

**Trinity Parish Vestry Meeting**  
**Tuesday, January 24, 2006 – 7:15 pm**

Present From the Vestry: David Arscott, Peter Bostock, John Crevelt, Jeff Cunningham, Jay Dean, Carl Ditmore, Nancy Grove, Harry Hagey, Anne Murguia, Frances Nuelle, Howard Smith, Jeannie Thomas

Clergy: The Rev. Anne Jensen, the Rev. Fred Heard

Officers: Jennifer Fitzmorris, Treasurer; Margie Stehle, Clerk

*Devotions* – Howard read search committee prayers from two different churches, reminding us that our search process has begun

*December 2005 minutes* were approved as sent by e-mail

***Interim Rector's Report – Anne Jensen***

1. Christmas Eve services went extremely well. The children's service was the best that Anne has ever been part of. Attendance numbers were very close to last year.
2. Anne enjoyed the vestry retreat, loved the energy. A wonderful way to begin the year.
3. The search process has begun. Michael Hansen came from the Diocese to talk to the Search Committee at its first meeting last week.
4. The annual meeting went quite smoothly. Few people were there: the "faithful remnant." The Diocesan Delegation was elected.
5. The fate of the combined service is being debated by staff. It is felt that the 10 o'clock service is being constantly disrupted by having contemporary and combined services. Staff is looking at doing away with the combined services and having one more contemporary service after Easter. Anne likes the combined service, feels it brings some lightness into 10 o'clock. Provides the chance for mutual exposure of the two congregations. She likes having kids be part of it. Numbers are smaller than when we have two separate services. The decision doesn't have to be made right now. Outdoor Unity Sunday service is on the calendar for June 4.

*Discussion/comments by vestry – like the joy, activity, feeling of community. Parents like to have the kids go out, because they get a "real" sermon. Too long for young families. In last year's surveys, the 10 o'clockers loved it; 9:10ers more ambivalent. It's special for children to be in "big" church – they need to be there on occasion. Feel welcome – fun to be in grownup church. There's confusion about time/schedule: can't make plans when it keeps changing. Lots of mixed messages. If we are going to have it, have some activity in Trinity Hall for those who show up too early. Need to keep choices in front of 9:10 people, so they know 10 service is available. All should talk to people and see how they feel.*

6. Family Ministries position has been posted. No response so far. Fred is working to get everything coordinated and get volunteers on board. It is a work in progress.
7. There was a chapel meeting earlier today, chaired by Shirley Hagey. Lots of good ideas, possibilities. People familiar with the 5 o'clock service need to get together and make a checklist of what needs to be done to prepare for that service. People are very interested in making labyrinth available on a regular basis: possibly Tues. noon, Thurs. am, and on Sundays. Times should be e-mailed to vestry, so all can communicate and publicize. There's also the possibility of a Tuesday night meditation during Lent.
8. Memorial garden. An e-mail was sent to all parents of Trinity School students, and it seems to have encouraged them in maintaining a more meditative atmosphere. A similar message needs to go to parents of Sunday school kids. Planning is under way for a guild to take care of memorial garden.

### ***Pledge calls for 2006/ Delinquent Pledgers 2005 – Harry***

About 20 people who pledged for 2005 have not fulfilled their pledges. Five of those people have already pledged for 2006; the other 15 haven't. Some of those people have said they are going to pledge/pay. Many have already been called. This may be a pastoral issue. We have around \$40,000 in commitments that haven't been fulfilled. This is about 6 times normal. Harry would like reports from vestry members who haven't yet made stewardship calls. (For updates, check with Jennifer or Harry.) The year-end tax summaries are being prepared now, so everyone will receive a statement of what they still owe, but these may be ignored. There was discussion about sending a letter, written by the Vestry, reminding them of the amount still owed.

