

**Episcopal Church of the Incarnation
August 15, 2020 –Vestry Retreat Meeting
Location: Church Office and Zoom Online**

Minutes

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

Absent: Ken Moholt-Siebert

Guests: Caroline McCall, facilitator

RETREAT

Stephen opened with a prayer at 9:02 am.

Stephen noted that Ken will be absent from vestry duties for a month or two, due to construction activity at his property.

Caroline McCall facilitated the retreat portion of the meeting. The vestry discussed the following topics:

1. Formation
 - a. What gift does each person bring to the work of the vestry?
 - b. What does serving on the vestry means to us?
2. Vestry roles, accountabilities, and process
Effective group process for deliberations and decision-making.
(See attached screen shot of Caroline’s presentation.)
3. Incarnation’s identity and current context for ministry
 - a. What makes Incarnation “Incarnation” specifically?
 - b. What are the current external and internal dynamics that are influencing us?
 - c. When the pandemic eases, what do we want Incarnation to have done or be known for?
(See attached screen shot of responses.)
4. What do we think should be our 3 priorities for the next 6 months?
(See attached screen shot of the groups’ thinking.)
Stephen, Mark, and Fernando will work our responses and bring the topic back for vestry discussion at their September meeting.
5. Orientation/overview of church finances and physical resources
David Jasper made a presentation and responded to questions about Incarnation’s properties, funds, and the July financial report.

BUSINESS MEETING

Stephen called the business portion of the meeting to order at 1:32 pm.

Approval of July minutes: Minutes of the July 28, 2020 monthly vestry meeting were approved as written. Motion by Mark, seconded by Melinda. Unanimous.

Letter of Agreement for Jamie Knutsen: Jamie's ministry at Incarnation includes preaching, pastoral care, occasional celebrant in Stephen's absence, and individual spiritual direction. Per communication with the Bishop's office, a formal LOA for this part-time work would be permissible to allow Jamie to be in active status with pension fund at time of his retirement. The financial arrangements for Incarnation are expected to be neutral. Stephen will ask vestry to consider formal action on the request at the next meeting.

Pay for hourly staff: The federal Payroll Protection Program (PPP) funds enabled Incarnation to continue paying nursery staff, part-time sextons, and the Heavenly Treasures manager in an amount equal to their "pre-COVID" average hours of work each week. The PPP funding has now ended. With the goal of being good stewards of parish's resources, these positions will be paid for actual hours worked beginning in September 2020.

Development Committee update on fall pledge campaign: Judy and Michael reported that the annual pledge campaign will begin on October 4 and end on November 8, 2020. They plan to offer a matching "challenge grant" every week that will be for first-time pledgers. Judy will send letter to vestry members asking them to consider making a contribution to be used for the match fund. This would be in addition to the vestry member's annual pledge. In addition, they are planning to use several different ways of engagement to connect with parishioners, including a Zoom Town Hall for kick-off, opportunities for small groups to talk more deeply about some of the reasons that we give, and how we live out our Christian faith and baptismal covenant in the current pandemic-impacted world. Anyone who wants to help is welcome!

Property Development Task Force update: Kathleen noted that Ken is unable to participate actively on the Task Force for some time, and the group is now recruiting new members to build its numbers with people from a range of backgrounds and perspectives. The Task Force also plans to seek the pro bono assistance of a planning firm (8th Wave) to help with initial feasibility study work.

Closing: Chaplain Bo offered a closing prayer.

