

St. Luke's Episcopal Church
Vestry Meeting Minutes
19 January 2015

Chaired by Chuck Larsen – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Julie Phyliky
Tom Moskalik
Tami Walker
Barbara Claire Pitcher
Ivy Akogyeram
Jane Reiman
Kevin Graves
Linda Mansfield
Gavin Sparks

Guest: Brian Decker

Meeting commenced at 19:01

- 1.** Gospel Based Discipleship - Sparks
- 2.** Apologies for absence: A Walker, Caldwell
- 3.** Approval of Minutes & Correspondence

Minutes from the 15 December 2014 Vestry Meeting were reviewed
Approval moved by Moskalik, seconded by Pitcher; approved by voice vote

Correspondence:

none

4. Working Group UPDATE:

A. Administration

Nominating Committee UPDATE

Doug: met with the Nominating Committee last week

Nominating committee identified candidates and asked Doug to contact them

The following candidates have agreed to stand in nomination:

Senior Warden: Chuck Larsen

Junior Warden: Tami Walker

Regular three year vestry terms:

Jane Jacobs

Tom Moskalik

Bert Reiman

Fulfilling the remaining two-year term for Leslie Cooper: Mike Harris

Fulfilling the remaining one-year term for Jude Yahn: Jeffrey Martinak

No youth representative for 2015 due to lack of confirmed active juniors/seniors

Casey will present the nominees at Part I of the 2015 Annual Meeting

Floor will also be opened for additional nominations

Doug expressed his thanks for the work of the Nominating Committee

Also thanks for Casey and Chuck who have served as wardens

B. Buildings & Grounds

none

C. Finance

... see Focused Reflection discussion

D. Evangelism / Incorporation

none

E. Communication

Chuck: nothing significant to report; web site is going well

Julie: appreciated seeing videos of recent services on Facebook

F. Hospitality

none

G. Social Activities

Julie: planning for the Mardi Gras party on 13 February

13 February is the day before Valentine's Day feedback?

... no concerns were noted

Looking for volunteers to help prepare for the Mardi Gras party

H. Faith Formation

Kevin: no specific updates

Sarah Martinak is doing well; regular meetings

Considering preparations for the upcoming Youth Sunday and Vacation Bible School

I. Outreach

Tami: St. Luke's is hosting the 2015 World Day of Prayer (7 March)

Met with Lutheran ladies who have shepherded this activity for years

Epiphany Birthday bags are in progress

Planning for "Souper" Bowl Sunday (01 February)

J. Pastoral Care

Barbara Claire: brief conversation with Lynn Lutz

Eucharistic Ministers process is working well

Lots of prayer shawls have been appearing

K. Worship

Julie and Jane: offered reflections from the choir perspective

Several issues are being discussed and reviewed

Doug has had meetings with John and Jo-Anne to construct a working relationship

John is currently away; will plan for the balance of the season when he returns

Jo-Anne is willing to help serve during John's absence

Tom: considering a search committee? Doug: yes, that is a possibility pending further discussions with John and Jo-Anne

5. Focused Conversation: Proposed 2015 Budget

Proposed 2015 Budget document shared with the Vestry by Brian Decker
Suggestion to remove older years (e.g. 2012) to make the budget report more readable

Brian: discussed proposed and actual 2014 numbers

Doug: 2014 balance sheet has not been finalized just yet, but the available numbers are solid

Brian: St. Luke's ended 2014 with positive balance (\$2307)

Budget process has been working well; solid and reasonable results

Doug: met early December to discuss the budget with staff members and working group leads with connections to the operational budget

Met with the Finance Committee after Christmas to finalize the report

For 2015, pledge estimates are holding steady (as expected)

Facility usage increased; a couple of new groups are now using the facilities

Line 430: changed Montessori to Dedicated Facility Usage (more generic)

Only a few adjustments to the 2015 Budget were needed

Brian called attention to the back page, specifically payroll expenses

Added line 826 to cover organist, choir director and hand bell director

Tom: expectation to spend less for organist/director than last year?

Doug: yes, will be paying fees by the service

Not expecting organist or choir director to become staff employees

Line 836: supply clergy ... holding steady

Doug: no further conversations regarding naming a priest-in-residence

Plans for considering a priest-in-residence on hold pending Doug's Central PA opportunity

Interim priest (if needed) would be fulfilled through Doug's leftover salary

No staff salary increases or lump sums budgeted in; may re-discuss mid-year as before

Tami: health insurance: just for Karen or also for other staff members?

Doug: in 2014, Karen, Betsy and Rosalie were eligible for coverage

General Convention 2009 mandated parity for lay and clergy persons working 20 hrs or more

Doug asked staff employees if they desired health benefits

Karen was the only one who took the offer for health and dental

Doug is in conversation with Betsy Bornholdt whose benefit situation has changed recently

St. Luke's may choose to revisit providing her with health insurance benefits

Brian: diocesan assessment increased for 2015

Other areas of the budget remained relatively steady

Kevin: Building & Grounds items (e.g. snow removal): what happens to the unspent funds?
Doug: lines 520, 535: remitting payment to the same company/family for grounds and snow
Estimate is based on "lived experience" ... sometimes spend more, sometimes less
Noted that natural gas costs and usage also tends to fluctuate due to weather

Tom: line 871 umbrella liability is down from previous years
Doug: Finance Committee let out invitations for persons to consider insuring our facility
Episcopal Church MN: in 2007 adopted schedule of recommended coverages if not going
with church insurance (which has become more expensive lately)
Al Lichty and the Finance Committee had found a reasonable deal
Chosen insurance company notified St. Luke's of an increase of \$1000 for the coming year
Insurance coverage was bid out again and we found coverage for the current rate
Overall, the current coverage meets/exceeds diocesan guidelines

Kevin: line 875: Continuing Education costs spiked up in 2014 due to support for Doug's
travel to Iona
Episcopal Church MN gave \$1500; vestry had agreed also to match with \$1500
Normal anticipated amount for Continuing Education is \$500/emp/year
General Convention passed an expectation that continuing education be performed yearly
Also included \$500 for three lay staff members (line 844)

Ivy: line 500 increased due to Nov call to HiMec to replace the motor on the boiler
Correct motor was back-ordered and a substitute motor was applied in the meantime
New (correct) motor is now sitting in the boiler room
Life expectancy for the new motor is 10 – 15 years
Is this a capital improvement expense? Doug considered this question earlier
Needed to be accounted for and was added to line 500; may be adjusted in final report

Ivy: where are offering envelopes listed? Doug: listed under office supplies/expenses
Expense is approximately \$1.00/box
Is it possible not to order a full set?
Not desiring to exclude anyone, St. Luke's routinely orders a full set
May be worthy of a conversation to determine whether to continue the practice
Barbara Claire: given that a minimum number needs to be ordered, overall it is easier just to
order the full set

Pledge arrears: Doug asked for update from Karen
There are several households which did not fulfill by Dec 2014
Anticipating commitment to paying the arrears ... see line 400
Will be receiving some additional arrears which will be counted in 2015

Tami: life insurance for Doug ... pay double what is budgeted?
Doug: thanks for catching; this should be changed
Gavin: proposed and actual 2011/2012 ... need to be fixed (will be removed)

Doug: thanks to Brian for his preparations and upcoming presentation to the Vestry
This is being submitted by the Finance Committee for Vestry approval
Will be shared at the 2015 Annual Meeting for concurrence by the congregation
Vestry has the power to amend the budget as needed

Doug: shared proposed agenda for 51st Annual Meeting
Highlighted sections will be spread over the two meeting dates
Working Group reports will be shared when the representatives are ready
Doug would like to know within the next few days when the presentations will be given
Packet will be shared with congregation during the first meeting for review
2015 Budget will be brought forward for discussion and concurrence at the second meeting

6. Other Business / Decisions

A. Approval of 2015 Proposed Budget

Motion to approve the 2015 Proposed Budget made by Larsen; seconded by Moskalik and Pitcher; passed by voice vote

7. Rector's Report (monthly report on back of agenda)

Doug: highlighted some items in the report

#7: Darren Cooper and Doug met regarding the Capital Campaign

Planning to meet with Betsy to discuss the "public" side of the campaign

#9: meeting with John and Jo-Anne

Note: video of the recent Sat. evening baptism is available on Facebook

Transition/Orientation meeting will be scheduled prior to next Vestry Meeting

Next Vestry Meeting: 3rd Monday (16 February)

