

**Episcopal Church of the Incarnation  
August 23, 2022 – Regular Vestry Meeting  
Location: Short Hall**

**Minutes**

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

**Absent:** Bo Simons, Lois Phillips, Stephen Little.

**Guests:** Diane Schoenrock.

**Call to Order:** Stephen S called the meeting to order at 6:33 pm.

**Opening Prayers:** Stephen S offered an opening prayer.

**Check-in:** Connie, Michael, Kathleen B, Linelle, Kathleen K, and Sara each gave a brief personal check-in. Stephen S offered a prayer.

**Consent agenda:**

- **Approval of June and July 2022 minutes:** Minutes of the vestry meetings on June 28, 2022, and July 16, 2022, were approved written. (*Approved unanimously*)

**Comments from visiting parishioners:** Diane Schoenrock said that she would like to comment on two of tonight's agenda items. The vestry agreed to move those items to the top of the agenda.

**Needlework Project:** Stephen S and Diane described a proposed project to make 150<sup>th</sup> anniversary needlepoint cushions to be used at the church kneeling rail. Many people will be involved in the stitching. The current cost estimate is \$5,200 for the designer and materials. The cost will be reduced by any donations that are received for the project. Funds would come from the Numina Fund, which has a current balance of \$9,324. The vestry approved the expenditure of up to \$6,000 from the Numina Fund for the project. (*Moved: Connie. Seconded: Linelle. Approved unanimously.*)

**Buildings and Grounds Committee - proposal for landscaping front of church:** Allan described plans for sprucing up the landscaping in the front and side areas of the church, to include some new or refreshed landscaping, as well as general cleaning up. Low maintenance plants would be used and the irrigation system would be repaired. David advised that some irrigation materials are left over from work that was done a couple of years ago under Ken Moholt-Siebert's

direction. Diane offered some additional detail about the proposal. The B&G Committee is also recommending some tree-trimming work. Kate Sheridan is providing design consultation for the landscaping at no charge. Diane noted that there are people willing to donate funds to the effort. Allan advised that the estimated cost of the improvements is \$22,000. The funds would come from the Buildings & Grounds Fund, which has a current balance of \$170,369. Vestry members voiced a concern about having only one quote prepared for the work and noted that adequate maintenance must be done to keep the new landscaping healthy. The vestry authorized the Committee to spend up to \$25,000 from the Buildings and Grounds Fund for installation of the landscaping improvements, with the condition that the Committee get at least one more quote for the installation and maintenance of the improvements prior to moving forward. (*Moved: Mark. Seconded: Patrick. Approved unanimously.*)

### **Treasurer's Report**

David presented the July Financial Report and responded to questions from vestry members. He advised that the church budget is in a good cash position due largely to remaining COVID-related Payroll Protection Program, Diocesan apportionment rebate, and Employee Retention Tax Credit funds. The Finance Committee is recommending a change for the 2022 budget to reduce the Green Fund draw from seven percent (7%) to five percent (5%). The vestry approved this recommendation. (*Approved unanimously.*)

**Update on music search process and recognition of Robert and Mary, proposal to approve severance payments:** Stephen S reported that the music discernment process is now complete and he has signed a Letter of Agreement with the Music Discernment Committee's selected candidate, Jun Kim. He is scheduled to begin work on October 10, after relocating to Santa Rosa from the east coast. Robert's last Sunday with Incarnation will be August 29<sup>th</sup>. Parishioner Beverly Kinnison will be the substitute organist for September, and possibly for the beginning of October. Stephen suggested severance payments in the amount of approximately one week's pay per year of service, or \$1,500 for Mary and \$2,800 for Robert. The vestry approved severance payments for these amounts. (*Moved: Steven Layton. Seconded: Kathleen B. Approved unanimously.*)

**Vestry / Rector ministry goals for 2022-23:** Stephen S presented the following draft 2022-23 vestry goals, as generated during the July retreat and subsequently word-smithed with the Wardens.

