

**Vestry Meeting Minutes
Trinity Church – Milford
7pm on September 12, 2016**

Check-in and Opening Worship (*Sarajane Duncan-Richter*)

Attendees: Fr. Mac Murray, Dwight Kee, Dianne Belamarich, Ruth Warner, John Ellis, Peach Warren, Sarajane Duncan-Richter, Jim Phillips, Steve Ketcham, Patricia Peterson, Cheryl Eidingen Taylor, Gayle Ruscitti, Ginny Starkis, Lucille Clinkman, Cheryl Martin

Absent: Elaina Chambers, Ralph Stafford

- ✦ Check-in – The vestry members shared a blessing from their summer.
- ✦ Opening Worship – A prayer was shared from the Book of Common Prayer.

Housekeeping

- ✦ Adoption of the Agenda – **A motion was made and seconded from the floor to accept the agenda as presented. It passed unanimously.**
- ✦ Acceptance of the Minutes of the July 2016 Meeting – **A motion was made and seconded from the floor to accept the Minutes of the July Vestry meeting as provided via email. It passed unanimously.**

Parishioner Sharing – Comments / Discussion

- ✦ The posted oven instructions need to be made clear and larger.
- ✦ The coffee needs to be labeled at functions and coffee hour.

Treasurer's Report (*Cheryl Eidingen-Taylor / Karen Carig-O'Neill*)

- ✦ August Treasurer's Report – pledges and faith funding are down. We're in good condition on our spending though. – **A motion was made and seconded from the floor to accept the Treasurer's report as presented. It passed unanimously.**
- ✦ Balance Sheet as of August 31, 2016 – **A motion was made and seconded from the floor to accept the Balance Sheet as presented. It passed unanimously.**
- ✦ Finance Committee Activities – Property has been the focus of the Finance Committee this month
 - Plan for Windows – The property committee has done a lot of work on researching new windows. We have some estimates which range from around 42K to 44K. This quote was from the contractor who did the roof. If we go with someone else it'll be 6K to 7K more. The finance committee proposes that we take 20K from the Capital Improvement Fund. 30K would have to come from a capital campaign but can be borrowed from other areas for the time being so the windows can be installed right away. **A motion was made and seconded from the floor to approve funding the installation of new windows in the parish hall and downstairs not to exceed \$50K.**
 - The insurance settlement of approximately 52K will cover the walls downstairs and some of the flooring.
 - Capital Campaign – We won't have individual funds for the various projects in the offering. We'd have one fund for multiple projects.

Vestry Handbook and Vestry Resource Guide

- ✦ Discussion of Chapter 5 of each book
- ✦ The Vestry Resource Guide
 - Discussion of Chapter 5 – Finance and Administration. The good news for us is that the diocese handles our payroll. Our audit is done each year by an outside auditor.
- ✦ The Vestry Handbook
 - Discussion of Chapter 5 – Insurance. Very interesting. We have adequate insurance. We have a video audit of the entire building and possessions for insurance purposes.

Ministry Issues / Actions

- ✦ Worship Experience / Worship Helpers: Peach Warren – Peach spoke about the need for additional voices to join the choir.
- ✦ Education and Spiritual Development: Ginny Starkis & Elaina Chambers – The youth group will be starting next Sunday. The new Curriculum arrived. Fr. Mac sent letters to the parents of the confirmation age kids this week.
- ✦ Pastoral Care: Patricia Peterson – nothing to report
- ✦ Mission and Outreach: Lucille Clinkman and Cheryl Martin – Laundry Love is going along very well. A new washer and drier was purchased for the shelter here in Milford. Lucille would like to lead the Change the Babies Campaign. She'll be making an announcement this week at church to collect pocket change for two or three weeks.
- ✦ Parish Life: Steve Ketcham and Ralph Stafford – The BBQ yesterday was very well attended.
- ✦ Fundraising And Parish Wide Events: Gayle Ruscitti and Ruth Warner
 - Christmas Fair Preparation – Gayle is starting to touch base with people. They're going to print the tickets for the bizarre themselves rather than using a printing company. A suggestion was made to start selling tickets sooner but most people like to see what the prizes are before buying.
- ✦ Congregational Development: Sarajane Duncan-Richter – people have begun to sign up for the diocesan convention on October 28 and 29.
- ✦ Management Of Parish Resources: John Ellis and Jim Phillips – nothing to add except that we'll be ramping up the energy audit to really assess what else is needed for the church building. And the organ committee is in full swing.
- ✦ Sarajane asked about the use of grape juice instead of wine or in addition to wine. Fr. Mac explained that the Eucharist is complete with just one of the elements. So a person can refuse wine if they don't want it.