8. Concluding Prayer and Adjourn

Meeting concluded at 20:26

St. Luke's Episcopal Church
Vestry Meeting Minutes
16 February 2015

Chaired by Chuck Larsen – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tom Moskalik
Barbara Claire Pitcher
Kevin Graves
Linda Mansfield
Jane Jacobs
Bert Reiman
Mike Harris
Jeffrey Martinak

Meeting commenced at 19:00

1. Gospel Based Discipleship - Sparks
2. Apologies for absence: Phyliky, Walker
3. Appointment of Clerk and Treasurer
By-laws require appointing a Clerk and a Treasurer annually
Sparks moved to appoint Clayton Arndt (clerk) and Brian Decker (treasurer)
Motion for appointment seconded by Pitcher; passed by voice vote
4. Approval of Minutes & Correspondence

Minutes from the (updated) 19 January 2015 Vestry Meeting were reviewed
Additions or corrections? none was provided
Sparks: glad to see the details listed in the Focused Conversation
Helps new Vestry members to correlate with the information from the Annual Meeting
Approval moved by Moskalik, seconded by Mansfield; approved by voice vote

Correspondence:

none

5. Working Group UPDATE:

A. Administration: Review 2014 Parochial Report

Sparks: shared copies of the 2014 Parochial Report (three pages total)

Described the purpose and the background of the report; two main sections:

- * Membership and Attendance

- * Financial

Cover Page describes the name of the faith community, rector, etc.

Canons require that the report be submitted by 01 March

Must be reviewed by the Vestry prior to submission

Report was prepared by Karen Gould and Barbara Ulrich

Sparks: appreciative of Ulrich's attention to detail

Her spreadsheets align with the report sections and are easy to follow

Sparks noted that Ulrich does not ask for compensation for her services

Materials prepared for the Annual Meeting are very important for the Parochial Report

Sparks has reviewed the report; invited Vestry members to review on their own time and to contact Sparks as soon as possible if there are questions or concerns

Parochial Report will be submitted online as soon as there is agreement

Parochial Report comes with a workbook explaining the categories in detail

In particular, Stewardship and Finances receive detailed focus

Most dioceses compute their apportionment on Line A

Dioceses generally attempt to minimize the apportionment amount

Occasionally dioceses need to draw on investments to cover operational expenses

This may be considered income to be assessed

In contrast, the Capital Fund (to cover building expenditures) is not a taxable income

Ulrich does an excellent job of documenting St. Luke's income and expenditures

Harris: are funds transmitted to other organizations handled as operational revenue?

Sparks: not necessarily

Example: last year, Sheltering Arms and Mission 21 invited contributions

St. Luke's collected individual contributions, then forwarded one check

Avoids dealing with many individual checks and avoids folks getting on mailing lists

Mansfield and Reiman both inquired about Outreach (Line 10)

Sparks: Outreach includes Rummage Sale, Craft Fair, donations, gifts, etc.

Mexico Mission and Haiti Trip: \$5000 contributions for each

Moskalik: remarked that filling out the Parochial Report used to be a very lengthy task

Sparks: invited review and comments on the 2014 Parochial Report prior to submission

B. Buildings & Grounds

Moskalik: inquired whether additional blinds have been installed?

Sparks: blinds have been ordered and will be installed in the future

C. Finance

none

D. Evangelism / Incorporation

none

E. Communication

Larsen: nothing in particular to report

MPR radio spots are going well

Sparks: recently offered a social media tutorial to our faith community

Highlighted St. Luke's web site; Volunteer Spot; social media opportunities

Invited folks to bring their devices and to get on the network

Dana Sparks was taking photos, posting them on the fly ... immediate reactions

Sparks: impressed with St. Luke's faith community technology adoption rate

Considering holding similar sessions a couple of times per year

F. Hospitality

none

G. Social Activities

Sparks: wonderful Mardi Gras party last Friday (13 February)

Great food and companionship; many folks helped to prepare and cleanup

Karaoke was fun; small children especially enjoyed the experience

H. Faith Formation

Graves: Sarah Martinak continuing Fusion program activities; meets regularly

Beginning to plan for Youth Sunday (03 May)

Sarah working to facilitate World Day of Prayer (07 March)

Confirmation class commenced yesterday; five participants

Robin Caldwell is assisting Sparks with the classes

Young Families group is planning to meet monthly (Jan – May have been planned)

I. Outreach

Mansfield: had to postpone recent Outreach meeting; will reschedule

J. Pastoral Care

Pitcher: out of town recently; she will follow up with Lynn Lutz

Annual Meeting report was prepared and delivered

Sparks: mentioned Bruce and Pam Magyar (8:00 service attendees)

Pam indicated desire to participate in hospital visitation service

Mayo Clinic considers visitation givers as volunteers; training is required

Pam went through the training process and began visitations last Thursday

K. Worship: Appointing a Search Committee for Liturgical Musician

Doug: Worship Working Group met earlier in February

Discussed moving forward with search committee for organist and choir director

Vestry needs to initiate and constitute a Search Committee

Previous search committee consisted of:

Jane Jacobs (representing faith community)

Clayton Arndt (representing Worship Working Group)

Kit Vreeman (representing hand bell choir)

Julie Phyliky (representing choral choir)

Jay Bryant (representing musicians and musical experience)

Clayton and Jay expressed interest in serving again; Kit also willing if needed

Reiman: how many participants are optimal?

Sparks: considers 5 – 6 optimal; balance of men and women desirable

Sparks: recently contacted Music Dept. chairs of several universities in MN, IA, WI

Received return calls from four departments indicating their willingness to help

They requested to see St. Luke's job descriptions when ready

Feedback from the Vestry?

Reiman: agreed that Kit Vreeman would be a good candidate (choir and hand bells)

Pitcher: had a similar experience in the past ... Luther College was wonderfully supportive with supplying temp interns while the search process was underway

Jacobs: expressed interest in serving; can get contact information from Colin's schools

Clayton Arndt: also willing to serve; worship committee/bells representation

Sparks: any choir members interested? Reiman: uncertain at the moment

Having potential candidates spend some time working with the choir would be beneficial

Sparks: will plan to email the choir and to solicit interest

Other representative candidates ... instrumentalists? Youth/Faith Formation?

Reiman: is there a brief description of the job requirements? Sparks: will be developed
Sparks: St. Luke's was gifted for a number of years with an individual who could both play organ and direct choir

Not all individuals are equally gifted

Most faith communities have separate organist and choir director

St. Luke's values the organ music; seeking an organist would be first priority

Reiman: recommended looking for candidates with skills for either position

Sparks: admittedly, liturgical church skilled musicians are relatively few in number

Working with students from university settings might also offer a young person an opportunity to play in a church setting

Graves: time frame for the search process?

Sparks: we are working with the current arrangement through end of May

Wishes to commence the search process as soon as possible

Preliminary goal is to complete the process by early September

Reiman: believes the choir is flexible and accommodating

Organist and choir master need to work compatibly with each other and with the choir

6. Focused Conversation: Vestry Responsibilities

Sparks shared a list of the current Working Groups and liaisons for each area

Sparks clarified: liaison is not in charge of the groups, but offers a connection and reports activities back to the Vestry meetings

Administration and Facility: needs a Buildings & Grounds liaison

Moskalik volunteered for this position (and also offered interest in Finance)

Outreach: Mansfield is interested in continuing this liaison position

Worship: was Jane Reiman; Jacobs offered to be the Worship liaison

Sparks: any interest from the Vestry members for fulfilling remaining open liaison positions?

Interest in any of the areas overall?

