

Vestry Meeting Minutes  
The Thirteenth Sunday after Trinity  
August 21, 2016

*Note: This document is a final draft.*

Present: Phil Kilgore, Marsha Marshall, Pai Ringenberg, Bill Hill, Julia Gambill, Russ Millett; the Rev. Adam Rick, Rector; Melinda Kilgore, Treasurer; Anna Robinson, Clerk

A regular vestry meeting of Holy Trinity Anglican Parish was held on Sunday, August 21, 2016. Phil Kilgore motioned to appoint Anna Robinson to the position of Clerk. Julia Gambill seconded. Motion passed.

Rector opened meeting with a brief devotion on Luke 5 and concluded with a prayer.

### **Senior Warden**

Phil Kilgore observed that boards (of education, etc.) do not “approve” a Clerk’s minutes or a Treasurer’s report. The Clerk and Treasurer should have responsibility, including legal responsibility, for their minutes or reports—not the board. Thus, the Clerk or Treasurer “approves”, while the board “receives”. This was contrary to past Vestry practices. Phil suggested that, in the future, the Clerk drafts the notes, the Chair asks for corrections, and the Clerk “approves” a final draft. The Vestry agreed to this procedure.

### **Minutes**

The minutes of Kathy Beauchamp, previous Clerk, were distributed. The Vestry received the notes after no corrections were made.

### **Treasurer’s Report**

Treasurer Melinda Kilgore distributed and reviewed the financial reports for June and July 2016. Phil Kilgore announced the financial reports as received. Melinda indicated that she would e-mail the reports to the Vestry.

**Printing and Postage budget:** Melinda noted that the Parish is over-budget for “Printing and Postage.” It was suggested that funds could be drawn from another account, such as the advertising and outreach budget or other relevant funds.

**New budget:** The Rector confirmed with the Treasurer that the Vestry should approve a new budget by October for congregation overview in November.

### **Rector’s Report**

Fr. Adam voiced his thanks for the warm welcome he and Katherine have received.

**Volunteer Schedule:** Due to the piecemeal nature of the volunteer schedule, he hopes to streamline and simplify it, specifically consolidating the role of server and chalice.

**Bishop’s Visit—Lodging:** Bishop Dobbs will be coming for Fr. Adam’s institution service on September 9<sup>th</sup>. The Ven. Carl Eyberg, Archdeacon of the Mid-West, may accompany him. Bishop Dobbs has asked to stay at the Dow Center on Friday. Fr. Adam asked Phil Kilgore to reserve his room. Fr. Adam will update Phil when he confirms with the Archdeacon.

**Bishop’s Visit—Service and Reception:** The service will begin at 6:30 PM. Fr. Adam asked Fellowship Chair Pai Ringenberg to plan a light dessert reception to follow the service,

around 7:30 or 7:45 PM. Fr. Adam asked that Altar Guild (Marsha Marshall) pick-up the Sunday flowers early for the Friday service. Fr. Adam will confirm whether or not the service will include communion.

**Pastoral Roles:** The Rector has been making rounds to parish families and hopes to continue visitation over the next few months. Fr. Adam described his College role as still undefined. He noted that, with the exception of the next two weeks, he seeks to make sure his College work is part-time. He requested prayer on this subject.

**Order of Worship Change Proposal:** The Rector proposed a new program format in place of the current Order of Worship and presented a draft. The draft included the 1928 BCP service text, service music, and readings with verse numbers; hymns were not included. The cost would increase from \$0.13 to \$0.16 per copy. (This accounts for the additional length and a lower paper-grade.) After discussion, the Vestry agreed to move forward with the new format. Fr. Adam said he would introduce the new format at his institution service.

**Adjustment to Parish Sign:** Holy Trinity's wooden sign lists Fr. Beauchamp as Rector. Pai offered to speak with the sign's maker, Jerry, for options (replacing the sign, removing the name, adding a tasteful plaque, adding Fr. Adam's name, etc.) and financial estimates.

**Children's Ministry:** Previously, Melinda Kilgore culled names for a certified nursery worker. Fr. Adam raised the question of whether or not the role of nursery worker should be combined with Children's Minister to meet a longer-term need. After discussion, the Vestry decided to contract a temporary (6 month hire) babysitter to cover the need for childcare during the service. The Vestry agreed that, though the parish will wait to begin an education program, planning needs to begin for a long-term solution. Phil Kilgore and Fr. Adam will speak further about interviewing.

**Katherine Rick's Role—Organ:** Katherine has been substituting for Steven Flick on the organ, totaling 4 weeks. The Vestry agreed to pay her \$125/week, the rate for substitutes over the past 2 years.

**Katherine Rick's Role—Music Program:** The Vestry identified a current vacancy in the Music Program and discussed incorporating Katherine into an active role in the Program. In the past, Organist Steven Flick chose the Prelude/Postlude, Choir Director Casey Gregg chose the Anthem, and Fr. Beauchamp chose the remaining music. Fr. Beauchamp's role is now vacant. Fr. Adam suggested that this role was not his area of expertise, and would like to, as he has done in the past, rely on Katherine to apply her gifts in this area. The titles "Music Minister" or "Director of Music" were introduced to describe the duties. The Vestry concluded that there was need for a new position, which should include planning Evensong and Lessons and Carols, in addition to the weekly liturgical music. The Vestry considered the question of payment as well. It was noted that there is a current surplus in the music budget. Fr. Adam described this as a position for hire with clear boundaries and accountability. He suggested that, since this is the case, Katherine should interview for the position. Fr. Adam and Anna Robinson offered to find descriptions of positions elsewhere to help inform the new position.

**New Directory:** Holy Trinity lacks an updated directory. Pai Ringenberg offered to bring nametags for parishioners to wear. Pai and Julia Gambill discussed putting out information cards at potluck after the service. Fr. Adam asked that Pai, Julia, Anna Robinson, and Kathy Beauchamp collaborate on the directory.

## **Junior Warden**

A neighbor left a note about building lights switching on and off. Marsha Marshall took the note and agreed to look into it.

The meeting adjourned. The next Vestry meeting will be on Sunday, September 18, 2016.

Respectfully submitted,

Anna Robinson  
Holy Trinity Parish Vestry Clerk  
Hillsdale, MI