

Grace Church in the Mountains
Vestry Minutes
May 15, 2018
Approved

Present: Rev. Joslyn Ogden Schaefer, Bill Collins, Paula Welling, Louisa Lunt, Linda Deeb, Linda Sexton, Rob Viau, Mary Hartman, Kenneth Ratcliffe

Guests: Fred Deeb, Treasurer, Mary Lockey, Vestry Clerk

Absent: Rev. Dn. Ray Escott, Crystal Clary

Joslyn Called the meeting to order. Mary Hartman led the devotion. After giving a pastoral update, Joslyn closed with prayer.

Mission and Vision

Leadership and Organizational Structure

Committee structure was discussed. Key points and questions included:

- What role does the Vestry play in committee formation?
 - Bylaws state that the Vestry appoints members to the Memorial, Buildings and Grounds and Finance Committees
- What is the definition of the terms: bylaw, policy, guidelines, procedure, amendments to bylaws?
- How are committee chairs identified, elected, appointed?
- Purpose statements for each committee would clarify the committee's mission.
- Having experience on a committee prior to assuming leadership of the committee is helpful.
- Should a chair and co-chair structure be adopted?
- Should term limits for leadership or membership on a committee be adopted?
- Membership on a committee should be an act of stewardship not ownership.
- How are committees formed?
- Note the difference between *ad hoc* and standing committees.
- Does the Vestry approve all committees?
- Does the Time and Talent card capture the information needed to identify individuals who may wish to serve on a committee and perhaps become the committee chair?
- Would a "ministry fair", as an Adult Forum, be useful in conveying the different ministry areas that exist at Grace?
- "Trust forms when rules are agreed upon and followed consistently."

Fred suggested that the Treasurer's position could be a three-year term. An Assistant Treasurer's position could be created, the role of which would be to work closely with the current Treasurer and then assume the role of Treasurer.

Next Step: Advertise the role of Assistant Treasurer in e-news and in the newsletter.

SMART Goals

- A. Provide Communication Guidelines to each group and committee at Grace and ask that they spend time reviewing them at their next meeting. *This SMART Goal is on track.*
- B. Between now and when school starts in the Fall, have three intentionally inter-generational events not typically during the education hour. *Several events have been held with more planned in the future.*
- C. Between now and Pentecost, develop a spiritual gifts/skills/interest survey for all members.
See: **Business page 3**

Business

April Vestry minutes

Louisa moved that the April Vestry minutes be approved as written. Linda Sexton seconded. **Passed unanimously.**

Boy Scout Charter

Insurance and SAFE Church policies are in place for Cub Scout Pack 299 to be chartered by Grace Church. Dan Linker is our Charter representative. The Vestry **agreed** to have Joslyn sign the Charter. Pack meetings will be held in the "AA Room".

Discussion: Henceforth, refer to the "AA Room" as the "Community Room". It is a space shared equally by separate groups. Mary Hartman moved that the Vestry approved new signage for the room identifying it as the Community Room. Linda Deeb seconded. **Passed unanimously.**

Next Step: Bill will talk with Bob Vogt about creating the sign.

Director of Music Salary and Benefits Package

George Banks has accepted the position of Director of Music pending approval of contract. The following points of his contract were discussed:

- Salary will be \$18,000/year.
- \$250/year allocated for professional expenses
- \$1,000/year allocated for continuing education
- Leave will be six Sundays/year (must be approved by Joslyn).

Rob moved that an offer of employment be extended to Mr. Banks according to the above terms. Louisa seconded. **Passed unanimously.**

Next Step: Joslyn will call Mr. Banks on May 16. If terms are accepted, his first Sunday will be June 1.

Pentecost Picture

Jim Lynn and Nancy Armstrong have given Grace Church a Pentecost picture. Kenneth moved that the Vestry accept the gift. Bill seconded. **Passed unanimously.** Bill will write thank you note to Jim and Nancy.

Spiritual Gifts Inventory

Paula, Joslyn, and Sue Shirley met to discuss the spiritual gifts/skills/interest survey which will complement the Time and Talent cards.

- The “Find Your Place” program will be used and customized for a church the size of Grace.
- The inventory will be on line.
- Planning will occur over summer with tentative launch date after Christmas 2018.

The following individuals were identified as potential members of an *ad hoc* committee to assist Paula and Sue with the development of the survey: Scott Dudley, Rob Viau, Marcia McDonald, Carl Matthews, Rachel Robles, and Pat Robinson.

Red Cross Designated Fund

Paula moved that \$500 from the Red Cross designated Fund be used as a retirement gift for Peter Zinglerson. Linda Sexton seconded. **Passed unanimously.**

Rectory Plan

Bill moved that the Vestry wardens be appointed to talk with a realtor about terms for leasing the rectory to offset the rector’s housing allowance. Rob seconded. **Passed unanimously.**

Adult Forum

Paula will facilitate the Vestry presentation at the Adult Forum on May 20. Topics to be covered include:

- Ad Hoc Financial Visioning Committee report – Crystal
- Playground update – Kenneth
- Personnel changes – Joslyn
- Rectory plan – Paula
- By-laws – Paula

Treasurer’s Report

Year to date, we have \$23,000 more income than expense. Fred pointed out that many pledges have been pre-paid. Any corrections to the Treasurer’s May report will be reflected in the June report. Nine or ten lines are over budget.

Guidelines are needed for appropriate expenditures for funerals. What are the parameters for flowers, decorations, food etc.? Does the budget line for funerals need to be deleted?

Other

Prior to All Saints Day, an "In Memorium" bulletin board will be designated for pictures of our deceased members. An announcement will be made about the board in beginning of October. The pictures will be moved to the altar on All Saints Day.

There being no further business, the meeting was adjourned at 8:15 and closed with the Lord's Prayer.

Respectfully submitted,

Mary Lockey
Clerk to the Vestry