- Complete a healthy transition in our music ministry:
  - Celebrate our interim music staff
  - Welcome our new Director of Music
  - Launch our choir year with energy and enthusiasm
  - If possible, start a Children's Choir program and a handbell group

- Improve our ability to attract, welcome, and integrate newcomers:
  - Support the Invite, Welcome, Connect team as they discover new ways to do this
- Strengthen our formation programs for children, youth, and adults:
  - Launch Sunday formation hour with Godly Play, Youth Group, Sunday Forum
  - Continue to support a successful Children’s Chapel program
  - Offer seasonal Wednesday evening programs
  - Offer parents’ night out and other new children’s ministries
- Strengthen our pastoral care:
  - Call a part-time Congregational Care Coordinator
  - Create new support ministries for elders and others needing care
- Celebrate our building’s 150th anniversary:
  - Plan celebratory events that bring our congregation together and engage our neighbors
- Take steps toward an overall plan for our property:
  - Complete “Phase 1” of our property development process with our Imagine Incarnation conversations in fall 2022, giving us a documented description of our congregational consensus about our mission priorities for our campus
  - Incorporate learnings from our Land Acknowledgments group into this process
  - As appropriate, begin “Phase 2”: development of campus design possibilities with a planner
- Continue to improve our stewardship of parish resources:
  - Make a decision about possible closure of St. Andrew’s Mission
  - Build a 2023 budget that continues to move us toward relying on our own giving for as much of operating expenses as possible
  - If possible, reduce Green Fund draw to 5-6%

The vestry approved the above list as the vestry goals for 2022-23. (*Moved: Michael. Seconded: Linelle. Approved Unanimously.*)

In response to vestry member questions, Stephen S advised that he posted the Congregational Care Coordinator position today, and that the Bishop’s office has told him that making a decision about whether to close the St. Andrew’s Mission is within Incarnation’s authority with no further action from the Diocese. We can revisit this question at our next vestry meeting. If the decision is indeed to close St.

Andrew's, we will want to plan an appropriate closure process, likely including a closing liturgical celebration with Bishop Megan.

### **Other items for general discussion (DDDD<sup>1</sup>)**

- **Start of fall formation and new 10:15 am service time:**  
Beginning on 9/11/22, the second Sunday service will begin at 10:15 am to allow for an unrushed formation program after the 8 am service.
- **Need to get underway on 150<sup>th</sup> anniversary celebration:** Stephen S thanked Kathleen B for taking a lead on this and noted that Bishop Megan is tentatively scheduled to be with us on Thursday, November 30, which is the actual Feast of St. Andrew day. Stephen S noted further that November 30, 2022, is the 25<sup>th</sup> anniversary of dedicating our new Casavant organ, and perhaps we can have a celebration on that day,
- **Need for a pledge chair and campaign to get underway:** Steven Layton reported that Inese Heinzl has volunteered to be the pledge campaign chair this year. More volunteers will be needed to help her.
- **Staff salary discussion in prep for developing 2023 budget:** Steven Layton raised the issue of a salary increase for the Rector. Stephen S stated that he is content with his current salary and appreciative of the recent increase in his allowed number of vacation days. He further advocated for staff salary increases before he gets an increase. Cost of living adjustment (COLA) and merit increases for all staff will be brought back for further discussion and possible decision at the September vestry meeting. A decision would need to be made prior to setting the 2023 budget.

### **Summing up tonight's meeting for wardens' announcements:**

- Music Director decision
- Vestry Goals for 2022-23
- Pledge campaign chair
- Pastoral Care Coordinator job posting

**Closing Prayer:** Stephen S offered a closing prayer.

**Meeting adjourned: 8:53 pm**

**Next monthly meeting of the vestry to be held on September 27, 2022.**

Respectfully submitted,  
Kathleen Kane, Clerk

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<sup>1</sup> Discuss, discern, don't decide.