Martinak: interested in Evangelism and Incorporation

(particularly, Families with Young Children)

Sparks offered his thanks; will provide an updated list at the next Vestry meeting

7. **Other Business / Decisions**

A. Appoint a Search Committee for Liturgical Musician ... covered above

B. Capital Campaign Brochure

Sparks shared prototype of the Capital Campaign brochure

Theme: "Planted in Love"

Overview of the sections in the brochure

Thanks to:

- * Bert Reiman for chairing the campaign
- * Chuck Larsen, Jane Reiman, Bill Hammer for driving the proposal
- * Darren Cooper for his guidance and consultation

Sparks requested for the Vestry members to review the brochure carefully

Requested comments/feedback by end of week if possible

Darren Cooper had reviewed earlier and gave his approval

Brochure design included a commitment card

Sparks plans to take these materials during individual visits

Has identified 33 – 35 households in leadership to visit with early in the campaign

Public side of the campaign will begin during the Easter season

Sparks noted that all of this information has been discussed with the Vestry in the past

Reiman: recommended reordering the projects in terms of priority:

HVAC first, then elevator, then kitchen

Harris: has some comments and suggestions which he will share with Sparks

Jacobs: is there a budget for producing the brochure?

Sparks: production is covered by the operational budget

Graves: will the projects be addressed strictly in the listed order?

Sparks: selection of projects will be determined after assessing the pledges

Critical to assess and to receive pledge income before committing to any of the projects

Must avoid incurring any unnecessary debt beyond the pledged amounts

Some projects may be seasonal ... e.g., avoid HVAC work in mid-winter or mid-summer

Elevator project could proceed on a more flexible schedule

Pitcher: elevator provides an emotional connection and essential need for certain individuals

Sparks agreed; within the last four months, has overheard people questioning why there is no elevator in the St. Luke's building

Funerals and memorial services can be especially challenging for some folks

Sparks cautioned to keep this information within the Vestry for the time being

8. Rector's Report (monthly report on back of agenda)

Sparks: has adjusted the content to a degree based on a conversation during the recent Vestry orientation meeting

Hospital visits (item #3), for example, are grouped collectively for sensitivity

#18: RAIL Meeting

Monthly gathering during program year for clergy in greater Rochester

Sparks attended last Tuesday; Chief Peterson presented on Intelligent Policing Oversight Board for the Rochester PD

Rabbi Michelle is a member of the Oversight Board

Board called out of desire for police to be accountable for police activities, and to answer the question "how do you want to be policed?"

Also in response to recent national events involving police actions

Vestry held a brief discussion on whether to include all line items in the meeting minutes

Sparks has not heard a need to have them included in the minutes

Proposed keeping the current practice of not including all of the items, but simply noting discussion on specific items

Vocal agreement by the Vestry members to continue this practice

Sparks: offered a brief overview of the Central PA walkabout process

Sunday (01 March) – Saturday (07 March); election on 14 March

9. Concluding Prayer and Adjourn

Meeting concluded at 20:49

St. Luke's Episcopal Church
Vestry Meeting Minutes
16 March 2015

Chaired by Tami Walker – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tami Walker
Julie Phyliky
Tom Moskalik
Barbara Claire Pitcher
Kevin Graves
Linda Mansfield
Jane Jacobs
Bert Reiman
Mike Harris
Jeffrey Martinak

Meeting commenced at 19:01

1. Gospel Based Discipleship - Sparks
2. Apologies for absence: none
3. Approval of Minutes & Correspondence

Minutes from the 16 February 2015 Vestry Meeting were reviewed
Additions or corrections? none
Approval moved by Moskalik, seconded by Mansfield; approved by voice vote

Correspondence:
none

4. Working Group UPDATE:

A. Administration

Sparks: referenced the final copy of St. Luke's 2014 Parochial Report

Sparks recently received a call from the Missioner of Finances (Jennifer)

Bishop Prior encouraging missioners to “get out” of the office to visit faith communities

Suggested that Jennifer spend a day at St. Luke's to “shadow” the parish administrator

Jennifer spent a day with Karen

Among other tasks, spent some time reviewing the parochial report and financial system

(Note that St. Luke's is one of about 20 faith communities in MN with a parish admin)

Jennifer enjoyed the time spent with Karen and was grateful for the experience

Walker: would the Missioner of Finances be the person to contact regarding proposed changes to the Parochial Report?

Sparks: report format is prepared out of NYC for all Episcopal faith communities

B. Buildings & Grounds

none

C. Finance

No items to report; ready for 2015

D. Evangelism / Incorporation

Pitcher: nothing to report

E. Communication

Phyliky: heard St. Luke's support being recognized on MPR

F. Hospitality

Phyliky: nothing to report

G. Social Activities

Phyliky: nothing to report

Larsen: kudos for the Mardi Gras Party ... outstanding!

H. Faith Formation

Harris: Faith Formation Working Group met recently

Discussion focused on Youth Sunday planning and preparations

(Graves: noted that Youth Sunday will be held on 03 May)

Considering whether to schedule practice time during Faith Formation or after services?

After reflection, they decided to schedule practice after services

Discussion on where to set the bar for participation in the children hand bell choir

Planning for Easter Sunday is in progress
Sarah is preparing craft projects for Sunday mornings (Easter themes)

Young Families will meet on 21 March at Elizabeth Larsen and Darren Cooper's house
Planning and discussion for Easter Egg hunt (Julie Phyliky and Judy So both away)
Vacation Bible School discussion tabled to next Faith Formation meeting

I. Outreach

Mansfield: World Day of Prayer was a very nice event (100+ attendees)
Went very smoothly, esp. being on Saturday; very inspiring
Coverage on television and in Post-Bulletin
Reiman: was greeter on the lower level
Helped two ladies who were unable to handle the stairs
Reiman directed them to the upper parking level
Example demonstrating that the elevator project will be very welcomed

Planning in progress for the Spring Rummage Sale
Sewing Day at Sunset Terrace: mended many backpacks, jackets, snow pants
Backpacks/book bags not of high quality; wear out quickly
Recognition in the Post-Bulletin and on the diocesan website

J. Pastoral Care

none

K. Worship

Sparks: joint Ash Wednesday service with Calvary was held at St. Luke's this year
22 March: Bella Voce will perform at 10:00 AM ... morning prayer (no communion)
Phyliky: Margaret and Jo-Anne working well together on St. Luke's music program
Clayton Arndt: hand bell maintenance service has been scheduled with Malmark

5. Focused Conversation: Central PA Process Debrief

Sparks posted updates on the walkabout process and the election results to Facebook
Dean of Wellington commented that Sparks had “dodged an ecclesiastical bullet”
Sparks offered his understanding/appreciation that the events were unsettling to St. Luke's
Grateful for the faith community's patience and for walking with him in the process
Bishop Prior also called to lend his support
Phyliky: expressed our love and appreciation for Sparks
Vestry: overall group is relieved that Sparks is staying
Sparks shared final thoughts and feedback he had received from the election committee

6. Other Business / Decisions

A. Appoint a Search Committee for Liturgical Musician

Sparks: waiting to hear from one committee candidate ... has heard from:

- * Jane Jacobs
- * Kay Batchelder
- * Kit Vreeman
- * Clayton Arndt

Sparks received encouraging responses from chairpersons of university musical departments
Planning to rework the Director of Music (DOM) description from the last search process

Phyliky: glad that we are looking for two persons to fill the roles

Reiman: agreed that having two directors is working well at the present

Acknowledged that finding two new candidates may be a challenge

Sparks concurred; keep open the option of finding one DOM with both skills, or two DOMs with separate skills (who work well together)

Sparks has also talked with an individual who expressed interest in acting as a liturgical musician (no recitals or performances)

7. Rector's Report (monthly report on back of agenda)

Sparks: any questions on the items?

