

**Episcopal Church of the Incarnation**  
**February 27, 2021 – Vestry Retreat Meeting**  
**Location: Church Office and Zoom Online**  
**Minutes**

**Attendees:** Allan Bolchazy, Bo Simons, Connie Sinclair, Diane Schoenrock, Inese Heinzl, Judy Velasquez, Kathleen Robarts, Michael Del Vecchio, Patrick Lancaster, Sara Joslyn, Signe Sugiyama, Steven Layton; Stephen Shaver, Rector; David Jasper, Treasurer; Kathleen Kane, Clerk.

**Absent:** None.

**Guests:** None.

**RETREAT**

1. Stephen S. opened the retreat with Morning Prayer, reviewed the day's schedule, and announced that he is appointing Inese as Senior Warden for 2021.
  
2. The retreat discussions included the following:
  - Stephen S. led the group through “Vestry 101”, which reviewed the roles and responsibilities of the rector, vestry members, and the officers, as established in the diocesan canons.
    - Rector's responsibilities:
      - Worship life
      - Christian formation for all ages
      - Selection and supervision of staff (including assisting clergy)
      - Use of buildings and grounds
    - Vestry / officer responsibilities:
      - Set budget and manage finances
      - Care of buildings and grounds
      - Selection of rector
      - Nominate people for holy orders and other offices
    - Overlapping areas of responsibilities:
      - Discernment of mission, vision, and strategy
      - Visible leaders of the parish
      - Culture and climate

- Inese reviewed vestry norms.
- Stephen S. provided an overview with highlights of Incarnation’s history and the group had a discussion about their impressions of the current parish culture.
- David gave a detailed orientation on Incarnation’s property and finances.
- Inese laid out her vision for the vestry for the coming year.
  - “Resilience” as a key attribute for this time. Two defining quotes:
    - “The capacity of a system, enterprise, or a person to maintain its core purpose and integrity in the face of dramatically changed circumstances.”<sup>1</sup>
    - “This ability to take meaningful, deliberate, collective action in responding to crises strengthens community bonds, resources, and the capacity to cope...to bounce back.”<sup>2</sup>
  - Focus on engagement of all parish members to nurture and grow our church.
    - Boost communication, both in-reach and out-reach.
    - Encourage participation in parish outreach activities.
    - Draw in parishioners who are on the periphery (haven’t attended zoom worship, etc.)

3. Following a thoughtful discernment process, the following actions were taken:

- Stephen S. formally appointed Inese Heinzl as Senior Warden.
- David was elected as Treasurer. (*Motion: Inese. Second: Steven L.*)
- Kathleen K. was elected as Clerk. (*Motion: Patrick. Second: Kathleen R.*)
- Judy was elected as Junior Warden. (*Motion: Signe. Second: Connie.*)
- Connie, Sara, and Kathleen R. were appointed as co-chaplains. (*Consensus discernment*)
- Diane and Allan were elected as co-chairs of Buildings & Grounds Committee. (*Motion: Inese. Second: Sara.*)
- Signe will continue as chair of the Outreach Grants Committee.
- Michael and Judy will continue as co-chairs of the Development Committee.

## **BUSINESS MEETING**

4. **Approval of new signers’ resolution:** The vestry approved a new corporate resolution for signers on bank accounts. The newly elected officers were added, as

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<sup>1</sup> Andrew Zolli, [Resilience: Why Things Bounce Back](#)

<sup>2</sup> Anderies and Ott: [Community & Regional Resilience Institute report](#)

was Stephen S. per a new requirement of Exchange Bank. (*Moved: Bo. Seconded: Steven L. Motion approved unanimously.*)

5. **Approval of January Minutes:** Minutes of the January 19, 2021 vestry meeting were approved as written. (*Moved: Judy. Seconded: Connie. Motion approved, with Patrick abstaining.*)
6. **Approval of 2020 parochial report:** The vestry approved the 2020 Parochial Report as written. (*Moved: Patrick. Seconded: Judy. Motion approved unanimously.*)
7. **Presentation of treasurer's report for January:** David presented the January 2021 Summary Financial Report as an information item.
8. **Review calendar for the year:** Stephen S. reviewed the vestry and church calendar for 2021.

**Closing:** The meeting was closed with the form for Noon Prayer.

**Meeting adjourned: Approximately 1:00 pm**

**Next Monthly meeting of the Vestry: March 23, 2021 @ 6:30 pm.**

Respectfully submitted by:

Kathleen Kane, Clerk