Meeting adjourned: 2:01 pm

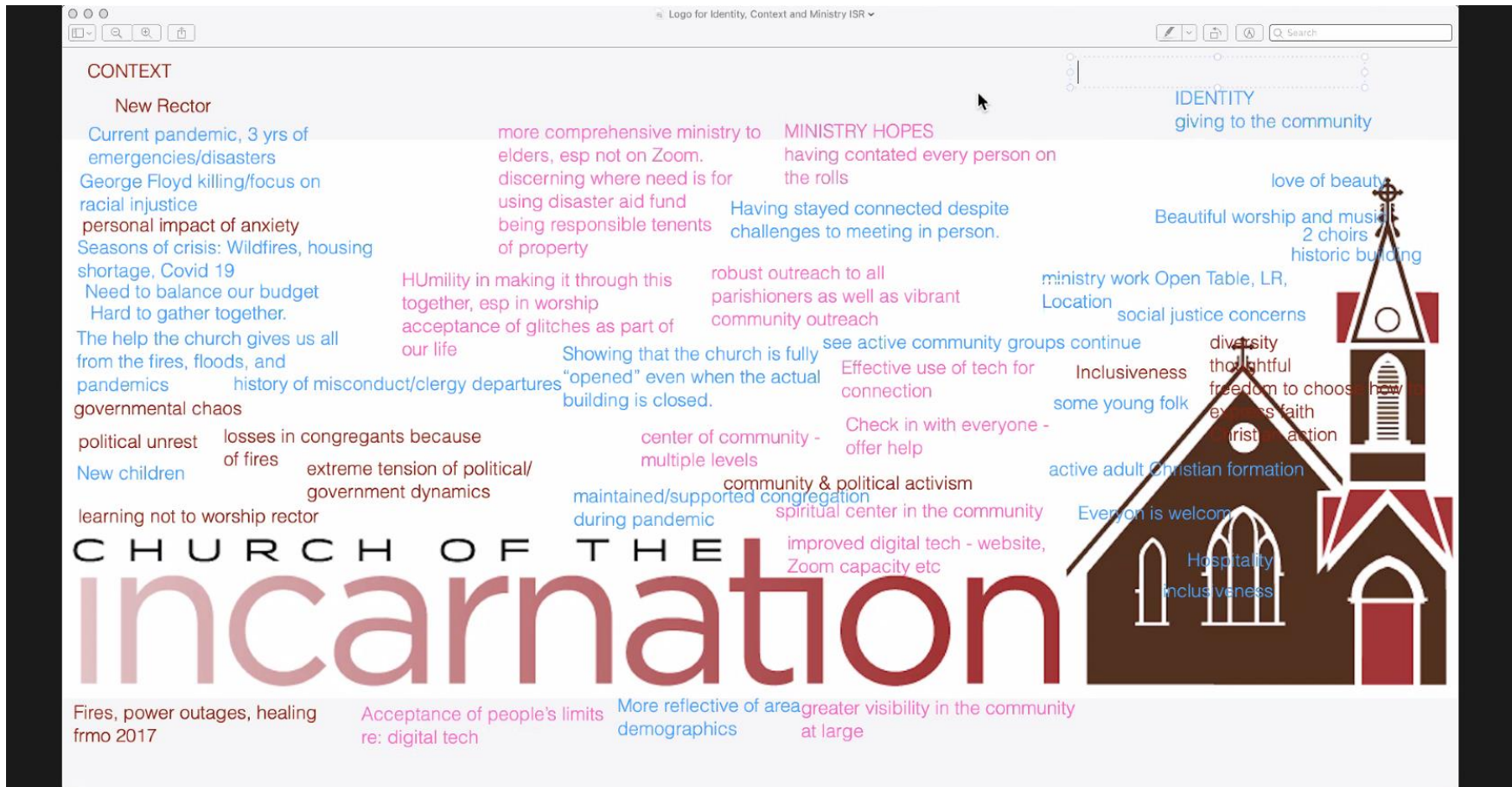
Next Monthly meeting of the Vestry: September 22, 2020 @ 6:30 pm.

Respectfully submitted by Kathleen Kane, Clerk

VESTRY ROLES, ACCOUNTABILITIES, AND PROCESS

Effective Group Process – Deliberations and Decision-Making

- Decision rights, rules, and process are different
 - Rights – who gets to make the decision?
 - Rules – what defines a decision? (majority vote, unanimity, unilateral choice, draw straws, etc)
 - Process – Robert's Rules, consensus, Gradients of Agreement, etc.
- Process often gets confused with rules
- Processes are not mutually exclusive
- It is critical to know what you are engaging in process and when you are actually making a decision.
 - Deliberations are built into process; they can result in calling for a decision (invoking a rule), or they can be a process for exploring ideas without a decision
 - In Robert's Rules, motions are part of process; calling for a vote is making the shift to the rule
 - Gradients of Agreement is a process tool
 - Consensus is the process of thinking together – it is not a decision rule



1. Finish balancing the budget
2. Support congregation during pandemic, staying in contact despite shelter in place

3. maintain/improve communication with congregation

"inreach"--maintaining contact with our own people via small groups, telephone calls where everyone gets contacted; acknowledging we are an aging community and need to reach in and connect with people; possibility of creating (reviving?) Stephen ministry

; we can't always be looking outward, inreach is an important goal

what disaster relief \$ is available for us to disburse? have that ready for fire season

; how to use our campus during fire season

improve our support of our outreach ministries during COVID period ... while restrictions are placed on Open Table, St. Andrew's, Living Room, find creative ways to promote volunteering among parishioners (not only in our own programs but in the community as large)

Intentional work with Latinx communities

Enhance communication and connectedness. Some ideas: small worship groups, e.g. Evening Prayer groups,,

Better define current identity of Incarnation in context of impact of pandemic.

empowering (tools, support) people to feel connected - initiate their own connected group for a shared purpose in context of the congregation

Yearning for connections - articulate this so that can address it and move toward connection

Personal responsibility to deal with anxiety and find gratitude

Action/Activism/Volunteerism that addresses anxiety while also helping bring Gospel into community. Perhaps with other congregations