Continuing Education – will be looked at

How is Justin doing? Doing well; Sparks talked to him recently

Sparks: has completed three Capital Campaign personal visits

Six additional visits are scheduled for the near future

Noted that some households wish to be contacted via phone rather than email

Pitcher: announced that she will be leaving later in April

Planning to join Kurtis in Traverse City (caring for his mom)

Sparks: do we wish to receive Pitcher's resignation this evening? Yes ... so received

Sparks and the Vestry expressed their gratitude for Pitcher's service to St. Luke's

Vestry will discuss replacement at an upcoming meeting

Need to fill in the balance of Pitcher's remaining term up to the next Annual Meeting

Sparks will review the results of the recent Nominating Committee

A replacement candidate may be suggested by the results

Sparks will email possible candidates for their consideration in this process

8. Concluding Prayer and Adjourn

Meeting concluded at 19:50

St. Luke's Episcopal Church
Vestry Meeting Minutes
20 April 2015

Chaired by Chuck Larsen – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tami Walker
Tom Moskalik
Linda Mansfield
Jane Jacobs
Mike Harris
Jeffrey Martinak

Guest: Kathy Connelly

*Note: per discussion in Topic #7: **NO VESTRY MEETING IN MAY 2015***

Meeting commenced at 19:00

- 1.** Gospel Based Discipleship - Sparks
- 2.** Apologies for absence: Phyliky, Reiman, Graves
- 3.** Approval of Minutes & Correspondence

Minutes from the 16 March 2015 Vestry Meeting were reviewed
Additions or corrections? none
Approved by voice vote (no specific motion needed)

Correspondence:
none

***Note:** Other Business Item 6(A) was attended to at this point during the meeting.*

4. Working Group UPDATE:

A. Administration

Sparks: see Focused Conversation

B. Buildings & Grounds

Moskalik: hearing some feedback about the condition of the pews
Will continue veneer repair work on an on-going basis

C. Finance

Sparks: Barb Ulrich completed first quarter report; sent to Finance Committee
Statements will be sent out by end of April
Finance Committee will meet prior to the next Vestry meeting

D. Evangelism / Incorporation

none

E. Communication

Larsen: encouraged folks to let the Communication Committee know of any suggestions
Mentioned use of Volunteer Spot for Readers, Eucharistic Ministers,
Coffee Hour Volunteers and Ushers to sign up
Suggestion to consider adding the Greeters to Volunteer Spot

F. Hospitality

none

G. Social Activities

Martinak: Young Families gathering this Saturday at the Bryant's house

H. Faith Formation

Harris: Faith Formation met last Wednesday
Conversation around Youth Sunday; planning events
Discussion about planning for Vacation Bible School (VBS – scheduled for August)
Thinking of joint mission trip with Calvary to White Earth

Considering an alternative to the Confirmation process

Scheduling confirmation classes can be difficult due to everyone's time commitments
Sparks: thinking of gathering for 2 – 3 retreats during the summer (allows meeting for longer periods of time)

Have some interested youths who are participating in winter sports and other activities

I. Outreach

Walker: proceeds of \$3400 from the Rummage Sale (per Robin Caldwell)
Mansfield: noted there was an interesting collection of items available at the sale

Walker: moving into summer programs ... Sunset Terrace programs winding down
Sarah Martinak and Allison Walker are planning Haiti trip in June
Sparks: received about \$1800 for 2015 Lenten Project benefiting Haiti
Money for classrooms, some for tuition, some for general purposes
Sarah and Allison will deliver the funds during their trip
Sarah wished to say "thank you" to the contributors

Mansfield: receiving fewer GAMAM bags lately; planning to increase the awareness

J. Pastoral Care

Sparks: some items to note ...
Scott Arnold is back home from the hospital
Ed Johnson is back home from Samaritan Bethany
Judy Buettner is back home recovering

K. Worship

First meeting of Liturgical Musician Search Committee on 13 April
Committee reviewed the progress of the interim musicians and directors
Committee discussed the music position/description documents (2011 and 2013)

Subcommittee is currently working on the position description
Refining and preparing the position description for release and for on-line posting
Sparks highlighted the communications he had recently with several universities
Identified several professional agencies where we might post the position description

Primary desire is to hire a Liturgical Musician with organ proficiencies
Secondarily search for a Choir Director
Recognize that it would be a challenge to find one person with both sets of skills

Sparks asked Kay Batchelder and Elizabeth Larsen to communicate with the chancel choir and the hand bell choir to keep them updated about the progress

5. Focused Conversation: Capital Campaign UPDATE

Sparks: called attention to the back of the agenda ... Item #7

Process included invitation for Sparks to visit with selected households

10 Mar – last Wed: Sparks visited 28 households face-to-face (variety of settings)

24 of 28 households have responded ... pledged total in excess of \$304,000

The time spent during these visits was valuable ... affirmed by those whom Sparks visited

During conversation with some founding members, Sparks was complimented on taking the initiative to volunteer to go out to talk about this process

St. Luke's continues to receive gifts from the at-large invitation

Sparks and staff worked Easter week on preparing the invitation and campaign materials

Cover letter, brochure prepared to be mailed by that Thursday

Chose first class over bulk mail to attempt to expedite the delivery

Unfortunately, delivery was still delayed a bit

Some letters did not arrive at households until the following week

Sparks noted that all of the preparations were done internally

Sparks offered thanks to Betsy, Karen and Darren for their work on the preparations

Invitation to the Vestry for questions ... no questions were posed

In addition to the \$304K, received about \$15K – \$20K to date from the at-large mailing
Campaign fund started with \$80K seed; added the numbers above to get the current total

6. Other Business / Decisions

A. Appointment of Kathy Connelly to the Vestry

Sparks had emailed the Vestry earlier to remind of Pitcher's resignation

By-laws allow for appointment to fill her remaining term for the balance of the year

Connelly was identified via the January Nominating Committee's efforts as a candidate

Sparks spoke with Connelly earlier and asked if she would be willing to be appointed

Sparks noted that Connelly would be responsible for acting as Liaison for Pastoral Care

Connelly reflected on the invitation and agreed to be nominated

Sparks then shared her decision with the Vestry via email ... received favorable responses

Motion by Walker to approve the nomination of Kathy Connelly to fill the remaining year's
balance of Pitcher's vestry term

Seconded by Larsen and approved by voice vote

Connelly shared a reflection on her background and faith journey

7. Rector's Report (monthly report on back of agenda)

Item #18: Sue and Jim McReynolds have attended the 10:00 worship for 4 – 5 weeks
Moved here recently from Edina; Jim is a manager at McNeilus
Jim expressed interest in singing with the choir

Lloyd Bartholomew funeral service was held on 10 April

Item #10: Betty Loath was the first secretary Sparks worked with
Sparks attended her funeral in Waukesha recently

Spark's nephew is graduating Sat., 16 May; Sparks will return the following Monday
Impact to Vestry Meeting ... vestry can meet w/o Sparks, or can move the meeting
Discussion: propose skipping the May meeting, plan to meet in June as scheduled

Motion by Connelly to cancel the May Vestry Meeting
Seconded by Mansfield; passed by voice vote

NO VESTRY MEETING IN MAY 2015

8. Concluding Prayer and Adjourn

Meeting concluded at 19:47

St. Luke's Episcopal Church
Vestry Meeting Minutes
15 June 2015

Chaired by Tami Walker – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tami Walker
Tom Moskalik
Jane Jacobs
Kathy Connelly
Jeffrey Martinak

Guest: Gavin Sparks

Meeting commenced at 19:01

- 1.** Gospel Based Discipleship - Sparks
- 2.** Apologies for absence: Graves, Reiman, Mansfield, Harris, Phyliky
- 3.** Approval of Minutes & Correspondence

Minutes from the 20 April 2015 Vestry Meeting were reviewed
Additions or corrections? none
Adoption of the minutes moved by Larsen, seconded by Moskalik

Correspondence:

- 1) Received a letter in late May from World Day of Prayer acknowledging \$328 offering
- 2) 2014 annual report from the MN Council of Churches acknowledging St. Luke's as the only church in MN which participated in their respectful conversations

Note: at this time, the meeting workflow switched to Section (6) and then to Section (5):

Eagle Scout Project
Capital Campaign

4. Working Group UPDATE:

A. Administration

Sparks: phone system was upgraded in early 2014
Package included 15 month free software upgrade which is nearing end of date
Follow-up packages are available including:
* Platinum: 24/7 support
* Gold: Mon – Fri support
Recommendation is to adopt the Gold service package (\$75/month)
Includes on-site and remote service
No problems experienced with the phones to date
Will need to be budgeted in this year
Karen is handling negotiations with the phone company
Walker: recommends getting the upgrades to remain current and to obtain support
Sparks: believes the budget can accommodate the expense
Vestry group offered their agreement with this plan

B. Buildings & Grounds: Eagle Scout Project

Note: see (6) Other Business for Eagle Scout Project discussion

Buildings and Grounds (B&G) team recently met and performed a walkabout
Several projects identified; Sparks will send a list to the Vestry
A St. Luke's member recently voiced concerns about the condition of the pews
The member recommended calling Nigon (woodworker) for repair vs. replacement bids
Nigon visited and performed an analysis; recommended total replacement of old veneer
Bid was received from Nigon: about \$28K to relaminate the ends of the pews
Alternatively, total replacement with new hardwood ends would be about \$38K
Bids were shared with the B&G committee for review and discussion

C. Finance

Vestry briefly reviewed three finance reports for Jan – Mar 2015
Moskalik: noticed that Jan and Feb checking/savings differ substantially from March
Sparks: examined his copies of the reports ... saw consistent numbers in his copies
Perhaps an error in the document which was sent out?
Sparks observed that the printouts were missing the All Funds page
Sparks will ask Karen to re-send updated copies

D. Evangelism / Incorporation

E. Communication

F. Hospitality

Walker: working on plans for Fall Picnic; currently scheduled for 20 Sept
Sparks: watch for further communications on picnic details, band, etc.

