

**Episcopal Church of the Incarnation
July 24, 2021 – Vestry Retreat Meeting**

Location: The Quad

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: Betsey Monnot, facilitator

RETREAT

Stephen S. opened with a prayer at 9:05 am, and introduced the retreat facilitator, the Rev. Betsey Monnot, Priest-in-Charge of St. Clement's Episcopal Church in Rancho Cordova.

The vestry discussed the topics listed below, both during their morning session, and again following a break to share lunch and to conduct their monthly business meeting. See accompanying PDF of flipchart notes from the discussions for more detail.

- Using the 'iceberg model' of organizational culture:
 - What aspects of the vestry are visible to the congregation and what aspects may be hidden or unknown?
 - What would we like to change, or bring more clearly into view?
- How do we describe the culture, purpose, and uniqueness of Incarnation, and what evidence or examples can we identify in these areas?
- What can we celebrate as accomplishments vis-à-vis our 2021 Mutual Ministry Review goals, and to whom should we give thanks for these accomplishments?
- In the post-COVID environment, what do we want to bring back, allow to rest, bring back differently, continue from COVID times, or start new?
- What about Incarnation helps or hinders us in achieving our goals?
- Using the 'dot exercise', prioritize activities to achieve our stated goals.
- Vestry and congregation interactions:
 - What does the vestry think the congregation wants or needs from us?
 - What does the vestry want or need from the congregation?
- Vestry and Rector interactions:

- What does the vestry think the Rector wants or needs from us?
- What does the Rector want or need from the vestry?
- What does the vestry want or need from the Rector?
- What does the Rector think the vestry wants or needs from him?

BUSINESS MEETING

Stephen S. called the business portion of the meeting to order at 1:17 pm.

Approval of June minutes: Minutes of the June 22, 2021 vestry meeting were approved as written. (*Motion approved unanimously.*)

Baptismal font: Stephen S. showed the vestry a small-scale model for a new baptismal font. He noted that he met with the Font Committee and that they reached a consensus to recommend moving forward with this design. Stephen asked the vestry to approve a contract for fabrication of the font based on this model, and to empower the Font Committee to make final decisions on design details. Stephen also noted that Bishop Megan will be visiting Incarnation on November 14, 2021, and he hopes that the font can be ready by that date for the baptisms that are planned during her visit. The price range for the font is approximately \$5,000. Subsequent design choices may increase the price up to a maximum of \$7,000. Rather than relying only on existing funds to pay for the font, Stephen suggested raising as much of the cost as possible by seeking out one or more large donors, or by appealing to the full congregation for more smaller donations. The vestry voted to: 1) approve signing of a contract for fabrication of the new font based on the model shown, 2) authorize the Font Committee to make final design decisions, and 3) approve use of up to \$7,000 from Estate Funds, to be reimbursed from donations to the extent possible. (*Moved: Steven L. Seconded: Diane Schoenrock. Motion approved unanimously.*)

Paul Mallatt's and Maggie Rutherford's discernment processes: Paul and Maggie are members of our parish. Paul is currently discerning for deacon and Maggie is discerning for priest. As required by the discernment process, Paul and Maggie each met with Stephen and he has given them his endorsement. The next step is for them to go through a Regional Group Discernment process with people from across the Deanery, meeting with them over the course of approximately 6 months. The Regional Discernment Group then makes recommendations back to the congregation's vestry. This process for Paul and Maggie is now almost complete and a report is expected to be made to the vestry next month. If the vestry agrees to sponsor the candidates, Paul and Maggie will then meet Bishop Megan and attend a discernment weekend with the Diocesan Committee on Ministry. They will then go through further training. A vestry decision to sponsor the candidates will require financial support, as well. A psychological exam and a background check are required, the cost of which must be paid by the sponsoring parish. This will be approximately \$1,200 for psych exam plus background check cost. We may also

need to contribute funds towards their training expenses. The vestry would need to determine from what fund these costs would be paid.

Pledge campaign: Michael gave an update on the planned annual pledge campaign. The theme will be “Seasons”. The campaign goal is to achieve 100% congregational participation. The plan is for the campaign to end with a banquet on November 7, 2021. Michael would like all vestry members to be involved in the campaign in some way, and he distributed job descriptions of the various ways in which they can participate.

