

St. Andrew's Vestry Meeting April 10, 2019

Anne McCausland, Senior Warden, called the vestry meeting to order at 7:00 p.m. Those present were: Rev. Reed Loy, Clarke Kidder, Junior Warden, Bert Cooper, Treasurer, Audrey Knight, Tom Burack, Vickie Haines, Lucy Crichton, Betty Whinn, Henry Hirschfeld, Brian Tucker, and Pam Manus, Clerk.

Those unable to attend: Peter Daley and Pat Walker.

Special guest: Kim Wertz, St. Andrew's Administrative Assistant

Rev. Reed Loy introduced and welcomed Kim Wertz, our recently hired Administrative Assistant. Kim's work and life experiences fit beautifully with the needs of our rector, staff and parish. We are so blessed to have her with us. Kim was asked to this meeting to meet the members of the Vestry and to see how she might be a resource to the Vestry and the various ministries.

Opening Prayer and Reflection: The opening prayer was offered by Clarke Kidder, Chaplain. After a reading from Luke 24, we offered reflections and comments about recognizing Jesus and believing. We closed our discussions with prayer. Clarke voiced his hope that we gather up our meetings in prayer, with intercession, thanksgiving, praise, confession, and fully recognizing Jesus in those around us.

Consent Agenda: Audrey Knight moved to accept the March minutes as posted. Henry Hirschfeld seconded this. There being no discussion the motion was passed unanimously.

March Financial Report: Treasurer Bert Cooper reported that older Quick Books financial files of the parish were recovered and put into the updated (2013 older version-to 2019 newer version) of QuickBooks. Our financial position is presently very good. We have \$74,654.73 on balance which is an increase over last year at this time. Thanks to Martha Lovejoy, the balance sheets are coming along. We will be able to give the different ministries their budget information so they know what has been spent and how much is left. Bert has recently gotten access to our Bank Statements and feels he is now able to give better information about the income and expenses of the parish.

- The Financial Review Committee will be reporting their findings at our May Vestry meeting. They will offer their suggestions to improve our methods of tracking and reporting our financial status.

- We do have an account set up that allows people to give to St. Andrew's via credit card.
- There is a separate account for Got Lunch (a community project), as we are the umbrella organization for the Camp.

Committee Reports:

- Worship and Music: Rev. Reed reported that the committee will be meeting after Easter. They have not met for quite a while. Their role in our parish is to listen to the members of the parish as they voice their response to worship and music here at St. Andrew's; to hear the feedback on current worship, voiced suggestions or recounted practices parishioners have been part of at other congregations. Then they help plan and offer directions that we might take with our worship and music. In short they are to keep their fingers on the pulse of St. Andrew's. There are currently 5 members on this committee.
- Christian Formation: Vickie Haines reported that the Compline services on Wednesday evenings has offered reflection, in a quiet and rest-filled atmosphere here at St. Andrew's. While the numbers weren't a lot, the people coming were feeling blessed by being able to experience this type of worship.
 - This committee has been trying to offer ways that St. Andrew's can connect our parishioners during the summer months. The plans are to encourage parishioners/families/friends to offer suggestions of activities and perhaps dates. This committee will have a way to communicate the date and activity to all. For example if a person/family likes to kayak they might offer that activity and set a date for 10:00 a.m. on July 20th at JoSylvia Lake in Contoocook. They offer that suggestion, the committee puts it out for all to see and who ever wants to kayak that day at that time will show up. Another example might be friends want to see a certain movie, they suggest a 3 p.m. matinee at a local theater on a Sunday afternoon. It will be communicated and anyone wanting to go will show up. Anyone can offer an activity and a date and all are encouraged to try it.
 - Adult Confirmation will be held on September 22, 2019 with Bishop Hirschfeld.
- Outreach: Tom Burack reported that we have SignUp Genius set up and have tried it successfully for the Vestry Dinner in March. We will next try to set it up for our Family Promise summer dates. Dr. Dawn Berry

from First Church is going to help Pam Manus. We also hope to use it for our various special celebrations.

1. The Master Calendar for our Church is expanding and a data base program is needed. Kim Wertz knows of a data base that will support this. She will try working with it and get back to Tom and Peter Daley.
2. Family Promise is looking for volunteers. 2 are needed to be Day Leaders- people who help organize a team for one day of the week. Also they are looking for volunteers who would be able to be a substitute host if there is a need for last minute changes. Family Promise is hoping to have a information/training session for new and old volunteers.
3. By-Laws Committee will meet after Easter.