Wardens' Report (*Dwight Kee and John Ellis*)

- ✦ Planning Committee for the February Vestry Retreat – September was cancelled so planning is to begin for a February retreat.
- ✦ 10th Anniversary Celebration – October 16th is Fr. Mac's 10 year anniversary. We'll do a brunch on that day and just hold one worship service instead of 2.
- ✦ Stewardship Planning – The campaign will run from October 2 through October 30. John will be downloading the material. Annie Toffey is interested in helping this year. Some thoughts are that instead of doing individual testimonies we alternate with missions presentations.
- ✦ Succession Planning
 - Wardens: Dwight Kee and John Ellis – both positions will be open in 2017
 - Vestry Class of 2017: Lucille Clinkman, Sarajane Duncan-Richter, Steve Ketcham, Jim Phillips, Ralph Stafford

Rector's Report (*Fr. Mac*) The summer was full. Fr. Mac thanks the supervisors Ginny Starkis, Beth Washburn and Mary Johnson who ran the lunch program at Trinity this summer. Fr. Mac attended a conference on Hispanic Ministries in the national church. The conference was about how we respond to the needs of the non-English speaking community in Milford. We are we being led and where should we respond.

New Business

Closing Worship (*Sarajane Duncan-Richter*) – A prayer was read from the Book of Common Prayer.

CALENDAR: See Attached Calendar (to be provided at Vestry Meeting)

Upcoming Leadership Events:

- ✦ Upcoming Vestry Persons of the Day
 - 18-Sep Proper 20 Peach Warren
 - 25-Sep Proper 21 Cheryl Martin
 - 02-Oct St. Francis Ginny Starkis (Blessing of the Animals)
 - 09-Oct Proper 23 Gayle Ruscitti
 - 16-Oct Proper 24 Ralph Stafford
- ✦ Vestry Retreat CANCELLED – Sunday, September 25th – The Rev. Pam Mott, Facilitator
- ✦ Vestry Meeting – Monday, October 10th – Steve Ketcham, Facilitator
- ✦ Diocesan Convention – October 28-29 @ Marriott in Springfield
- ✦ Trinity Christmas Fair – December 3, 2016
- ✦ Vestry Retreat – Friday / Saturday, February 17th and 18th – Location TBD

Annual Events

- ✦ Monthly
 - First Friday – ROMEOs
 - Last Wednesday, Thursday and Friday – Community Dinner
- ✦ Shrove Tuesday Pancake Supper and Burning of the Ashes
- ✦ Ash Wednesday Service
- ✦ Adult Inquirer's Class (during Lent)
- ✦ Rotating Stations of the Cross in Lent
- ✦ St. Patrick's Day Dinner
- ✦ Community Blessing of the Palms (Palm Sunday)
- ✦ Maundy Thursday Service
- ✦ Good Friday – 3 Hour Service
- ✦ Easter Egg Hunt – Holy Saturday
- ✦ UTO Breakfast
- ✦ Newcomer's Potluck Supper
- ✦ Parish Clean Up Days (Spring and Fall)
- ✦ Pentecost – Mylar Balloons ???
- ✦ Welcome to Summer BBQ
- ✦ Blessing of the Backpacks
- ✦ Welcome Back BBQ
- ✦ Ministry Fair
- ✦ Blessing of the Animals
- ✦ AGS Walk
- ✦ Fall Senior Social (Covenant Committee)
- ✦ Taste of Trinity
- ✦ Italian / Harvest Supper
- ✦ Covenant Evensong and Potluck (Thanksgiving)
- ✦ Thanksgiving Baskets
- ✦ Thanksgiving Meal Delivery
- ✦ Jesse Tree
- ✦ Christmas Fair
- ✦ Caroling to Homebound
- ✦ Ecumenical Christmas Concert
- ✦ Blue Christmas Service
- ✦ Annual Meeting