

Vestry Meeting Minutes

August 18, 2019

Attendees: Fr. Rob Hartley, Bill Bargeloh, Jennifer Dorn, Mike Fekula, Virginia Folk, Diane Havird, Jason Nault, Annabelle Shepherd, Monique Taylor, Paula Wahl

Mike Fekula volunteered to take minutes of August 18, 2019 meeting

1. Fr. Rob opened with prayer
2. July 21, 2019 Minutes were posted to the website in July, but not made available for distribution otherwise to the Vestry, so they were not voted on as approved.
3. Feedback from Congregation about Rector selection
 - a. Some did not understand Congregation members not having input to Rector selection
 - b. Vestry followed the recommendations of the Diocese for Rector selection
4. Finances
 - a. Balances made available by Jennifer
 - b. All Clergy stipends to cease August 30. The exception will be Fr. Theo if he is needed to perform services prior to Fr. Guthrie's arrival.
 - c. 50 % of all Annual Outreach payments are to be paid now, the but Diocese is to be paid in full.
 - d. Discussion of Rector's compensation
 - i. Mike to complete Diocesan Contract for Fr. Guthrie
 - ii. Bill to call Diocesan Office to ask about Rector compensation withholding, etc.
 - e. Vestry has limited access to bank account. Vestry in the process of changing account access accordingly.
 - f. Sandy Haskell has agreed to review the books.
 - g. Search for bookkeeper – tabled.
5. New Rector Transition
 - a. Fr. Rob provided an onboarding punch list: see attachment below.
 - b. Website transition – Mike to work on. Dea Baldwin has volunteered to do the Website.
 - c. Weekly distribution of "this Coming Week at Holy Trinity" – File of e-mail addresses/Names to be given to Mike to continue this in the interim
 - d. Fr. Ross coming for house hunting on August 22. ACHTNA to pay for this trip. Michael Patterson assisting with real estate search.
 - e. Fr. Ross asked to provide Vestry with estimate of moving expenses. Discussion was held about the potential to help Fr. Ross with down payment, as needed and if feasible.
 - f. Mike needs to complete Diocesan-Rector contract letter. Bill is to call the Diocesan Office about tax and social security withholding: Jorgia Hazelwood, ADOC Accounting, Diocesan Financial matters JHazelwood@StAndrews.Church, 843.284.4336
 - g. Transition date – Mike to talk to Fr. Ross
 - i. Mike spoke with Bishop Bryan who agreed that a start date not later than Oct 1 is fine. The Bishop offered to look for Supply Priests, as needed. The Bishop

approved the use of Rev. Bainton to deliver Sermons, as long as an Anglican Priest does the Eucharist.

- ii. Motion, second, and unanimous approval for interim services as follows:
 - 1. Fr. Theo to do Eucharist – Mike is to ask. Including 8 am with the Fekula’s being willing to be bring Patience and Oke for the 10 am service
 - 2. If Fr. Theo cannot do 8 am, then attendees should expect only morning prayer to be led by Tom Roberts.
 - 3. Rev. Gary Bainton to do the sermons – Mike to ask when he is available.
 - 4. Fr. Theo to do a sermon, if Rev. Gary is unavailable
- h. Motion, second, and unanimous approval to pay for special newspaper advertising to announce the arrival of Fr. Guthrie and family at ACHTNA, with concurrence of Fr. Guthrie to use his family photo.
- i. Mike informed the other Rector Candidates of our Call to another Rector.
- 6. Other
 - a. Samaritan’s Purse Sept 14 Christmas Shoebox Kick-off to be held here – 10-12 noon; set-up on Sep 13
 - b. Dea Baldwin volunteered to do website
 - c. Teachers for Children’s ministries needed on Wednesdays.
- 7. Landscaping along Walnut Lane: discussion deferred
- 8. Carpet runner has been installed. Thank you to Fr. Dan!
- 9. Road cut-through transfer papers still need to be examined.
 - a. ACHTNA owns a third of the cut-through. It is built on Shealy property and Shealy and the other one-third owner wants to donate it to ACHTNA so that they can write it off.
 - b. During discussion of land, Bill Bargeloh reminded everyone that his aunt donated \$100,000 to church under the condition that a new church be built on the land. If the land is sold and a new church isn’t built on the land, the \$100,000 must be paid back to be given to another charity.
 - c. Mike Fekula said that we should avoid selling any land at this point
- 10. Next meeting: September 15, 2019. Paula will do lunch.
- 11. Fr. Rob closed the meeting in prayer

Attachment

Transition to New Rector Punch List

RMH dated 8/14/19

#	item	Action	Status-complete
1	Property Owner’s Assoc. business, assessments, bookkeeping	Fr. Rob will hand off to Bill B and/or Jennifer.	
2	Fr. Ross’ W2 , withholdings and payroll accounting		
3	Ross’ health insurance compensation		

4	Rector's Discretionary account	Fr. Rob's discretionary bank account is being closed out by Fr. Rob and a check written back to the church for the balance. Fr. Ross will start receiving the monthly check from the church for his discretionary account. Fr. Ross will open and control his checking account. Suggest State Street Bank where other church accounts are located. Suggest a direct transfer	
5	PO Box Keys	Bill has a key. Fr. Rob will pass his to Fr. Ross.	
6	Church Records: Worship Register, Baptisms/Confirmation/ Weddings/Funeral Records Book, Funeral Planning Files, Vestry Proceedings, By-Laws, Vestry Terms, ACNA Annual Congregational Reporting	Fr. Rob to pass on to Fr. Ross.	
7	Church Key's	Fr. Rob will provide keys to Fr. Ross and info on controlling church keys.	
8	Customaries: Existing 12 parish customaries	Fr. Rob will transfer the master files to Fr. Ross.	
9	Church Debit Card	Fr. Rob will give the card to Mike Fekula on 10/1/19 to pass on to Fr. Ross when he arrives. Will need to get a new card with his name on it.	
10			
11			