

**Episcopal Church of the Incarnation  
03/28/2020 - Vestry Retreat Meeting**

**Location: Rector's Office and Zoom Online**

**Minutes**

**Attendees:** Bo Simons, Bob Priestley, Connie Sinclair, Fernando Dizon, Inese Heinzl, Judy Velasquez, Ken Moholt-Siebert, Mark Neumann, Melinda Harris, Michael Del Vecchio, Nancy Wegge, Signe Sugiyama, Stephen Shaver; David Jasper, Treasurer, Kathleen Kane, Clerk.

**Absent:** None

**Guests:** None

**FORMATION**

Stephen called the meeting to order at 9:04 am.

Chaplain Bob offered an opening prayer.

**DISCUSSION**

**Shelter in Place:** All shared a word of how they're feeling during the shelter in place. Taken together, we feel that we are in a time of transition. Stephen shared the CCD model of Transition Management (William Bridges). We are learning how to function as a church community even as we are forced to worship outside of church for an as yet indeterminate period of weeks or months.

**Neighbor Groups:** "Neighbor Groups" is an effort to provide pastoral care to help foster our community during shelter in place. The congregation has been organized into 6 regions, each of which is comprised of about 6-7 subgroups with 6-8 households in each subgroup. A "facilitator" is assigned to each subgroup and will communicate with them twice a week. A "shepherd" is assigned to each region and will check in with the facilitators once a week.

**Holy Week:** Stephen reviewed the schedule for online Holy Week services.

**Congregational Development Grant:** Incarnation received an anonymous gift of \$50,000 for congregational development to increase our capacity and vitality, to become stronger and healthier as a congregation. Stephen is recommending that we begin by revamping our website and online tools for congregational communications. Vestry approved working with an organization recommended by Stephen, Membership Vision, using up to \$4,500 from grant to pay for setup costs, which also includes \$680 fee for the first year of 2-year contract. Ongoing operating

costs in year 2 and beyond would be included in church budget. (Moved: Judy; Seconded: Inese. Motion approved unanimously.)

**Revising Fire Fund to be Disaster Relief Fund:** The Steering Committee of the Fire Relief Fund recommends a changed focus to assist a broader group of people impacted by disasters. There is currently about \$30,000 remaining in the fund. David sent a letter to original donors for their approval of the changed focus. Assuming that there will be sufficient agreement from donors, Vestry approved the changed to be effective as of April 5<sup>th</sup>. (Moved: Mark; Seconded: Bo. Approved unanimously.)

### **DECISION**

**Chaplain and Committee Chair Discernment:** Ken (Buildings & Grounds), and Judy / Signe (Outreach Grants) would like to continue as committee chairs for a second year to ensure continuity of that work. Mark and Inese are stepping down from chairing the Development Committee. Each member of the Vestry should think about their calling to either a Chaplain or Development Committee chair position and let Stephen/Wardens know prior to April meeting.

### **DECISION (CLOSED SESSION)**

(Minutes of closed session items are maintained in separate, confidential file.)

**Payroll and facilities use under Shelter in Place.**

**Follow-up discussion of music staffing job description change.**

### **CLOSING**

Chaplain Bob offered a closing prayer.

**Meeting adjourned: 11:33 am.**

**Next Monthly meeting of the Vestry to be held on 04/28/2020 at 6:30 pm.**

Respectfully submitted,  
Kathleen Kane, Clerk