Roof cost overages approval: Allan gave an update on status of the now completed Farlander roofing project. There were approximately \$21,000 in cost overruns due largely to significant dry rot that was found during the construction. Four skylights that were in the original scope of work were removed from the job to reduce costs; however, installation of a roof hatch to enable access to a furnace was added to the work. The vestry voted to approve an additional \$22,000 for the project, using the originally planned sources of donations and, if needed, borrowing from the Building Fund. (*Moved: Sara Joslyn. Seconded: Bo Simons. Motion approved unanimously.*)

Quarterly Financial Report: David presented the quarterly financial report. He noted that pledge and plate offerings account for about 76% of the budgeted income, which is on target with a generally accepted goal of 75% from this source. The budget uses both pre- and post-COVID considerations, with expenses expected to increase post-COVID. David noted that the previously expected level of revenue is now changing a bit due to deaths and changes in life circumstances for some pledgers. Some revenues will not repeat over the coming year, notably the federal Payroll Protection Program, which contributed \$77,000 to our reserves last year, and over \$16,000 in “impact” donations which were made during a Town Hall Zoom meeting in which possible personnel changes were discussed. David also noted that we have not been passing the collection plate during COVID and, as expected in the budget, this has decreased income somewhat; we may be able to begin passing the plate again soon. Also, income from the EDMO camp that used our campus this summer was not in the budget, and their payments will bring in about \$4,904.

David noted that the Outreach Fund has been decimated as no money was coming in from Heavenly Treasures while it was closed due to COVID. Even while closed, there were about \$8,500 in expenses incurred. Though Heavenly Treasures is now reopened, it is operating with reduced hours and is not yet earning as much as before COVID. The Finance Committee has suggested that the Heavenly Treasures expenses be paid using money from church reserves, which currently has a fund balance of over \$90,000, so that they won’t need to pay their arrears before having new money available for outreach again. The Finance Committee also suggested that reserves could be used to make the usual Heavenly Treasures quarterly contributions of \$1,800 for Sunday Open Table, \$1,800 for the St. Andrew’s Mission Food Program, and \$6,000 to Outreach Grants Committee, drawing a combined

total of approximately \$18,000 from reserves. The vestry voted to approve use of reserve funds to pay for the \$8,500 in Heavenly Treasures expenses while closed. (*Moved: Diane Schoenrock. Seconded: Judy Velasquez. Motion approved unanimously.*) The vestry will discuss the possibility of using reserves for the other items at their meeting in August.

The Finance Committee also recommended investing current and future cash sitting in the Endowment Fund into Vanguard ESGV funds comprised of stocks of companies that are screened for certain environmental, social and corporate governance criteria. This action follows the Investment Policies Statement approved by the Vestry at its meeting on June 22, 2021. (*Recommendation approved unanimously.*)

The Business Meeting was adjourned at 2:08 pm and the vestry continued with the retreat discussions detailed above.

CLOSING

Stephen S. offered a closing prayer.

Meeting adjourned: 3:03 pm

Next monthly meeting of the vestry to be held on August 24, 2021 at 6:30 pm.

Respectfully submitted,
Kathleen Kane, Clerk

Availability to Cong. for
questions/concerns/communication

all
white

Committed to
preserving
physical asset

we exist

are leaders
in some sense

Concern for
financial responsib, 1, 2, 3

(\$ - Business-
minded)

Silos

Best interests

minutes are
available
how to access

Norms we use

"Big
flow up"
History

Left
clerk
good &
also hard
memories

who is on vestry

vestry service
can be rewarding

Some folks
don't care much
- trust
- pay attention when
- immediate & personal

Financial
Decisions
& Details

Iceberg followup

what we would like to see

Introduce
vestry members -
newsletter

Keep putting word out
goal ↑ community

Create
ongoing
history
capture history
as it is
happening

Utilize website more
Class-
newcomers
"information lot"

recruit more
diverse vestry
members
(client services)

Celebrate
events as
they happen
(not News & Notes)

More visibility of
vestry members

Culture/Purpose/Uniqueness

Serving the community / value education

① oldest church (continuous worship)

Do hospitality well
we know how to party

Episcopal

Downtown

Bike race

Beautiful

Actively inclusive

③ Emphasize traditional music

Being Christ's
body in the
world

④ Provide service to
people w/o homes

Liturgical

Friendly
& welcoming

Music

Striving to
engage in
social justice

⑤ traditional
"old style"

Evidence/Examples of culture, purpose, uniqueness

Serving the community
fewer people involved could be
Open table
heavenly treasure
Monte Rio
St. Andrews - immediate community (neighborhood)
Back packs
Incarnation 100
Knitting group

Oldest church
just is

Episcopal
just is

Value education

Centered around a book
Classes - EFM, Living Compass
Book groups
high level of education among members

hospitality

Incarnation 100
Open table
Parties for church feasts & memorials

Downtown

just is Embrace

Incarnation 100

getting the word out
hit hard by COVID

ragems
Jazz
Singing
Taizé
evensongs
Hildebrand
choirs
public concerts
organ concerts
blues
Christmas

Traditional "old style" BCP

Beautiful

peaceful campus
beautiful "
outsiders "amazed"

