

**ST ALBAN'S EPISCOPAL CHURCH VESTRY
MINUTES: March 15, 2004**

Present: The Reverend Howard Maltby, Rector; The Reverend Deedie Phillips, Deacon; Mrs. Dianna Deaderick, Senior Warden; Mr. Lewis Brunson, Junior Warden; Mr. Mark FitzMaurice, Treasurer; Mrs. Libba Rhoad, Clerk; Mr. Doug Catoe, Mrs. Mary Cochran, Mrs. Rose Delage, Mrs. Kim Frost

Absent: Mrs. Margaret Stafford

Guests: None

The meeting began at 7:07 pm with a devotion lead by the Senior Warden, and the recitation of the final Core Values and Mission Statement.

Correspondence:

Email from Altar Guild President to be addressed under Worship.

Approval of Minutes:

The minutes of the February meeting were accepted as corrected. The Clerk asked about the origin of the decision to recite the Core Values and Mission Statement. Fr. Maltby stated that this was the recommendation of the Visioning consultant.

Deacon's Report:

Deacon. Phillips distributed handouts about the parish nurse program and asked that the Vestry read it for discussion at the next meeting.

Senior Warden's Report:

The Senior Warden advised that, in addition to the dates previously provided, the Rector had an additional continuing education opportunity in April:

April 12-16	0 Sunday	continuing education
April 25	1 Sunday	vacation
June 28-July 19	3 Sundays	vacation
Oct. 31-Nov. 6	1 Sunday	continuing education
Nov. 22-27	0 Sunday	vacation

See Old Business below for other issues.

Junior Warden's Report: See Old Business.

Treasurer's Report:

The Treasurer's February reports were submitted by email before the meeting. There was some discussion about how taxes should be shown on the report. The Treasurer will

work with the Rector to resolve the confusion and email copies of the adjusted financial report (done 3/29/04). The Vestry voted to accept the adjusted financial report for audit. The amount of funds deposited to one of the Altar Guild funds was discussed and Libba Rhoad shared the Altar Guild's plans to meet and come up with a proposal for designating those funds. Fr. Maltby advised that the Vestry has ultimate control over those funds. See the Finance report below for other issues.

Old Business:

Status on Mutual Ministry Review of the Rector.

The Junior Warden submitted an email report for the committee appointed to this task. The process has begun but because of the amount of input desired, will not be concluded for another couple of months.

Status on Mutual Performance Evaluation of the Church Secretary.

The Senior Warden reported that this process was completed this month with positive feedback from all parties.

Status on Mutual Performance Evaluation of the Organist

Fr. Maltby reported that this process was begun this month and that the Organist has completed his portion.

Status on Visioning Process.

The Senior Warden distributed copies of an email from consultant Chris Lehi in response to the vestry's questions from last month's meeting. The cost to conclude the process is estimated to be \$150. The Vestry agreed to proceed with the process. It was suggested that the Senior Warden request a meeting early in May, preferably to be conducted during the Sunday School hour.

Update on Playground Equipment and Fund Raising

Mary Cochran shared the results of her inquiries of two playground builders. The cost of the first was prohibitive (\$15,000). An appointment is being set with the second builder who has offered a "cost plus freight" rate. The initial fundraiser appears to have netted about \$700. The ECW, Outreach, and Evangelism committees intend to continue to support this project, but the decision-making process is being turned over to the Christian Formation committee.

New Business:

Replacement Prayer Books.

The Worship committee did an inventory of the prayer books available in the pews and determined that an additional 50 were needed. A parish family has offered to donate \$600 towards this effort. The Vestry voted (unanimous) to accept the gift. Dianna Deaderick will order the prayer books in a combination of sizes. There was also some discussion of purchasing some NSRV Bibles for the pews but no action was taken at this time due to lack of funding.

Liturgical Season Banners.

A member has offered to donate another banner (in addition to the Easter banner). The Junior Warden will ask the interior design committee for a formal recommendation as to style and placement before the Vestry votes on this.

Ministry Reports:

Building.

The Junior Warden presented the plans for the “Parish Work Day” on March 20th. He asked for emails of projects that need to be done. He will come up with a master list to work from.

Christian Formation.

Kim. Frost reported that articles were prepared for the Alert explaining Children’s Church and Godly Play. She is in the process of selecting the VBS material. Fr. Maltby advised that two adults and one teenager have signed up for confirmation. The names of other potential candidates were suggested and the Rector will follow up.

Evangelism.

Mary. Cochran asked that the New Friends reception be held April 18th. Each member of the Vestry agreed to attend or send a delegate to make remarks, and also to provide hors d’oeuvres.

Fellowship.

No report. There was discussion about how supplies are ordered and the inventory kept. This will need to be discussed next month.

Finance.

The Treasurer submitted the Finance committee report via email before the meeting, including a revised counting tabulation sheet and a list of proposals requiring vestry action.

The Vestry voted (majority) to further define the requirements for counters’ assistants to be an adult (age 16) member of the parish, unrelated to the counter.

The Treasurer proposed new procedures for counters to minimize the access to check and donation information. The Vestry agreed that memorial checks received in the mail will be placed in the counters’ box and the information provided to the church secretary (to prepare acknowledgements) after counting. The counter will place any financial information forwarded to the secretary or to the Treasurer in sealed envelopes.

The Vestry officers signed a corporate resolution allowing for electronic banking.

The Treasurer reviewed the diocesan and parish policies on memorial funds and provided a draft article for the Alert. The Vestry particularly liked his suggestion to alert the congregation to gifts made. It was suggested that future articles might detail appropriate memorials (purchases, organ fund, playground fund, etc.) The policy was further defined:

- The donor of a monetary gift may specify how the money is to be deposited and/or spent at the time the gift is made.
- The Vestry will vote on whether to accept the gift as designated.
- Undesignated memorials will be spent by action of the Vestry.

Grounds.

Doug Catoe reported on efforts to spruce up flowerbeds and shrubs in preparation for Easter. He is still working with the grounds maintenance contractor to get the limbs cleaned up from the ice storm.

Outreach.

Rose Delage reported that the LICS information has been added back into the Alert. Also, UTO Sunday is April 25th.

Stewardship.

Libba Rhoad's report was submitted via email before the meeting.

Worship.

Dianna Deaderick's report was submitted via email before the meeting. The email to the Vestry about the use of chanting during the 10:30 service was discussed, but this is the Rector's prerogative.

Pastoral Care.

Deacon Phillips outlined her plans to develop training for some of the different ministries that will come under this new ministry area.

Next Meeting:

Fr. Maltby will be unable to attend the next meeting, scheduled for April 12th. He requested the Vestry consider moving the meeting date to March 19. The Vestry agreed.

The meeting was concluded at 10:15 pm.