G. Social Activities

H. Faith Formation

Sparks: Faith Formation met in early March
Vacation Bible School (VBS) planning is in progress

I. Outreach

Walker: Sarah and Allison currently traveling in Haiti
They visited the second well under construction; funded by St. Luke's contributions

J. Pastoral Care

Sparks: Lynn Lutz continues to coordinate the Eucharistic visitors
Visitor from Samaritan Bethany recently added to the rotation
... she is affiliated with the Church of England

Scott Arnold: back home after several procedures; taking one step at a time
Some additional procedures may be forthcoming

Sue Sauter (retired teacher from Pine Island) connected to 8:00 service
Moved recently to hospice; Sparks visited and took a prayer shawl

Sparks: leaving for General Convention over the next few weeks
Asked Steve Mues to be available for pastoral care concerns during his absence
Karen knows how to contact Steve for emergencies

Larsen: Pam Magyar will be having foot surgery this week

K. Worship

Sparks: conversation about the church's sound system was held a couple of years ago
The sound system is connected with the Allen Organ system
Regarding hearing devices: sound system does not currently have a loop or receivers
Allen offered a bid for a loop system to be integrated with the sound system
Back in Jan 2015: Lloyd Bartholomew encouraged pursuing obtaining the system
Following Lloyd's death, his family concurred with proceeding in his honor
Requested Allen Organ to re-bid for covering both worship space and fellowship hall
Re-bid returned: \$3200 for both spaces
Supports hearing aids and separate transmitters (4 receivers + two neck loops)
Offers additional capacity for future expansion

Bartholomew family sent a check fully covering the \$3200 bid
Work will begin mid-June, to be completed by end of June
(CCA: work was subsequently scheduled to begin on 06 July)

Moskalik: potential of elevator construction affecting the new loop?
Sparks will share this with the Allen folks for their awareness and opinion

Musician Search Committee update:
Received two resumes on Saturday; also still in touch with Kalle Akkerman
Doug sent the resumes to the Search Committee members for review
Look for more feedback in July

5. Focused Conversation: Capital Campaign UPDATE

Sparks: official campaign closure was 24 May; received 7 – 8 gifts since
Have received approximately \$517K in gifts and commitments altogether
\$288K already deposited in the St. Luke's bank account
Finance Committee met in May; details were shared with the wardens
Investment in the Pooled Investment Fund (PIF) was briefly considered
... later discarded as an option
Finance Committee established a Capital Campaign savings account at Sterling
Not expecting any significant earnings, but segregates funds from church's regular cash

Larsen: received final bid from HiMec for HVAC replacement: about \$400K

Also received final bid from Superior to overhaul the HVAC system
Work to be performed will need to take current building codes into consideration
* 750K BTU boiler
* 70 ton water chiller
* improved airflow in the ventilation system
* wireless thermostats which can be monitored and adjusted remotely
No money up front; 50% at start; about 6 weeks to complete the work
Could start in November

Walker: difference in the two bids? Larsen: yes, there is a difference
Walker: St. Luke's has a long relationship with HiMec; comfort level with Superior?
Larsen: suggested that we would remain with Superior if we accept their bid

Martinak: familiar with bid gathering through his Charter occupation
... including yearly HVAC proposals
Offered to assist with input on this type of project if needed

Sparks: suggested next steps
Since we have firm bids, Chuck, Jane, Bill will review and come fwd with recommendation
Decision will be based on assumption that the gifts and commitments received are firm

Sparks recently attended a Rochester Area Foundation Grants Writing meeting
Opportunity to receive a \$25K grant specifically for the elevator
Combined with gifts and pledges, we could cover both the HVAC and elevator projects
... one this year and one next year
Reminder of the project priorities: HVAC, elevator, kitchen
Keep in mind that we have funds already in hand for the HVAC project

Larsen: believes we can start projects sooner rather than waiting two years for pledges
Mentioned that RPU is willing to examine the bids and give their opinion on whether the bids are on target and appropriate (i.e. not over-spec'ed)
Sparks: concurs that having RPU look at the bids would be good
Asked Larsen to coordinate this action with Jane and Bill

Walker: how many systems make up the overall HVAC installation?
Larsen: three systems plus two hot water heaters
Jacobs: if we start work earlier, easier to enact a follow-up campaign if needed
Sparks: asking for additional funds to cover the kitchen may be easier (lesser amount)

Sparks: may need to call a special Vestry meeting to discuss when further details are available, with target for starting the work this fall
Moskalik: asked for reminder: how much did Darren Cooper think we could raise?
Sparks: goal was initially \$500 - \$600K, so we are on target

Sparks: will be away at General Convention late June
Encouraged the group to forge forward and act with urgency, and to keep everyone informed

6. Other Business / Decisions
A. Eagle Scout Project

Gavin Sparks: presented overview of his Eagle Scout project
Constructing an Ojibway Medicine Wheel and Fire Ring in front of the church
Provided PDF of materials and costs
Separate rental cost for tamper to compact the sub-base
Design includes preassembled fire ring (black circle) + lid
Lid can be locked for safety and to discourage unauthorized usage

Incorporating a Native Am. Medicine Wheel requires certain color choices and design
Red, yellow, black, white in specified orientations

Gavin planning to work 16 June, 17 June on assembly (weather permitting)
Custom Retaining Walls has been very helpful with materials, advice, brochures and recommendations for the sub-base

Walker: background on the medicine wheel?
Gavin: idea shared by Doug and Dana; connection to White Earth Reservation
Can be used for healing services as well as social gatherings
Colors and orientation (based on true north) have significance in the wheel design

Sparks: other landscaping will take place once wheel is in place: indigenous prairie flora
Jacobs: is a permit required for the fire pit?
Sparks: Bill Hammer investigated; no problem with the fire pit itself
However, it is necessary to secure it for safety
Larsen: size? 14' diameter
Gavin: includes extra 3' diameter of grass removal around the ring for tamping
9" deep for the sub-base; tiles are then filled in with hardening sand

Walker: is St. Luke's funding the project?
Gavin: church has some funds set aside for the project; Gavin helped to raise additional funds
Some benefits also realized from the church's tax status

Larsen is the church representative receiving the gift; acknowledges this is a wonderful gift
Walker: is a motion needed?
Larsen: moved to accept the gift of Gavin's Eagle Scout Project
Seconded by Connelly; passed by voice vote

7. Rector's Report (monthly report on back of agenda)

Sparks: visited Francis Restall at Charter House

Also visited Nell Johnson at Charter House

Numerous weddings on the agenda, inc. Moskalik wedding at Gloria Dei

8. Concluding Prayer and Adjourn

Meeting concluded at 20:08

St. Luke's Episcopal Church
Vestry Meeting Minutes
21 September 2015

Chaired by Chuck Larsen – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tami Walker
Tom Moskalik
Jane Jacobs
Jeffrey Martinak
Kevin Graves
Bert Reiman
Linda Mansfield
Julie Phyliky

Meeting commenced at 19:00

- 1.** Gospel Based Discipleship - Sparks
- 2.** Apologies for absence: Connelly, Harris
- 3.** Approval of Minutes & Correspondence

Minutes from the 17 August 2015 Vestry Meeting were reviewed
Additions or corrections? A few minor typos; Sparks will handle corrections
Adoption of the minutes moved by Walker, seconded by Moskalik; motion carried

Correspondence:

