcomed Talulah Carter as a full member of Christ's household on January 12.
14. At our last Grief Support Group, we welcomed a new person who shared her story. The wonderful thing about this group is how those who are hurting are also offering their support and care. You hear things come out of their mouths that they themselves need to hear. It's truly remarkable.
15. I attended the MLK Program again this year at City Station, as well as the unveiling of the MLK monument after the parade. I also was invited to attend an Interfaith Luncheon at UWG that week which was really wonderful.
16. I got a chance to visit our Education for Ministry group this month, and we played a little "Stump the Priest," which was great. I'm so glad this group is meeting and growing together.
17. I'm loving the Bible Challenge! As a way to help people engage that more, I've been doing some weekly videos on the books of the Bible, which has been fun.
18. Our planning for the Urban Adventure for J2A got off a little late this time. I spent some time with Debra and the leaders working out how to move that forward. Luckily, we are on-track now and I think it will be a great experience.
19. ReviveATL was quite an experience. St. Margaret's got a lot of highlights, due to Mary Hooper and Dock Anderson doing so much with it. Dock's testimony was a powerful witness to the love that St. Margaret's has and our inclusive way of welcoming all people. I was really proud to be the Rector!
20. We had a wonderful Vestry and Staff retreat in January, doing the Mutual Ministry Review process and developing priorities for 2020. Communication has been a deep concern, so we are developing better ways of communicating and sharing our gifts with each other. Especially as we roll out the Vision 2020 stuff this year, I think we're going to have a good time looking deeper at our ministries and getting more people involved. I'm really excited about our Vestry and our direction this year!
21. Many thanks to everyone who has shown concern for my Mom, who fell and broke her hip a few weeks ago. I spent some time with her in the hospital and now she's out, doing rehab, and is on her way to recovery! Thanks be to God!

22. I continue to meet with several new parishioners, as well as folks who need spiritual guidance, pastoral care, or ministry development. I love meeting one-on-one with parishioners and am so grateful that St. Margaret's reaches out to let me know when they need something.
23. Margaret Louttit led a fantastic Safeguarding God's Children program, which included new information about how to be more inclusive and supportive to young LGBTQIA+ people. I found that piece to be very important and encourage all our parishioners who haven't taken Safeguarding in a while to get that new information.
24. We've started a new class of Episcopal 101. It's a smaller group than in the past, but still a lot of great discussion.
25. We are needing to tighten up our money security due to a couple of instances of missing cash. The Vestry and I are going to be looking at ways to do that immediately.
26. Today was our annual Valentine's Luncheon and even though the weather was miserable, the spirit of the place was definitely not. Thank you to everyone who helped make that event possible!

### **What's Coming Up:**

1. I'll be leading an Ashes To Go training on Feb. 13. In addition to our spots on Adamson Square and outside the church, we will also go to Tanner Medical Center and offer ashes there. We are also looking at how we might offer A2G to the local Hispanic community as a first attempt to reach out to that part of the population.
2. I'm looking forward to playing a tune or two at the next Coffee House on Feb. 14, which will be a fundraiser for the Urban Adventure.
3. I will be accompanying 2 parishioners to the diocesan Here I Am Day on Feb. 15. This is a day for those who are discerning what God is calling them to do.
4. I will be taking a couple of days off for Winter Break to celebrate Liam's birthday. Then I'll be going with the J2A group to Austin, TX for the Urban Adventure.
5. The Shrove Tuesday Low Country Boil will also be a fundraiser for the Urban Adventure, even though we'll be back from the trip.
6. I'm looking forward to going to the Golden K Pancake breakfast, and also to the City Council meeting on March 2 to give the invocation.
7. On Feb. 27, I'll be attending a Clergy Day on Compassionate Leadership at the Cathedral.

8. On a personal note, we are still actively looking for a house in Carrollton. This has been more difficult than we thought, as it's hard to find a house with 4 bedrooms in our price range. If anyone knows of a house that is soon to be on the market, let us know. We'd love to be in the city limits, but we're looking everywhere. Pray that something comes up soon!

Peace,  
Jeff+

## **Senior Warden Report**

I really don't have much to report, as this year has just begun. I am still extremely excited about all the work we did as a team at the Vestry Retreat, and am looking forward to its continuation. We have taken the beginning steps to doing some restructuring to improve our efforts to work as a team rather than as individual leaders of separate commissions. We established some solid priorities for our work, and will begin to develop these into specific goals with the help of the committees we have formed or will form in the next few months. So we move forward....

