

D R A F T

**Minutes
Meeting of the Vestry
St. Andrews Episcopal Church
February 8, 2011**

February 9, 2011

Members Present

- Jim Kracht
- Alma Pruessner
- Jeannine Netterville
- Cliff Tice
- Roland Searcy
- Kathleen Phillips
- Jim Miller
- Neville Clarke

Regrets

- Steven Carr
- Cindy Peaslee
- Chuck Glenewinkel
- Cindy Dutschke

Rector: Sean Cox

Visitor: Jon Mondrik – Spring Festival Report

I. Minutes of the January 10, 2011 and Special Meeting January 22, 2011

- a. On the motion by Roland Searcy, seconded by Cliff Tice, the minutes of the January 10, 2011 Vestry meeting were adopted as modified at this meeting.
- b. On the motion of Roland Searcy, seconded by Kathleen Phillips, the minutes of the special Vestry meeting of January 22, 2011 were adopted.
- c. The notes from the St Andrews retreat of January 21-22, 2011 were accepted for use in further planning.

II. Treasurer Report – Cliff Tice

- a. Cliff Tice, the new treasurer, replaced Wayne Etter who will continue his involvement as the assistant treasurer
- b. The budget as adjusted and finalized since the special meeting of the Vestry on January 22, 2011 was presented by the treasurer (**Attachment 1**).
- c. A minor modification was proposed to provide an additional 3 hours per week for the bookkeeper with an annual cost of \$3,820. On the motion of Roland Searcy,

seconded by Jim Miller, the Vestry unanimously approved this modification to the 2011 budget.

- d. Wayne Etter will focus on special funds while Cliff Tice will focus on accounting in general and maintain ongoing engagement with the bookkeeper.
- e. a review of the special funds is being initiated with the goal of reducing complexity and consolidating related funds to streamline management and reporting, while maintain accountability to donors for specific applications.
- f. Monthly reporting to the Vestry on budget detail is planned in the future.

III. Senior Warden Report

- b. Meeting Dates: Several ongoing conflicts with the dates adopted at the last meeting were discovered for for three members of the Vestry. Acceptable alternatives were explored with member present at this meeting. The Senior Warden will solicit inputs from other members and provide the Vestry with new dates.
- c. Vestry ministries: The Senior Warden referred to the statements of intent by members of the Vestry and asked for any further inputs from the members. Responses will considered in an update of ministries to be provided by the Senior Warden.

IV. Rector's Report

- a. See **attachment 2** for notes provided by the Rector for his report
- b. Lenten Program: Two retreats and five weeknight programs are planned under the theme "Re-ordering Chaos". The first retreat will be held on March 27th after the 7:30 AM service with multiple options for topics. The second retreat will be held Saturday April 2nd from 9:00 AM until noon, accompanied by the sacrament of reconciliation offered by Fr. Sean throughout the morning.
- c. Holy Year 2011: The Lenten program is integral to an overall plan presented by Kathleen Phillips that is summarized in **attachment 3** – An Invitation to a Holy Year 2011. Weekly, monthly, and seasonal events are described – a comprehensive and exciting schedule of events throughout the year.
- d. Holy Week: see the attached notes for events beginning with the Seder supper on Maundy Thursday and ending with services and brunch on Easter day.
- e. Parish Nurse: Cindy Smith recently joined St. Andrews and has volunteered to serve as parish nurse. The Rector recommended that the Vestry so designate her for this ministry. The notes in attachment 2 provide more background, including precedence for this ministry in other parishes. Cliff Tice was asked to investigate the appropriate insurance issues related to this activity and advise the Vestry. On

the motion of Roland Searcy, seconded by Jeannine Netterville, the Vestry voted unanimously to designate Cindy Smith as the Parish Nurse.

- f. Bishop Doyle's visit April 10: The schedule of events for Bishop Doyle's visit is contained in the Rector's notes, including a **luncheon meeting with the Vestry** beginning at 1:15 PM.
- g. St. Andrews Parlor Configuration: The Rector presented a concept for reconfiguring the parlor to provide a table and chairs for meetings or meals with accompanying peripheral furniture. The objective is to enhance the utility and appearance of the room. Jon Mondrik has extended the concept by preparing a conceptual drawing and looking at options for furniture that would be compatible with the overall décor of the area. The Rector solicited reaction to the concept by the Vestry. The Vestry endorsed the concept. Jim Miller moved and Alma Pruessner seconded the motion that this effort be identified as a new project and that the Senior Warden identify a responsible person and a small committee to develop a plan and report back to the Vestry. The Rector will further explore the layout and raising funds for the project.