None

4. Working Group UPDATE:

A. Administration: Consecration Sunday 2015 UPDATE

Consecration Sunday is scheduled for 18 Oct 2015
Theme is "God the Giver" ... materials from Episcopal Network for Stewardship
Stewardship program will run for a six week duration
Sparks shared a hard copy of the Consecration Sunday materials
Letter to be mailed to the St. Luke's faith community members
Posters have been hung; updates will be posted to the web site
Soliciting for volunteers to offer reflections at the upcoming services

Walker: inquired about how to handle "I no longer attend" responses
Sparks: hopefully these are eliminated (or minimized) in advance
Karen prepares an active member list; Sparks vets the list to remove non-attendees
Also checks the contact information for correctness
Mansfield: will be away during the Consecration Sunday timeframe
Reiman will take her calling list

Sparks: will be sharing a draft of the invitation letter for review and comments
Invitation letter will also include reservation card and pledge comparison information
Extra reservation cards will be available at church
Postal process adds a challenge since mail is routed through St. Paul (adds delay)

Sparks: Episcopal Church in MN annual convention held last Friday/Saturday
Four lay delegates + Sparks attended
Sparks planning to share review at upcoming Sunday Adult Forum

Two key initiatives were passed at the convention:

- 1) Resolution to ask the U.S. government to consider the initiative of forming a national committee on the abuse of indigenous persons in boarding schools
- 2) Resolution regarding prevention of gun violence (local and national levels) and to advocate for common sense gun legislation

Larsen: enjoyed the conference
Solar, wind power and other green initiatives were among the topics of interest
Glad to see that St. Luke's is ahead of the curve on several green initiatives

Sparks received kudos at the conference for his handling of the diocese finances

Sparks: St. Luke's will be electing delegates for the 2016 Convention at the Annual Meeting in January

B. Buildings & Grounds

Larsen: examination of the electrical supply planned to determine if adequate for HVAC

Reiman: should we have a separate topic for Capital Campaign activities?

Sparks: yes, we can consider that; for now, keep under B&G

Phyliky: using the new refrigerators was an interesting experience

e.g. alarm sounds if the door is left open too long

Everything for the picnic fit into the new refrigerators with room to spare

Reiman: checked the fridge temperatures; seem to be OK

Addressing the matter of the dented fridge is still under consideration

C. Finance

3Q reports (hard copies) were shared for review

D. Evangelism / Incorporation

No report

E. Communication

Larsen: current communication activities are working well

MPR will have special spot on the upcoming Blessing of the Animals (3 Oct)

F. Hospitality

No report

G. Social Activities

Phyliky: St. Luke's Picnic was held on 20 Sept

Graves: helped with games with the kids; Don helped with face painting

Bouncy House was quite new and was cleaned prior to use

Much help with cooking and preparation, setup and cleanup

Band was an awesome addition

Compared to last year: much lower turnout; lots of leftovers
Donations were lower, too
Was also a bit windy
For next year: recommend scheduling the picnic one week earlier
Check for other conflicts on the community calendar

Linda: Craft Fair contributions were down; did raise \$1868
Craft Fair sale will be extended for one weekend

H. Faith Formation

Graves: Youth Sunday scheduled for 04 October
Godly Play (older youth) started rehearsing this week
Youth Formation split: 4 yr – 7 yr (one group) and older (second group)
Good attendance and balance between the groups
Susan McReynolds: new catechist
Looking for a couple of additional nursery volunteers
Will be doing some VBS songs at Youth Sunday

Phyliky: observed that VBS is a great outreach for new folks

Young Families: alternating family and adult social gatherings
First adult gathering will be at Whistle Binkies South

I. Outreach

Craft Fair ... was discussed earlier
Backpack Program: starting this week; have some new volunteers

J. Pastoral Care

Sparks: several pastoral visitations in August and September
Recent changes to the visitation process; expanded number of places visited

Sparks: noted number of folks (16) who have passed away since he became pastor
Other cares or concerns? ... none voiced by the Vestry at this time

K. Worship: Organist / Director of Choirs UPDATE

Sparks: nearing the end of the search process
One more candidate to interview this Thursday
Committee will review the candidates
Will make a recommendation to the wardens by end of September
Will be communicated to the Vestry early in October
Expedite the decision ... not wishing to wait until regular meeting

Phyliky: continue to thank Jo-Anne and Margaret for their interim service

5. Focused Conversation: Three Convention Questions:

a) What has been successful in your faith community this year?

b) What does creation care mean in the context of your faith community and neighborhood?

c) What is God's big dream for your faith community over the next year?

Sparks: these were table conversation questions at the Convention

Larsen: offered a review of the seating arrangements

The questions were provided at the tables for reflection and discussion

Attendees had not seen these questions prior to the meeting

Sparks: can talk about these during the Sunday Forum, or after the 10:00 service

Questions and related workshops focused around "creation care"

(e.g. solar, wind, rain gardens, etc.)

Reiman: what does "creation care" mean? Was not clear until examples were put forth

Sparks: will be intentional and clear when sharing this term in future communications

Sparks: creative ideas are encouraged

Example: St. Luke's property (up to 5 acres of land) is a very rich resource

Thought: planting a section with native plants, flowers, grasses

Reiman: any areas on our property w/o trees? Native grasses would need open space

Sue Butler and others can help advise

Phyliky: create a community garden from which proceeds could be donated?

This would take time and energy to maintain

Graves: be mindful of city ordinances when considering ideas around the property

6. Other Business / Decisions

none

7. Rector's Report (monthly report on back of agenda)

Sparks: called attention to his report (back of agenda)

Phyliky: any plans for continuing education?

Sparks: none at this time

Hoped to take 3 day seminar this past June, but it was full

Music Search process + Capital Campaign also consumed a lot of energy

JFAC: Joint Finance and Audit Committee

Sparks: was appointed to lead the committee as treasurer for one more year

Planning to make this his last year; will need to find a replacement

Sparks: affirmed that the Ep. Church in MN Convention is yearly

Usually held around the 2nd/3rd week in Sept

Sparks: planning for presentations from the Working Groups

Opportunity to share what the groups are doing, and to invite folks who might be interested in participating with one or more groups

8. Concluding Prayer and Adjourn

Meeting concluded at 19:58

St. Luke's Episcopal Church
Vestry Meeting Minutes
16 November 2015

Chaired by Tami Walker – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tami Walker
Tom Moskalik
Jane Jacobs
Jeffrey Martinak
Kevin Graves
Bert Reiman
Kathy Connelly

Meeting commenced at 18:58

- 1.** Gospel Based Discipleship - Sparks
- 2.** Apologies for absence: Mansfield, Phyliky, Harris
- 3.** Approval of Minutes & Correspondence

Minutes from the 21 September 2015 Vestry Meeting were reviewed
Additions or corrections? None
Adoption of the minutes moved by Moskalik, seconded by Larsen; motion carried

Correspondence:

Sparks shared note from Jo-Anne Larson expressing her thanks and appreciation for the gift and recognition from St. Luke's for her interim musical service

4. Working Group UPDATE:

A. Administration: Nominating Committee

By-laws require the Vestry to appoint a Nominating Committee

No later than 45 days before the next Annual Meeting

One retiring Vestry member will serve on the committee

Six additional appointments will be made

One or more appointments should have had some experience serving on a vestry (here or in another church)

For 2016, need to elect two wardens and three vestry members

Treasurer and clerk are appointed

Episcopal Church in MN Canons: limit of four years' contiguous service on the Vestry

Walker: does the limitation apply to treasurer and clerk?

Sparks: yes to treasurer; no to clerk

Sparks shared list of folks who served on the Nominating Committee last year

Requested for the Vestry members to consider and to suggest nominees

Sparks will facilitate email discussion for feedback

B. Buildings & Grounds: HVAC Project Update

Larsen: have received one bid (\$280,000); others are dragging

Lots of talk with not much action from the other bidders

Reiman: lack of commitment from the other contractors is disappointing

No firm time line for completion of the project; need lead time to order equipment

Now looking at starting work in Spring 2016

Reiman: should the Vestry have a special meeting on this subject?