### ***Treasurer's Report – Jennifer***

The Treasurer is surprised by unfulfilled 2005 pledges. \$520K came in by Dec. Additional money is coming in slowly. About \$10,000 is probably uncollectible – people have died, moved, etc. Typically 1-2% of pledges are not paid; we are now at 6-8%. Anything that we can collect would be a big help. We are interested in reasons that people have not paid: are they waiting to see what will happen at Trinity, going somewhere else, are they mad, or other reasons? Pastoral calls might be helpful in some cases. Some people have changed churches, and are active elsewhere. However, a pledge should be a serious commitment. We do our planning on the basis of these pledges. Please let the Treasurer know if you have any information, because it's useful for formulating forecasts. Tax statements will be mailed out on Friday.

Financials: it appears that our 2005 budget deficit will be only \$20K. The vestry calls really made a difference. The operating reserve is now approx. 4 months. Prepaid pledges are up \$39000 over a year ago. 2005 budget reserve has been moved to operating reserve. The Annual Report included financials for 2005 and the 2006 budget. The big shift this year is that the R4J money has been converted into a building.

We will look at the 2006 budget in Feb. or March, and may need to make some hard decisions if more money doesn't come in. We have raised \$475K, but still need \$75,000 to meet budget. It was suggested that a letter should be sent to the whole parish, in about a month, saying that we have a shortfall. This letter will be written by Anne M., and signed by Jeff, Harry, and Anne M., as members of the Stewardship Commission. In addition, some people should receive a second pledge mailing.

Year-end gifts: it was **moved** that we give \$3000 each to CDSP and to Yale (Anne's seminary), \$1000 to the School for Deacons, and \$1000 to the chaplaincy at Stanford. **Seconded, approved.**

The question was raised as to how much money has been budgeted for the rector search. Jennifer will check and let Howard know. She believes that 3 trips by three people each (airfare, hotels) would be covered. Some travel may be covered by parishioners' frequent flyer mileage.

### ***Election of Clerk & Treasurer***

The Treasurer (Jennifer Fitzmorris) and Clerk (Margie Stehle) are to be elected by Vestry, for one-year terms. This was already done at the annual meeting, but needed to be reaffirmed. So **moved, seconded, approved.**

### ***Rectory Rental Update - David***

Notices appeared in Sunday bulletins, offering the rectory for rent, with a Jan 6<sup>th</sup> deadline. Only one application was received, from Bruce and Lisa Deal. (There was a commercial offer, but it was decided to keep this within the church family.) Terms are \$3000 deposit; \$3000 per month. Rental period will be from Jan. 28<sup>th</sup> through Sept. 2<sup>nd</sup>. After that, by mutual agreement, the rental may be extended on a week-by-week basis. Utilities will be paid by the tenant. The current plan is to have the rectory empty by the end of Sept. or early October, to provide time to make things ready for the incoming rector. Bruce will keep a list of suggested maintenance needs for the vestry's consideration. Vestry approval for a 7 month, 6 day lease to the Deals was **moved, seconded and approved.** Thanks were expressed to Salvador and others who helped to clean the rectory.

### ***Rector Search Committee – Howard***

Howard, Jeannie, and Anne J. attended the first Search Committee meeting last week, which was chaired by Michael Hansen from the Diocese. A detailed discussion will be on the Vestry agenda for February, after the Search Committee has had several more meetings. Items that need to be approved by Vestry include the decision on whether to have a nation-wide search vs. local. Michael Hansen strongly suggested that we limit it to the west coast. Vestry needs to decide how much we are willing to spend. A nation-wide search will be more expensive, but might be expected to bring in a better variety of candidates. Travel expenses for the search committee may be small, but we will also be paying moving expenses for the new rector (probably from the 2007 budget). General feeling was that we should spend whatever the Search Committee needs to do the proper job. In addition, the Vestry needs to clearly understand their job vs. that of the search

committee. How many acceptable, strong candidates must the search committee present to the Vestry? What if none are found, or the Vestry's choice turns us down, and the search committee has to start from scratch for some reason? The vestry needs to know what to do in such a case. At the February meeting, the vestry needs time to discuss some of these things. (Anne expects to be here until a month before the new person arrives.)