Parish Life: Rev. Reed reported for Peter Daley who could not be at the meeting. Peter has a small committee (4) that has been working on Parish life with him and Coffee Hour in particular.

- Coffee Hour will now be called “Fellowship and Coffee Time”. The change is because the focus should be on fellowship. We should be getting to know one another over coffee, not because of coffee. The committee has also been able to get captains for the months up through June. A captain’s job description is to ask for sign-ups for hosts for each Sunday in their month. The sign up sheets will remain up on the bulletin board outside the Great Hall. Fellowship in the Garden will follow our Summer Services that are at 9:00 a.m.
- The Maundy Thursday Soup and Bread Supper prior to the Thursday Service will be at 6:00 p.m.
- Annual Choir Breakfast will be at 9:00 a.m. on Easter between services. Liz Carey and Pam Manus will be hosting this.
- Melissa Trafton will be organizing the Easter Egg Hunt Easter Day after 10:00 a.m. service.
- There will be a baptism at the 10:00 a.m. Easter Service.
- The Vestry will host Fellowship and Coffee on May 12th.

Building and Grounds: Clarke Kidder reported that they have received a quote from Dave Bostic to clear up the water problem around the door leading to the path outside the youth rooms. There has been water coming in during heavy rains and melting snows. The drainage problem will be addressed and fixed. The quote was for \$750.00. There is no need for the Vestry to vote for monies to be expended, as this amount is covered by the budget for B&G. As this point was discussed, it was suggested that a more detailed budget be asked for from Ministries, groups, guilds and

committees requesting money to support their activities. It was also determined that we needed a stated spending policy. With full vestry approval it was determined that the stated spending policy of St. Andrew's will be; Programs, guilds, committees and ministries shall not exceed the amounts stated in their budget without permission (vote) of the Vestry. Perhaps a learning session on more detailed budgeting with the Treasurer can be offered before the next budgets are requested.

Old Business:

Vestry Retreat: The Vestry decided to hold it's retreat at St. Andrew's on May 16th from 9:00 a.m. - 2:00 p.m. using Renewal Works as an outline.

Update on Youth: Tabled until Pat Walker can be here.

New Business:

Rector's Report:

- Communications: Rev. Reed Loy reported that with the support of Kim Wertz, our Administrative Assistant, the e-blast will have a new look and emails more relevant. In light of the recent hacks into our St. Andrew's emails, Kim has set up an account through Google Suite. Emails will now be through job@standrewshopkinton.org i.e. sexton@, or office@ etc. this will afford more security and allow people to move on without having to change the address and allow that person to emails that pertain to their job. The E-Blast news will have a cleaner, newer look. The logo for St. Andrew's has been updated utilizing the steeple, but giving it a fresher look. The web page and Facebook page are next to be up-dated. The information can only be as timely as people submit it.
- Renewal Works Check In: After Easter the people who have already expressed the willingness to be part of the Renewal Works team will be contacted. We are still looking for a person who will lead this team. The hope is to start the process in mid September and be finished before the Stewardship Drive starts (end of October).
- Invitations extended to All:
- Episcopal Revival - May 4th at Wyndham Middle High School
- Spring Renewal Workshop and Worship Day - May 11th - Manchester

- Organ Committee Update: Pete Mitchell and Fred Briccetti co-chair the committee and their report was presented by Reed. The committee met on April 2nd and have discussed the integral part that the organ plays in worship. It not only is the music part of our services but a greater part of the congregations experience in prayer and worship. With the future needs in mind and the thought that while the exterior of the organ is part of our decor the internal parts are the main focus. A new organ can be very expensive, but a well maintained used organ might be just the right fit for us. The committee will be visiting other churches to hear different types/levels of organs. They don't feel that there is an immediate need for a decision, but hope to take 1-1 1/2 years to develop a plan for replacement. Their goal is prepare a recommendation to be presented to the Vestry. The Vestry can use this recommendation, while continuing to support the Organ Committee, as part of the comprehensive care for the parish's worship life
- Outreach: Vickie Haines reported that as we had voted on prior to tonight, the loose plate monies allowed for May and June will go to the Boys and Girls Club.

Thank you: A huge thank you to our Chaplain, Clarke Kidder, for his inspirational leadership in this role. His thoughtful shepherding of our prayer and reflection time at the beginning of our meetings has been uplifting and has helped us as a group and individually in walking together, recognizing Jesus and practicing resurrection. Thank you good and faithful servant, job well done!

A closing prayer was offered by Rev. Reed Loy.
Audrey Knight then moved to adjourn the meeting, seconded by Vickie Haines and passed unanimously.

Respectfully submitted
Pam Manus, Clerk