V. Caring Ministries Report – Jeannine Netterville (written report): We hope we have a new member for our ministry. Cindy Smith and her husband, Bruce have moved here from Houston, and are new members of St. Andrews. Cindy is a registered nurse, and Sean has asked her to be our Parish Nurse, so they're checking into the requirements. What a great addition she will be! Other than that, we're remaining the status quo on our parishioners.

VI. Old Business

- a. St. Andrews Spring Festival: John Mondrik: The purpose of this agenda item was to review the budget for the festival and to receive a status report on plans and progress. The estimated expenses of about \$1000 and anticipated income of about \$2,500 are shown in **attachment 4**. A number of active engagements with area merchants and fun and fund raising events are planned. The Vestry thanked Jon Mondrik for his enthusiastic efforts on this project.
- b. Tuesday March 8th Pancake Supper: Plans for the supper were reviewed and further inputs on Vestry participation were solicited. Sausage will be likely be donated this year.

VII. New Business

- a. Election of Junior Warden: Jim Miller volunteered to serve as Junior Warden at the special meeting of the Vestry on January 22, 2011. On the motion by Roland Searcy, seconded by Jeannine Netterville, the Vestry unanimously elected Jim Miller as Junior Warden for 2011.

b. Facility Committee: In previous discussions, the Vestry was very positive to the suggestion by former Junior Wardens and other members of the parish who are familiar with the building and its equipment to serve as a committee to oversee and advise on the care and maintenance of the facility. This group offered the following resolution to define the duties of the committee: Resolved: the vestry of St. Andrew's Church authorizes a "Facility Committee" to:

1. Oversee routine maintenance;
2. Review and supervise maintenance contracts;
3. Work with parish staff on maintenance issues;
4. Convene special work days as needed;
5. Develop a plan and schedule for preventive maintenance and a long-range maintenance plan (rolling 3 year or 5 year plan).
6. The Junior Warden shall serve as an Ex-officio member of the Facility Committee and shall make regular reports to the vestry regarding the activities and initiatives of the Facility Committee.
7. The Vestry appoints Ernest "Dutch" Elmendorf as the Chairman of the Facility Committee. Dr. Elmendorf will appoint committee members at his discretion.

On the motion by Kathleen Phillips, seconded by Roland Searcy, the Vestry voted unanimously to establish the Facilities Committee and to adopt the proposed resolution to reflect its duties. The final membership of the committee is to be determined its chairperson.

VIII. Other Business

- a. Duties of Vestry Persons of the Month: The Senior Warden asked Kathleen Phillips, with a group of her choosing to review and revise the statement of duties of VPMs.
- b. Other Duties of the Vestry: Neville Clarke suggested there be discussion at the next Vestry meeting of collating, reviewing and updating the overall duties of the Vestry.

IX. Next Meeting: The date of the next meeting of the Vestry will be provided by the Senior Warden when he completes the survey of members. At this point, the tentative date is Tuesday March 1, 2011

Attachment 1
Budget Report

Attachment 2

Rector's Report February 8, 2011

➤ **Lenten program**

Two retreats and five weeknight programs will comprise our observance of Lent this year. The theme, "Re-ordering chaos," will explore images of God's creative activity in a chaotic world. In the midst of our own chaos, how do we experience God's actions?

The first retreat will take place on the Third Sunday of Lent: March 27. After the 7:30 the retreat will look like this:

9:00 am Begin the worship service with opening hymn, collects and readings

9:15 am Dismiss to Lenten retreat workshops, which are inter-generational. Select a workshop to attend from the choices below.

