

St. Francis Episcopal Church
Potomac Parish
Vestry Minutes
March 15, 2011

The Vestry convened on Tuesday, March 15, 2011 at 7:30 p.m. in the Kincaid Library, the Rector presiding. Vestry members present: Ms. Bahar, Mr. Wilson, Mr. Ellsworth, Ms. Young, Mr. Bachman, Mr. Gardiner, Mr. Baker, Ms. Jillings, Mr. Van Egmond, Mr. Whatley, Ms. Seward, Ms. Tendall, Ms. Brinkmann. Not in attendance: Mr. Jannotta. Also in attendance: Mr. Bassett, Ms. Riddle, and Ms. Tabner Thayer.

The Rector opened with prayer.

The Vestry noted the passing of Bill Davis, whom the Rector described as a genuinely sweet man who served as Vestry member, Vestry treasurer and capital campaign treasurer.

APPROVAL OF MINUTES

The Rector noted that the minutes of the February meeting were deemed approved as distributed electronically.

FINANCIAL REPORT

Mr. Bachman distributed a February 2011 year-to-date income statement (attached hereto). Pledge revenue is behind year-to-date 2010 and budget. Mr. Bachman will place an item in *Sounds* reminding parishioners to keep current on their pledges. Ms. Jillings also suggested that the Sunday service bulletin inserts produced by the Communications Committee feature periodic updates on financial issues. Some parishioners are making pledge payments using their online banking, and others who are interested in doing so may contact Ms. Riddle.

PORTFOLIO REPORTS

The Rector thanked the Vestry members for their participation in the Sunday Adult Forum.

Mr. Gardiner reported that the new computers and some software have been bought and will be installed on March 16. The Communications Committee also has more of the church brochures.

Ms. Jillings met with Anne Wallace to transfer the Fellowship portfolio responsibilities, including oversight of parish dinners, Evensong receptions, the ice cream social, coffee teams, gifts to Vestry members, and the kitchen and supply cabinet. Ms. Jillings is looking for persons to serve as coffee captains for the summer months.

Ms. Tendall reported that the Newcomers luncheon held on March 13 was well received, and she thanked the attending Vestry members. The Newcomers Committee plans to network with the Fellowship Committee. Ms. Tendall's portfolio includes Pastoral Life, and she will look into whether the Parish Life Committee should be merged with another committee.

With respect to the Administrative portfolio, Mr. Whatley stated that he is looking into a lay pension plan that needs to be instated by fourth quarter 2011. Mr. Whatley also asked for the

assistance of a lawyer with human resources expertise concerning Mr. Thai's disability. Ms. Jillings offered to confer with Mr. Whatley.

Mr. Van Egmond is having discussions with the Rector and gathering input from parishioners concerning worship. He will invite several parishioners to join in the effort.

Ms. Young noted that the upcoming issue of *Sounds* describes the mite box collection in support of the Heifer Project International. The next series for the Adult Forum, Jesus: The New Way, will be led by Mr. Ellsworth. The discussion of this topic will continue in small Sunday evening groups. Several parishioners have approached Ms. Young about joining EFM (Education for Ministry). At the Rector's suggestions, Ms. Young will contact area churches to find out if any are forming classes, which require a minimum of six persons and a mentor.

Ms. Seward met with Andy Jordan, Outreach Committee chair, and Susan Dolan and reviewed a proposed list of charities to receive PCHT funds. Ms. Seward stated that the committee would benefit from having more members. Ms. Seward noted that the Women of St. Francis has an outreach effort, chaired by Rosemary MacDonald, which distributes WSF's share of PCHT proceeds. The Rector reminded the members that all parish funds are under the Vestry's fiduciary duty and explained the origins of the PCHT formula for distributing the proceeds.

OLD BUSINESS

Property

Mr. Wilson stated that the work on the HVAC controls, organ swell chamber, parish walkways and locks has all begun or will begin shortly.

SAES Request

Mr. Wilson and Mr. Bachman reported on the SAES expansion needs. Although SAES had initially requested a response regarding an option to lease the youth room, SAES has stated that they will not require the space for the 2011-12 school year. Mr. Wilson will touch base with church personnel about that space. Mr. Wilson and Mr. Bachman will continue meeting with SAES on that issue and the larger issue of SAES's long term goals and proposals.

NEW BUSINESS

Telephone System

Mr. Gardiner distributed a proposal (attached hereto) to replace the current system with an IP (internet protocol) system that would have 8 lines. There will be 15 phones that have two lines, 5 phones with 4 lines and 1 with all 8 lines. Mr. Gardiner will buy additional wires and cables and will install the system, and the provider's engineer will offer training on the features and uses. The system will work even if there is a problem with the internet or a power outage. Mr. Gardiner made a motion, seconded by Mr. Whatley, for the Vestry to authorize the expenditure of \$8,000 for a new phone system. Pursuant to an amendment proposed by Mr. Bachman, and accepted by Messrs. Gardiner and Whatley, to increase the authorized amount to \$9,000, the Vestry unanimously approved the motion. Mr. Gardiner will send all present a link to a website outlining the phones' features and will await feedback before contracting with the provider.

Youth Minister Profile

The Rector noted that both John Price and David Hirsch spoke very gratefully and importantly about having the support of the Vestry. The Rector asked each member to send an email to the

entire Vestry with input on the following questions: What will the successful applicant demonstrate? What practical and theological skills will the successful applicant possess? What traits or qualities did you find in our previous youth ministers that you are looking for in our next youth minister? What do you wish that our previous youth ministers had done differently, better or not at all? The Rector and Mr. Ellsworth will also solicit input from a group of high school students and parents of youth in compiling a youth minister profile.

Holy Week Schedule

The Rector asked Vestry members not to schedule any committee meetings during Holy Week, and reminded the members that the date of next Vestry meeting is therefore the second Tuesday of the month. Ms. Tendall noted that the Flower Guild welcomes additional help with the flowers that week.

Mr. Ellsworth closed the meeting with prayer.

The next meeting is Tuesday, April 12, 2011 at 7:30 pm in the Kincaid Library.

Respectfully submitted,
Jody Tabner Thayer
Clerk of the Vestry