Marcy Brewer

## **Communications Commission Report – January 2020**

Since there is no Communications Committee in place, my first priority is to identify potential committee members. To date, two people have been invited to serve on the committee and have accepted. Before our March meeting, I expect to have completed the committee and be able to report that the committee has met! In the meantime, Julie Foreman and I are identifying our current communications resources and researching ways to improve them. We are also exploring additional possibilities for expanding our capabilities.

Brenda Hattaway  
Communications Commission Liaison

## **Outreach**

We have been BUSY!!!! ( And I am anxiously awaiting Meghan's return.)

We have a committee chair... Lisanne Denmon... and Meghan is planning on a meeting with just the three of us in the next couple of weeks to get on the same page about where we want this committee to take us. And to look at some possible people to share their gifts with us as committee members.

For the past two months we have reduced our General Assistance days to two a month rather than three, in order to do more with the Hand Up program, and catch up a little financially after the December expenses related to Christmas and many, many Carroll EMC prepay customers. We will re-evaluate this at the end of February to see where it will go in March.

Loads of Love is continuing to grow, and is almost at capacity. Thanks to the Valentine Luncheon and Jeff's sales pitch, I had several people talk with me about some ways they may be able to help us. I'm hoping at least some of that assistance will open the possibility of starting another location or day...at the hands of another organization.

The food pantry has also grown, and so has the number requests we have had for food boxes. I'm so grateful to Pam Griffin and Stacey Tollerson for all their assistance in keeping us stocked, boxed, and organized. Thanks , also, to the congregation for continuing to bring in the goods to be stocked.

Pretty sure I am forgetting something or someone, but for now I'll close as is...

Marcy

# **WORSHIP**

## **WHO:**

Participants of all ministries within the life of worship of St. Margaret's, under direction of Worship Commission

## **What:**

To support the Rector and promote collaboration and planning between all ministries within the life of worship at St. Margaret's

**Altar Guild**

**Choir/Music**

**Lay Readers**

**Acolytes**

**Ushers**

## **Why-Purpose:**

To work with and assist the rector in the administration of the worship life of the parish, through the sacraments, the various liturgies of the Book of Common Prayer, music, prayer, and special worship occasions of the liturgical calendar.

To coordinate altar guild, choir, lay readers, acolyte, and usher ministries through enlistment, training, supervision, communications, compensation (where appropriate), and scheduling.

To present the vestry in regular reports the needs, programs, and accomplishments of all the segments under the leadership of the Worship Commission, and in turn to communicate vestry actions to all the interested parties.

## **Mission:**

To support the rector and spiritual life of parishioners by promoting collaboration and planning between all ministries within the life of worship at St. Margarets.

## **Assets:**

**Altar Guild**

**Choir/Music**

**Lay Readers**

**Acolytes**



Ushers

**Budgets:**

Altar guild - \$5,800.00

Music - \$7,000.00

Lay Readers – not listed

Acolytes – not listed

Ushers – not listed

**Needs:**

Training for additionalthurifers

Continue to grow in welcoming new people and innovations.

We need to be open to a multitude of diverse approaches within our Episcopal traditions

Mobilize parents and children to increase number of children in worship activities.

More participation/engagement from the congregation. More training and more involvement.

Perhaps a sexton, verger, or other roles could be added to spread out responsibilities. All roles should have term limits.

People, lots of people in all areas, esp. Lay readers and acolytes

Better communication to the congregation about need for more volunteers; many opportunities to serve exist even though it looks like we have enough volunteers, because we are well organized.

Training for all involved in worship at any level.

**Challenge for Ministry:**

Quiet before church – Father Jeff welcome before prelude

Space limitations- in all areas - Master site plan

Recruitment – all areas, all ages – get training on the calendar and in the announcements.

Involving parents in encouraging youth involvement – formation of Youth Committee

Strengthening the integration between Children's Church and grown-up Church – Father Jeff: family eucharist, and Childrens church

Commitment of volunteers attending training – Paul is contacting ministry leaders

**Points of Intersection:**

All other ministries of St. Margarets

**Commission Members:**

Paul Jarrell-Chair - Choir rep.

Dock Anderson - Choir rep.

Randy Denmon – Lead usher

Wright Roenigk – Lead Acolyte

Jeff Jackson – rector

Marilyn Cusick – altar guild rep.

Jeana Langford – altar guild rep.

Jo Fortner – Lead Lay Reader

Carolyn Carry – 9:00 service rep.

Jeanette Bernhardt – 11:00 service rep.