Workshop topics:

| Theme | Presenter | Location |
|--|---|--|
| Ordering land: a gardening workshop | Fr. Hugh Magers, Master Gardener | Courtyard |
| Ordering words: a writing workshop | Mary Lenn Dixon, writer & editor | Library |
| Ordering sound: a music workshop | ? | Choir room |
| Ordering food: a chocolate making workshop | Sherry Yenello? | Kitchen |
| Ordering clay: a pottery workshop | Wayne Etter, Potter & Poet | Parish Hall |
| Ordering life & death: a drawing and painting workshop | Cherry Moore Chaplain, Hospice Brazos Valley and artist | Youth Hall |
| Ordering yarn: a knitting workshop | Diana North, knitter | Rector's office |
| Ordering wood: a woodworking workshop | Ron Winn | Parking lot (weather permitting) or basement |
| Ordering memory: a scrapbooking workshop | Adrienne Frieda | "Blue room" (upstairs) |
| Ordering the soul: a prayer workshop | Kathleen Phillips & Fr. Sean | Parlor |

11:05 Adjourn workshops

11:15 Service resumes in the sanctuary with the Nicene Creed, Prayers of the People, and Holy Eucharist

Five weeknight programs will take place on Thursday evenings beginning March 17. Soup will be served from 5:30 to 6:30—program will be from 6:30 to 7:30. The theme is “Healing and chaos”. The schedule:

| | |
|----------|---|
| March 17 | Introduction to healing narratives in the Bible |
| March 24 | Chaos Theory and the Bible |
| March 31 | Reconciliation as a response to chaos |
| April 7 | Holy Unction as a response to chaos |
| April 14 | Holy Eucharist as a response to chaos |

A Saturday morning retreat will be held on April 2 from 9am to noon. A quiet day, led by Kathleen Phillips, will be guided by meditation and prayer. The sacrament of reconciliation will be offered by Fr. Sean in the church throughout the morning.

➤ Holy Week

Maundy Thursday Seder supper, Maundy Thursday liturgy, all night prayer vigil
 Good Friday 7:30am Stations of the Cross at St. Francis
 8:30 Pilgrimage from St. Francis to St. Andrew’s
 11:30 Soup lunch at St. Andrew’s
 12:30 Good Friday liturgy at St. Andrew’s
 Holy Saturday 8pm Easter Vigil at St. Francis.
 Easter Day 7:30, 9, 11:15 services with brunch

➤ **Designation of “Parish Nurse”**

Health ministry in a local congregation is an intentional ministry focusing on both healing and health, combining the ancient traditions of the Christian community and the knowledge and tools of modern health care.

The mission given Christ's disciples is to preach, teach and heal, and the church's teaching and preaching have far exceeded her healing in this day. The church needs to be true to her calling and has the opportunity in this modern age to use many tools to bring about health and healing.

There is a significant need for the church to address health issues. The current health care system in the United States doesn't focus on health; it is primarily disease oriented. Too often it isn't a cohesive, holistic system; it's fragmented and enormously expensive. The church, on the other hand, is in the business of healing, of making whole, and of doing it in community. The local congregation is a place where health professionals and lay people can work together to keep people well, to empower and educate, to advocate for health and to care for people in need.

Health ministry is often, though not exclusively, led and coordinated by a parish nurse. Health ministry looks different from congregation to congregation, reflecting the needs, interests and resources of the faith community. Health ministry does not replicate services that already exist in the community, but rather works with community partners and resources.

Health ministry is a living witness of the healing activity of God through the local congregation, encouraging whole-person health through:

- integration of body, mind and spirit
- increased self-knowledge
- personal responsibility
- interdependence among God's people

source: www.episcopalhealthministries.org

Cindy Smith, RN, recently joined St. Andrew's and has volunteered to serve as "Parish Nurse". I recommend the vestry designate her as the "Parish Nurse".

➤ **Bishop Doyle's visit: April 10, 2011**

- 9:15 am Bishop Doyle arrives (uses Rector's parking place)
- 9:30 am Bishop meets with confirmands and families in the Parish Hall
- 10:15 am Adult Forum in the Parish Hall; Bishop Doyle presents
- 11:00 am Adult Forum concludes; Bishop vests
- 11:15 am Holy Eucharist Rite II with Confirmation
- 12:30 pm Coffee Reception
- 1:15 pm Lunch & meeting with vestry
- 2:30 pm Adjourn

Attachment 3

An Invitation to a Holy 2011

Attachment 4

St. Andrew's Spring Festival Proposed Budget of Expenses