

**Episcopal Church of the Incarnation
January 24, 2023 – Regular Vestry Meeting**

Location: Short Hall

Minutes

Attendees: Allan Bolchazy, Connie Sinclair, Linelle Lane, Lois Phillips, Mark Sawdon, Patrick Lancaster, Sara Joslyn, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

Absent: Bo Simons, Kathleen Baumgardner, Michael Del Vecchio.

- **Call to Order:** Stephen S called the meeting to order at 6:34 pm.
- **Opening Prayers:** Chaplain Lois offered an opening prayer.
- **Check-in:** Connie, Mark, Linelle, Patrick, Sara, and Stephen S each gave a brief personal check-in. Stephen S offered a prayer.
- **Consent agenda:**
 - **Approval of December 2022 minutes:** Minutes of the December 13, 2022 vestry meeting were approved as written. (*Approved unanimously.*)

Learning and reflection: Gather-Transform-Send: Stephen S presented a model from the College for Congregational Development (CCD), which serves as one answer to the question – what is a congregation for?

In this CCD model, the congregation’s purpose is to:

- Gather us into community
 - Invite, Greet, Orient, Incorporate
- Transform us
 - Formal, Informal, Physical
- Send us into the world
 - Family & Friends Life, Work Life, Society & Civic Life, Church Life

This model mimics the “shape” of the church service. All congregations do these same things, but the context is different for each.

Treasurer’s end-of-year report

David distributed a document entitled *Treasurer’s Report: 2022 Financial Report and 2023 Budget*, which will be distributed to the congregation at the Annual Parish Meeting. He then walked the vestry through the line items included in the December Financial Report and explained the issues of significance.

Property Development Task Force funding request for Phase 2 of *Imagine Incarnation*

Stephen S, as chair of the Property Development Task Force (PDTF), reported on the status of work to prepare for Phase 2 of the *Imagine Incarnation* work. The PDTF is working with consultant Jim Heid to identify and hire a master-planning team that will lead us through next steps. An exact figure for this work won't be known until final proposals are received and the team is selected. The PDTF is seeking vestry approval for \$200,000 to move forward. The vestry noted that the master planning work is expected to result in a "roadmap" for maintenance and improvements to the church's campus for three or four decades into the future, and voted to approve up to \$200,000 from the Estates Fund to pay for Phase 2 of *Imagine Incarnation*. (*Moved: Steven L. Seconded: Sara. Approved unanimously.*)

Reviewing and reflecting on the vestry's 2022-23 goals

The vestry reviewed the goals that they set for 2022-23 and commented on the level of progress made in various areas.

- Completed a healthy transition in the church's music ministry.
- New children's choirs are beginning this month.
- New Pastoral Care Coordinator is now hired and will begin work soon.
- St. Andrew's Mission closure decision was made and implemented.
- Made progress in funding a budget with pledge income and received more new pledges this year.
- Green Fund draw was held to 5% for the year (lower than 7% budgeted).
- Lagged a bit on Invite-Welcome-Connect.
- Wednesday evening programs have not yet begun.
- Have not yet incorporated learnings from Land Acknowledgments group into discussions about future of campus

Annual Meeting plan; decision on filling Stephen Little's seat; treasurer and clerk continuing terms

- Filling Stephen Little's vacated seat on the vestry: Because the Annual Meeting will be later this week, the vestry voted to fill Stephen Little's vacated seat through congregational election, so five of the vestry nominees will be elected. The incoming member to fill the seat with the 2-year term will be identified during the vestry's organizing meeting, either by someone volunteering for the seat or, if no volunteer, through drawing straws. (*Moved: Patrick. Seconded: Connie. Approved unanimously.*)

- Treasurer and Clerk positions: Stephen S explained that, per Incarnation's Bylaws, these appointments are made for an indefinite term. Incumbents serve until they either resign or are replaced by the vestry. In the absence of either of these actions, David and Kathleen K will continue as Treasurer and Clerk, respectively, for another year.
- Election Process at Annual Meeting: The out-going vestry members will distribute ballots and count votes for new vestry members and convention delegates.

Thanks and celebrations for outgoing vestry members

The vestry members expressed their appreciation for the two out-going vestry members who were present, Connie and Steven L, for their years of service.

Summing up tonight's meeting for parish announcements

- Funding approved for Phase 2 of *Imagine Incarnation*.
- Note reflection on the progress made towards 2022-23 goals.
- Good-byes and wrapping up the year.

Senior Warden

Before closing the meeting, Stephen S announced that he has selected Linelle to be Senior Warden for 2023-24. The Junior Warden and committee chairs will be selected during the upcoming February vestry retreat.

Closing Prayer: Chaplain Lois offered a closing prayer.

Meeting adjourned: 8:46 pm

Next monthly meeting of the vestry to be held on February 25, 2023

Respectfully submitted,

Kathleen Kane, Clerk