Being Christ's body

Walking in Christ's footsteps
helping people in need
Accepting "for who they are"

Traditional music

Pipe organ - known among A&O
professional musicians
people attend for music

Actively inclusive

Banner & sign
Incarnation 100 website
Stephen's opening

Services to people w/o homes

Open Table
Living room
Food pantry/St. Andrews

Liturgical

Centered around Eucharist
Trad. music & service
church calendar

Friendly & welcoming

Sign
physical plant - beauty
coffee hour

bulletins - why we do things
COVID - slides re what we do

Social Justice engagement

Same as "Serving community"

Requiem re: gun violence, marches (women, gender)
workshop re: social issues
Living Room

MMR

Celebrate

Financial Stability
esp. during covid

Future

Independent
from
Green
fund

Flexibility/Pivot → online
worship

New members through Zoom

Open Table continued

Communion to parishioners
during covid

Interfaith book study

Inreach &
community
building

Thank

Entire Congregation

Tech Team
Congregation
embracing
flexibility
Rector

O.T. Team

Stephen, Allison,
Altar Guild,
Diana Ardley

Stephen

Goals

Ramping up communications

Making the Children's Program
Successful - incl. safe for non-vaxed children

Evangelism/outreach/marketing Greater
Santa Rosa & downtown neighbors

Post-COVID

Bring back

Arts program

worship

Where do we put our energy
& resources

Focus on primary things

Ministry Fair

Allow to rest

What do we need to
do to determine this?
What are the costs of
maintaining everything?
Neighborhood Groups

Continue from COVID

Online church

Bring back differently

Worship

Streaming concerts

Fundraising, e.g. Incarnation 100
Heavenly Treasures

St. Andrew's

Community-building meals
etc. Celebrations

Start new

Children's program

Deal with impact of
wildfires / be
proactive

Evangelism/outreach/
marketing to
Greater Santa Rosa

Helps

Greenford

Incarntion 100

- Antiracism, townhall,
evangelism

Re-visioning donors St Andrews

Service to people w/o
↑ homes —
participation

Value education - childrens
prog, also evang. / marketing

hospitality - evang outreach

Trad music - evangelism

Beaut. Art

Social Justice - outreach / evang.

Hindrances

Trad. church - evang / marketing
b/c ↓ creativity

Trad. music - evang
oldest

Embrace/~~serve~~ immediate downtown neighborhood

Increase participation in service/outreach ministries

Re-vision:

- Streaming of worship/concerts/etc.

(4) Fundraising activities (Incarnation 100, Heavenly Treasures)

(1) - St. Andrew's

(3) parish community building meals & celebrations

Move toward financial independence from

(9) Green Fund

(2) Outreach & community building

Children's program (12)

(1) Deal with/be proactive about impact from wild fires

(9) Evangelism/outreach/marketing to Greater Santa Rosa

(4) More visibility of vestry members (newsletter profiles, VMOW)

(4) Capture/update history of Incarnation, capture/celebrate events as they happen

What we think the
congregation wants/needs
from us

Transparency
Communication
Leadership

Fiscal responsibility

to be served

For us not to change things

To include 8:00ers & 11:00ers

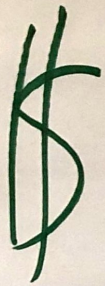
An overt invitation into participating
in vestry matters

Be role models

To invite feedback from stakeholders

What we want/need from the Congregation

More engagement in
programs, vestry members



Ideas - especially supported & w/leadership
to feel more empowered to do
their ideas

To be responsible for welcoming

To invite people, be enthusiastic
about Church

What we want/need from
the Rector

Advocate for 2nd price

Leadership

Spiritual leadership

Visibility in programs (fly-bys)

Process

Boundaries
consistency

Self-care - no burnout

Stay I / feel the love!

Listening

Do his continuing education

Trust

Teaching

Be our face in
Community

empower lay leaders

Delegate

Visit homebound/Sick/dying

Town hall meetings

Surveys/polls of cong.

What we think the Rector wants/needs from us

Transparency

Being present

Engagement (w/him & cong.)

Not triangulation / following norms

Leadership

Being part of the solution

Spiritual support / prayers

Being responsible for being informed / prepared

Open-minded

to be seeking our own spiritual growth

Participation in various ministries

being Church in the world

What I want/need from the vestry

Wisdom ... "Jedi council"

Support but not rubberstamp

Self-empowerment as leaders both for "vestry stuff" and/or in specific ministries

Trust & counsel for "rector stuff"
(worship, formation, pastoral care..)

Care for me & help me grow

What I think the vestry wants/needs from me

- Help cultivate a healthy, respectful, collaborative, creative vestry culture
- Proactive leadership without dominating
- Love & care as individuals & children of God (before "business")