

**Episcopal Church of the Incarnation
November 15, 2022 – Regular Vestry Meeting**

Location: Short Hall

Minutes

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

Absent: Bo Simons, Connie Sinclair, Stephen Little.

- **Call to Order:** Stephen S called the meeting to order at 6:31 pm.
- **Opening Prayers:** Chaplain Lois offered an opening prayer.
- **Check-in:** Sara, Patrick, Michael, Mark, Lois, David, and Steven L each gave a brief personal check-in. Stephen S offered a prayer.
- **Consent agenda:**
 - **Approval of October minutes:** Minutes of the October 25, 2022 vestry meeting were approved as written. (*Approved unanimously.*)

General Updates and check-ins

- **Children's Choir:** Stephen S recapped discussion from October meeting regarding possibility of starting a children's choir. No decisions made at this time.
- **St. Andrew's Mission closure:** Stephen S reported that about 25 people attended the Mission closure ceremony, including people from congregation, food pantry ministry, wider diocesan community, and past St. Andrew's congregation members. No current Mission congregation members were in attendance, as there really are no current members, which corroborates the decision to close the mission. David, Steven L, Jun, and Stephen S packed up and moved church items out of the property. Many items are now in storage and will need sorting and distribution to new homes. Daphne, Stephen S, and Allan met with the landlord later in the week and discussed the need for us to make a couple of minor repairs to the building. The owner is willing to allow the 12-step and other groups to continue meeting there at least for now. We may need to remove some additional items, at the landlord's discretion. Discussions with the owner ended on a friendly note.

Pastoral care coordinator search: Stephen S is hopeful that the new pastoral care coordinator will begin work at Incarnation in early December. He is working with Bishop Megan's office on finalizing a Letter of Agreement (LOA).

Treasurer's Report

- **Monthly financials:** David presented the October Summary Financial Report as an information item.
- **Update on pledge campaign:** David reported that as of today, we have \$309,743 in pledges towards the goal of \$500,000. (For comparison, 2022 pledges totaled \$429,000.) The average increase of repeat pledgers was 16.3%. There are 17 new pledgers for \$30,500. Sixty-four 2022 pledgers have not yet responded. Allan, Patrick, Michael, David, and Sara volunteered to make follow-up calls to them. Stephen S noted that the luncheon event on November 6th went very well.

Budgeting process discussion

- **Discussion and prioritization of various budget wish list items:** Stephen S presented expected budgetary changes from 2022 and a “wish list” of possible changes for 2023. The vestry discussed priorities to inform drafting of the budget. Stephen S, David, and the wardens will bring back a draft budget for consideration at the vestry's meeting on December 13, 2022.
- **Children's Choir:** The vestry discussed whether a new children's choir should use the Royal School of Church Music (RSCM) model as described at their October 25th meeting. The decision needs to be informed by what is wanted as the end goal. Could the RSCM model be a form of outreach? Would non-church members want their children to attend a church-related choir program? Could we possibly use some funds from the expected Green's bequest and set it aside as a music endowment fund? The RSCM model would likely be expected to break even, at best but it could be an engine in terms of possibly attracting new members and adding vitality. Incarnation would also get the benefit of their music.

Reflecting on Imagine Incarnation and next steps for our property development process

Stephen S asked for feedback on the Imagine Incarnation town hall meetings. Vestry members expressed many positive thoughts and feelings. It was amazing to be part of such a large group process that felt collaborative. Almost everyone at the tables expressed real appreciation to be asked their opinion and to have a formal forum where they could express their opinion and know they could be heard. The range and depth of opinions and values expressed and the enthusiasm for our various ministries was amazing.

The Property Development Task Force (PDTF) is now moving into the next phase of work. We need to “over communicate” with the parish because this will take a while. We expect to receive the consultants' final report before end of November and will send it out to parish right way. The PDTF will then develop the report further to become a document that memorializes Phase 1 and can be used for the beginning of Phase 2.

Consultant Jim Heid provided input regarding next steps for moving into Phase 2. He will help to prepare a Request for Proposals (RFP) and help us select the Phase 2 architect. The funds to pay for his time on this work have already been approved and budgeted. The PDTF will develop a request to the vestry for authorization to seek and hire an architectural firm to do a master planning process with Jim staying on as our consultant. Some expressed the opinion that this next phase of work should wait until Stephen S returns from his Summer 2023 sabbatical.

Updates

- **Buildings & Grounds:** Allan shared that the rectory has been rented out at \$3,500/month and is now occupied. There was some significant water damage and other issues that are being repaired now; the cost of all work is covered by security deposit funds.

Vestry (and delegate) nominations for next year: beginning the recruitment process

This year's outgoing vestry members (Connie, Michael, Steven L, and Bo) were asked to meet as a nominating committee to develop a list of potential vestry and conventional delegate nominees. Connie is willing to take the lead. We may also put a nomination form on the web so that people could easily nominate themselves. The annual parish meeting will be held on Sunday, January 29, 2023. A vestry retreat will follow soon thereafter. Stephen S is looking for a volunteer to find a location for the retreat.

Summing up tonight's meeting for wardens' announcements

- We have our pastoral care coordinator candidate and working on LOA and will announce name soon.
- Discussion of the budget wish list.
- Looking for vestry and delegate nominations.
- Summary of closing of St. Andrew's Mission.

Closing Prayer: Chaplain Lois offered a closing prayer.

Meeting adjourned: 8:46 pm

Next monthly meeting of the vestry to be held on December 13, 2022.

Respectfully submitted,
Kathleen Kane, Clerk