Upcoming, important dates for Search Committee and Vestry:

**March 2-** training with Michael Hansen (just committee or vestry too?) on facilitating town hall meetings.

**March 5** – first town hall meeting for 5 pm service, and **March 12** – town hall meetings for all morning services. All vestry need to attend these meetings, either to lead or participate. Break into groups of 6 or 7, so need lots of leaders. Opportunity to spread the leadership in the parish, get more people involved. All vestry need to work on getting the word out that the town hall meetings are of great importance. These meetings create the profile that directs the search committee's work. Vestry will announce these meetings in all services every Sunday.

**April 2<sup>nd</sup>** - second town hall meetings. Parish will be presented with summary of the first meetings for review.

The Search Committee has scheduled their meetings through May, almost weekly to begin. There will be a retreat at Mercy Center in March, to help with bonding of the group.

### ***Stewardship 2006 Discussion – Frances***

Immediate tasks: we need a Stewardship Commission chair and committee members. Right now there are 3 members, and some of them need to take a break. Suggestion made to check names of those who applied, and weren't chosen, for search committee. Vestry is charged to think about people who might be good, and to think about trying to get two people from each service to be Commission members. Talk to folks, ask for their help and ideas, pray. Vestry members volunteered to look for possible candidates in the various congregations, and not to worry about a chair until a committee has been found. Harry will get diocesan information about stewardship into the committee's hands (Jeff/Anne M./Harry). Announcements in services won't get commitments, but are part of vestry's pledge to keep people informed. One-on-one contacts are more likely to get results. Diocesan stewardship committee can make a presentation, but we need a commission first. Harry, Jeff, and Anne M. will come up with a mission statement by e-mail in the next few days. Anne M. will research what other people/parishes are doing with regard to Stewardship.

### ***Reaffirm Liaison Assignments – Frances***

- Pastoral Care Commission: Fred requested a Vestry liaison, and Carl volunteered to do this.

- Buildings and Grounds has traditionally been done by Jr. Warden, and John agreed to do the job. This makes sense, because many B&G decisions are made in Executive committee.
- 3<sup>rd</sup> Sunday Supper – Frances asked Vestry members to each sign up for one month during 2006. In their chosen month, they would attend and give a report on the search process. Peter is willing to continue as liaison, and will call JB and see if he has any programs in mind for this year. Question arose whether a search committee member should make the announcements rather than vestry? More vestry presence is needed at 3<sup>rd</sup> Sunday suppers, however that comes about.
- Last year we had a parliamentarian. Nancy will continue in parliamentarian role, possibly in concert with Elaine. Still need to go through by-laws and do a best-practices template as compared with diocesan requirements.

### *Housekeeping Items*

- Drinks/devotions – list has been sent out by e-mail. There are no corrections.
- Commissioning of vestry members will take place this coming Sunday, each at own service. So please be at your services this week. Search Committee may be commissioned next Sunday in the same way.
- Frances will work on some kind of orientation for newcomers on vestry.
- Diocesan vestry training will take place on Feb. 11<sup>th</sup>, 9 to 1:30, at the Cathedral. \$25 per congregation, \$10 per person for lunch or bring your own. Canonical, legal, and other obligations for vestry and leaders of congregation. Many workshops are offered. Anne would like as many people as possible to go, and those who do go should be prepared to make a report at Feb. vestry meeting.
- Membership liaisons are to make a report at next month's meeting. (Nancy/Harry)
- Next Vestry meeting will be on Feb. 28<sup>th</sup>, Shrove Tuesday. Pancake supper is at 6 pm. Vestry meeting in Angus Hall (if available, to provide quieter space), 7 pm.

Adjourned with Lord's Prayer, 10 pm.

Respectfully submitted,

Margie Stehle, Clerk