## **Buildings and Grounds February 2020**

### Action items Church building:

- Neal Langford's roofer repaired roof above Choir room, Parish hall and Coleman Street entrance
- RKR and West GA Roofing called and made permanent repair to roof above Gallery (warranty)
- Gallery ceiling – to be painted now that roof repaired
- Fertilizer and weed preventer applied to lawn of Church and Callahan Center
- Reviewed specifications of new safe proposed for Administrator office use
- Downloaded Diocese Emergency Action Plan templates and have a copy of a corporate EAP

### Action items Bass House property:

- Leak found in Family Room and some siding and fascia pieces are loose, Neal Langford has been called and he will take a look when weather cooperates
- Pending: Repair hinges and rehang backyard gate – look for Parishioner assistance

### Building and Grounds Committee

- I have 4 confirmed individuals who want to participate. I plan to talk with 1 or 2 more.
- Building & Grounds Short reviewed, no changes needed

Randy Denmon  
Jr. Warden

**Children's Engagement:**

--> Asked Rebeca Hill and Ketty Cusick if they would like to be part of the childrens engagement commission, they say they would like to explore more what that entails. But they are open to be in the commission.

--> Participated in the "Goodly Play" Sunday school teacher's meeting. Look forward to act in some of the ideas to improve Children's engagement.

**Episcopal Evangelism:**

Inquiring about where to do the early morning ashes-to-go activity "targeting" the latino community. Potential places:

- 24/7 Coin Laundry @ 1066 Alabama St or nearby gas stations where daily laborers wait... or Elizabeth Village community entrance.

- Tienda Acapulco, 1027 Maple St

Will put together a flyer to advertise and promote this location and time.

Trying to contact new catholic priest at Our Lady of Perpetual Help, to coordinate this activity (if possible and desirable for him/them)

**Communications:**

Search for software/apps to create the St Margarets intranet (workplace) where each page can be assigned to certain users for editing and certain users for viewing. And also to post communications and/or postings that will stay in that website. Most apps like slack charge from \$8 to \$12 per user per month, but there is a training video on how to use google sites and google documents (we already do) for the mentioned purpose. Debra will continue this exploration with the communications commission.

<https://www.youtube.com/watch?v=QI9vWvmfvqc>

Regards.

Juan Carlos Forero

## **Adult Formation**

I will not be able to attend this evenings party (vestry meeting). As for adult formation I have been in communication with Joshua Waits about the spiritual gift tool and having the adult formation commission meet to update the adult formation description. He as spoken with Father Jeff and they believe that it is best to hold off on calling another meeting until after the vestry meets this month. So we will most likely have one around the end of the month, or first week of March. We are planing on inviting new members to serve on the commission, so the description will change once those are added.

Peace

Ryan

## **Finance Commission**

Summary of the Finance Commission meeting at 6:30 PM on February 10, 2020.

Attendees:

Georgia Carter

Julie Foreman

Audrey Griffin

Bill Parrish

Invited and absent:

Fr. Jeff Jackson

Eric McDonald

Purpose of the meeting:

Brief the attendees on the parish's financial structure.

Illustrate our current budget situation.

Discuss what we want our future financial situation to look like.

Things we learned from each other:

The attendees found the organ maintenance loan and our endowments to be nearly as mysterious as the concept of transubstantiation. Our parish family wants to understand these things (the loan and the endowments, that is... we're deferring transubstantiation to a different commission).

There is a strong hunch that our parish family will feel better about giving after they know more about our finances.

There is no consensus about the proper timing, scope, beneficiary or basic existence of a capital campaign... which means that we're in favor of some kind of capital campaign even though we know some will object.

No attendee wants to serve as the Chair of the Finance Commission.

Things we decided:

We will write a memorandum to the Vestry to explain how each of the two (2) parish-related endowments function. This will include governance policies, disbursement procedures and

recommended use of available proceeds (see below). [EXPECT THIS BEFORE THE MARCH VESTRY MEETING.]

We will recommend to the Vestry how to use the proceeds from each endowment. We expect the scope of these recommendations to span one year at a time. An example we can imagine for 2022: “X% of the earned interest can be used for the current year’s operations and the balance will be added to the Reserve Fund.” [EXPEC THIS TO BE INCLUDED IN THE MEMORANDUM DESCRIBED ABOVE.]

Despite one of the attendees voicing serious concern about the cyber-safety of her dogs, we want to offer an electronic draft option for donors. [EXPECT A RECOMMENDATION BEFORE THE MARCH VESTRY MEETING.]

Next meeting: 6:30 PM on Monday, March 9, 2020.

Ryan Roenigk