Sparks: working group has been managing this process for nearly two years

His hope is that the group will be able to offer an appropriate recommendation

Due to the length of the process, we have quite a lot of input and information

Reiman: suggested that a meeting with the engineers may be helpful

Sparks: we have had a relationship with these companies for a number of years

Outside factors may have contributed to the delays

HiMEC has been responsive during urgent needs (e.g. breakdowns)

The delays in the bids are not reflective of the companies' usual responses

Jacobs: state a firm deadline? ASAP is open to interpretation
Larsen: perhaps call the non-responsive contractors to ask for commitment
Reiman: some contractors like to bid out in their accustomed manner
Larsen: attempting to hold bidders to the specs

Sparks: plan to have a recommendation no later than the Dec. Vestry meeting
Acknowledged that Larsen has been cordial in his communications with the contractors

Graves: any benefit to setting a deadline a week or two before Dec. meeting?
Group feedback: not too critical at this time

Reiman: happy about the repaired fan in the upstairs restroom
Working water fountain is appreciated
Sparks: reported that the downstairs mens' room toilet was rebuilt

C. Finance

Sparks: statements were sent to the Vestry after Finance Committee Meeting

D. Evangelism / Incorporation

none

E. Communication

none

F. Hospitality

none

G. Social Activities

Martinak: good turnout for the Young Families October outing at Whistle Binkies South
November outreach Thanksgiving dinner: also good turnout
December: hosting annual Ugly Christmas Sweater party

H. Faith Formation

Graves: Faith Formation met on 4 November
Main goal: prepare for Christmas Pageant
Ceri involved in the preparations since beginning of November
Sparks: Karen Gould is gathering last year's pageant materials for her

Middle School Retreat last weekend ... went very well
Sparks: enjoyed hosting; some attendees from St Paul; good teamwork
Jacobs: one attendee remarked "good church for this retreat"

Graves: Sarah Martinak working on Faith Formation materials

I. Outreach

Walker: affirmed good turnout for the Thanksgiving Dinner
Gearing up for the Christmas Programs
No mitten tree this year

J. Pastoral Care

Sparks: Kathy Connelly became the most recent Eucharistic Visitor
Visitor program coordinated by Lynn Lutz and Barbara Solbrig
Visiting 5 – 6 persons on a regular basis
Opportunity to spend time with visitees; checking in on them
Some visitees dealing with challenges and transitions
Helps them remain connected to the St. Luke's faith community

Connelly: Pastoral Care meeting later in November
Making the visitation materials larger in print

K. Worship: Organist / Director of Choirs UPDATE

Jacobs: reviewed Blessing of Animals service (primarily attended by canines)
Having outside may be limiting for some types of pets; may wish to move indoors

Sparks: reflected on our first few weeks with Ceri
Looking at Christmas/Epiphany planning
No Lessons/Carols for this year

May consider Choral Evensong and High Tea in January
Must have enough singers for effective Evensong
Reiman: proposed Sunday date was announced at last choir (30 Jan)

Sparks: invitation for 2nd annual Thanksgiving Gathering at CUMC
Sparks will be involved with the service for this year
Choir also invited to participate

5. Focused Conversation: Episcopal Election Process

Sparks: letter was sent earlier to Vestry and to the faith community
Letter described Sparks' participation in the election process for Northern Indiana
Background: the election process began early Sept 2015
Sparks received email after his return from General Convention
Email informed of the opportunity
Email suggested Sparks contact the Search Committee for Episcopal Diocese in Northern IN
Sparks consulted with Bishop Brian for feedback and received his support
Sparks also contacted Bishop Jeff Lee who had served as priest in IN
Both expressed confidence in Sparks' ability to serve in that capacity
Graham's bike accident and the Music Search Committee then required focus
Due date (24 Sept) for initial responses to the candidacy came up quickly
Sparks submitted his response just in time
Waited for feedback ... then received call for phone interview to discuss Sparks' responses
Sparks was invited to a discernment retreat
Sparks consulted with the wardens and then attended the retreat
Background check was performed; discrepancy over Sparks' degree was resolved
Later, received phone call from the standing committee: invited to be a candidate

Sparks mentioned that he was not looking for this opportunity ... it found him
Five candidates in total to be considered
Sparks' focus will continue to be with St. Luke's until the moment of change
Trusting that God's grace will bring about the desired course of action

6. Other Business / Decisions

A. ECMN Mission Ministry Support for 2016

Received notice in November 2015 asking for commitment to payment
Payment supports Mission and Ministry (MM)
Payment is derived from the annual Parochial Report
Asked to pay 13% of Line A from the report ... St. Luke's income over \$300,000

Action by motion and signature is required
Walker: moved that we accept the 2016 MM Support payment of \$44,880.81
Seconded by Reiman; approved by voice vote

7. Rector's Report (monthly report on back of agenda)

Review backside of Vestry agenda

Episcopal Commons

Discussed during the General Convention in Sept. 2015
Presentation by group of people on Episcopal Commons project
Result of several years of work regarding the challenge of parking at St. Mark's
Episcopal Church owns a building (built in 1960) which is not in the best condition
Only accessible floor is the ground floor
HVAC is rather inadequate
Unable to rent out unused space as offices
Conversation between Episcopal Church, St. Mark's and Episcopal Homes
Plan is to demolish the 1960 building
Construct a housing unit with 64 units for independent living (no care units)
Have a section on the ground floor to house the Episcopal Church offices
100 parking places underground; available to cathedral during services
Goal is to raise \$7M
Received a commitment by an individual for giving \$3M to the project
Sparks was invited to be part of the committee
Hoping to host an info session in January 2016 in SE MN
Invite persons to learn about the project and to consider making a contribution
Sparks offered St. Luke's as a welcoming place to host the meeting

8. Concluding Prayer and Adjourn

Meeting concluded at 20:00

St. Luke's Episcopal Church
Vestry Meeting Minutes
21 December 2015

Chaired by Chuck Larsen – serving as Warden

In attendance:

Doug Sparks
Chuck Larsen
Tami Walker
Tom Moskalik
Jeffrey Martinak
Kevin Graves
Bert Reiman
Kathy Connelly
Linda Mansfield
Julie Phyliky
Mike Harris

Guest: Brian Decker

Meeting commenced at 19:02

- 1.** Daily Prayer for All Seasons - Sparks
- 2.** Apologies for absence: Jacobs
- 3.** Approval of Minutes & Correspondence

Minutes from the 16 November 2015 Vestry Meeting were reviewed
Minor correction highlighted by Moskalik
Adoption of the amended minutes moved by Moskalik, seconded by Mansfield
Motion passed by voice vote

Correspondence:

none

4. Working Group UPDATE:

A. Administration: Nominating Committee

Sparks: shared the names of the suggested nominating committee members
One retiring Vestry member may participate on the committee
Sparks asked if Walker would represent the retiring Vestry member ... she agreed

Committee nominees are:

Tami Walker
Elizabeth Larsen
Jay Bryant
Barbara Heins
Doug Butler
Neal Engelman
Cathy Botz

Sparks asked for questions or concerns ... none was raised
Moskalik: asked to confirm that these are candidate committee members (not yet invited)
Motion to approve the list of candidate Nominating Committee members
Moved by Moskalik; seconded by Mansfield; motion passed by voice vote

B. Buildings & Grounds: see Focused Conversation

C. Finance – Proposed 2016 Budget

Brian Decker: shared copy of the latest budget spreadsheet
Budget process began two Finance Committee meetings ago
Committee looked at actuals for 2015 to date, then developed 2016 recommendations
Spreadsheet follows customary format (2016 column plus historical columns for ref.)

The following discussion focused on key lines of interest in the 2016 Budget:

Focus on Income ...

Line 420: projecting \$296,486 in pledge income (church office has verified)
Line 410: increased facility usage projection
Actuals for 2015 facility usage are above \$7000, set conservatively for 2016
Total income for 2016 is down a bit from 2015

Sparks: in 2015, three households have moved; two households have experienced deaths
\$22,000 less in pledging revenue among these affected households
Walker: was concerned the drop was due to Capital Campaign ... that is not the cause
Sparks: composed email to folks who pledged in 2015 but have not pledged for 2016
Current total represents about 96% of potential pledge income
There may be a few lingering incoming pledges

Focus on Expenses ...

Line 525: natural gas expense has declined ... new HVAC should also offer some savings
Most other expenses are expected to be fairly level between 2015 and 2016
Line 535: Al Lichty is working on bids for snow removal service
Inconsistent billing practices in the past have made it difficult to project and to budget
Desire to establish a predictable pricing/billing structure

Line 578: no significant changes to the Youth Education programs
Line 610: Advertising ... looking at slight decrease for 2016
No effective changes for Worship or Parish Services
No change for debt services

Office expenses: no significant changes planned
Removed line 655 (Dues and Subscriptions) from the budget
Line 660: actuals for bulk mail/postage somewhat higher due to Capital Campaign

Line 665: Postage costs generated a significant amount of discussion ...
Sparks: most households have email; most communications are electronic
About 22-25 households still prefer Lifelines via hardcopy (\$532 postage for this service)
Walker: noted some Lifelines content is repetitive
Sparks: may be an opportunity to explore streamlining the contents
Mansfield: suggestion for streamlining should apply just to the mailed copy
No need to affect the electronic version of the Lifelines
Graves: does mailing process accelerate the publishing timeline?
Sparks: yes, Lifelines must be ready by Wednesday for timely mailing
Graves: less costly/more timely alternatives? (e.g. UPS)
Sparks: also has offered to deliver copies in person when needed
Lifelines is important as a way for some persons to remain connected to St. Luke's
Reiman: does the Lifelines need to be weekly?
Harris: intention of the Lifelines? Hardcopy can be important for some folks
Sparks: has been a proponent of eliminating hardcopy for the past several years
Phylly: perhaps send hardcopy on a monthly basis to reduce costs
Sparks: we also have web site; weekly Lifelines; digital sign; Facebook
Betsy Bornholdt works on first three; Dana Sparks, Chuck Larsen take care of Facebook
Graves: concerned about the strain, load on the staff to publish weekly
Sparks: recommended passing this conversation to the Communications Working Group

Line 680: Software Support

Church Management Service is moving to a cloud-based platform

Necessitates a conversion fee + increased subscription costs

Present CMS version is going out of support 01 Jan 2016

Expensive custom service calls will ensue if St. Luke's remains with the old version

Sparks: Barb Ulrich (our CPA) currently must visit St. Luke's in person to work on books

Cloud access will allow her to work remotely (e.g. from home)

Line 690: Computer Hardware - not purchasing any new computers in 2016

Budget is mainly for emergencies with the current hardware

Lines 800, 805: readjusted for Ceri Benson's first full year with St. Luke's

Line 830: removed organist education (consolidated into Line 844)

Line 826: keep contractor at 0 (in case need to activate in the future)

Line 725: used to be Region 5 dues; changed to Region SEMN with slight increase

Walker: Outreach Working Group can cover any Reach High budget; Mansfield agreed

Graves: line 525 proposed \$9000 for natural gas for 2015; where are we at currently?

Sparks: natural gas costs are at \$7500 through Nov 2015

Sparks: checking with 25 – 30 pledging households who have not responded for 2016

Has heard from about 15 to date

Thinks pledges will top \$300,000 when we hear from the remaining households

Finance Working Group met last Tues; will continue to review the budget numbers

No motion for approval needed at this time; will finalize in the January Vestry meeting

Graves: any need for cuts or areas of concern regarding a possible 2016 shortfall?

Decker: recalls we were short about 5 – 6 years ago

St. Luke's has a history of meeting its needs

Not quite at the point of needing significant cuts; will evaluate over the next month

D. Evangelism / Incorporation

none

E. Communication

Larsen: planning to discuss Lifelines contents and frequency (ref. Section C discussion)

F. Hospitality

none

G. Social Activities

Martinak: Young Families Christmas Party was a good gathering

H. Faith Formation

Graves: ready for the Christmas Pageant
Transitioning back to more traditional lessons/carols program
Hand chimes will participate this season

I. Outreach

Walker: no updates since last month
Regular Christmas activities in progress; holiday meals
Gift wrapping at Apache Mall

J. Pastoral Care

Sparks: growing list of persons requesting Eucharistic visitations
Increase in calls from persons at Mayo Clinic requesting visits
Seven persons from out of state have recently requested visits
Calvary Episcopal Church rector retiring 24 January 2016
Sparks has been taking on more visitations as a result

Change to Mayo Clinic visitation policy ...
Several years ago, Mayo Clinic hospitals required all visitors to be considered volunteers
Required background check process which the community clergy attended to
Received email from Mayo Clinic on 01 December 2015
Announced that the Community Clergy program has been dissolved
Bringing communion to visitees via this program has stopped as a consequence
Sandra Berndt still remains as St. Luke's contact into Mayo; future is uncertain, however
Individual direct patient requests are still possible

K. Worship

Phyliky: choir is very pleased with Ceri Benson

Reiman: heartily agrees; feels challenged (in a good way)

5. Focused Conversation: HVAC Proposal Recommendation

Status of the HVAC bidding process ...

Reiman: Larsen met with all of the bidders (HiMEC, Superior, Valor)

Also met with engineer (Luke Johnson) to confirm the system specifications

After discussions and walkthroughs, Larsen finally received three bids

Larsen, Bill Hammer and Jane Reiman met with the engineer to review the bids

Compared prices, responsiveness, adherence to specifications

Specs call for energy efficient system; separate controls (zones) throughout the buildings

Some companies would do all the work; others would subcontract (included in bids)

Bids and proposed work appeared to compare favorably between the companies

Luke Johnson had direct, candid conversations with the contractors

Was satisfied with the three bidding companies

Quite a difference in the range of bids: \$281,000, \$415,000 and \$487,000

After evaluating what would be best for St. Luke's, Superior was identified as the top choice

Besides low price, Superior was first to respond and offered best adherence to specs

Walker: how does \$281,000 compare to original estimates? Sparks: \$300,000 was estimated

Sparks: Superior installed new system in St. John's recently; offered as a reference model

Walker: glad to hear feedback that St. John's had good service and was satisfied

1960 building: boiler is 15-17 years old

Heat exchanger was damaged several years ago

Initial repair recommendation was to replace the boiler

After further review, boiler was deemed OK; only replaced the exchanger

Energy review: boiler is too large (too much capacity) for the space being serviced

Should have a tempering tank and should be used to heat both buildings

Current proposal includes keeping the present boiler and adding a tempering tank

Savings of \$35,000 in equipment costs can be realized with this plan

Bids do not include abatement costs (if necessary)

Larsen: noted that one quote considered the boiler to be too old; needing replacement

Reiman: working committee recommends the Superior bid

Larsen: outlook is to start work in Spring 2016

Walker: impacts to the building during the work?

Sparks: the 1960s building equipment (old furnace, exchanger) will be removed

Furnace in office addition will also be removed

Larsen: AC pad outside of the kitchen may also be removed (source of water leakage)

Put in pillars to support the new unit; would offer some additional room outside kitchen

Motion to proceed with accepting the Superior contract

Moved by Moskalik, seconded by Larsen ... passed by voice vote

Larsen: recommended sending official notices (on church letterhead) to other bidders

Sparks: the HVAC project is feasible with the Capital Campaign funds received to date
Reminder that the Capital Campaign projects will not be allowed to encumber St. Luke's

Reiman: elevator bid (\$225,000) can proceed when sufficient funds have been received

Sparks: additional funds have been received from persons who had not previously pledged

Communications and updates have been deferred until solid plans are in place

Suggested highlighting the Capital Campaign project progress during the Annual Meeting

Reiman: suggested posting update in the Lifelines (ahead of the Annual Meeting)

Sparks: with Vestry permission - once contract is in place, will post an update

Graves: how were engineering costs covered? Sparks: covered by separate gift

Architect costs? Also covered by a gift

Both gifts were received outside of the Capital Campaign pledge funds

6. Other Business / Decisions

A. Housing Resolution for Rector for 2016

Housing resolution presented on an annual basis

Declares amount spent toward housing the rector's family (tax exempt)

Motion by Reiman to accept the Housing Resolution for the Rector for 2016

Seconded by Moskalik; passed by voice vote

(Three copies were signed by the Vestry Clerk post-meeting)

7. Rector's Report (monthly report on back of agenda)

Review backside of Vestry agenda

Reiman: noted increase in number of hospital visits

Phyliky: expressed appreciation for Doug's work

Next meeting: 18 Jan 2016

Review, finalize and adopt 2016 budget; review nominating committee recommendations

8. Concluding Prayer and Adjourn

Meeting concluded at 20:33