

**Minutes of Meeting of the Vestry**  
**Trinity Church – Milford**  
**7pm on February 12, 2018**

Present: Ginny Starkis, Justin Varteresian, Beth Moeller, Lisa Ruggiero, Dave Scott, Peach Warren, Susan Edmondson, Grace Prevelige, Edla Ann Bloom, Lucille Clinkman, Wayne Stochaj, Cheryl Martin, Gayle Ruscitti, Fr. Mac.  
Absent: Cheryl Eidinger-Taylor

The Meeting Started at 7 pm

**1 .....Fr. Mac led us in opening worship and checkin**

**2 .....Housekeeping**

- ✦ **It was moved to accept the agenda – Passed Unanimously**
- ✦ **It was moved to accept the minutes from the January meeting – Passed Unanimously**
- ✦ There were no items for follow up from the previous meeting

**3 .....Parishioner Sharing - Comments / Discussion**

Lucille: Positive feedback from the Trinity Institute from some people who came; was not very well attended. Wish more people had gone to it. This led to a discussion on why it seems attendance is down in general (not as many people at the 10 am service) and whose responsibility was it to contact if you might not see someone. Lucille shared that we are all a community, this is our family, and if you feel a need to, you should reach out to them.

Fr. Mac shared that numbers are down as far as attendance goes, and in spite of total pledging about the same, we are down a number of pledges. That we have this dynamic is an interesting challenge; there is, in fact, people who are drifting away. In the past the vestry shared the task of calling people once a quarter; which the vestry hated. It is something that we should address. Let's put on the table to see how we might touch base with people. We send out over 300 newsletters, so a lot of people connected with the church. This led to a discussion on what is actually counted as an active member. For instance, anyone receiving a newsletter has the option to opt out of receiving, and that is one way we have a way to take people off the list (the active list). We are asked to each take look at the people who we know are active, bring back to Fr. Mac and we can see who we can clean it up. The call to action from this discussion was to be aware of those folks we don't seem to see anymore and bring to the attention of Fr. Mac.

Wayne noted that you can't make people go to church, but you can give them a quick call and let them know they are missed. Discussion followed on some of the other churches in the area that are growing – that challenges us with a question of who are we and who do we want to be.

Ginny Starkis: Heard that some people were troubled that there was a child making noise in church; it's a family service. Fr. Mac talked about the yellow bookmarks in the pew, and that there are activity bags. The other sharing when we do the Lord's Prayer and Rev. Susan signs, and a parishioner thought that Susan might want to face the congregation; if she is with choir or we can suggest that she stands. Fr. Mac will follow up with Susan.

Dave: Somebody used Styrofoam cups at the 10 am coffee hour and we are not supposed to. We can just send a quick email to the coffee hour folks.

Cheryl: listing to WMRC she heard that Mary Ames passed away and wondered if she was the same one who used to come to TECW. Fr. Mac will follow up. Fr. Mac said to make sure to remind him if we come across similar and to please let him know.

**4 .....Vestry Norms and Resources**

- ✦ Vestry Norms – Ginny went over what we want as our norms. Members gave input. She will put the list together for us and send out to everyone
- ✦ The Vestry Resource Guide – will review a chapter a month as a good way to remind ourselves to refresh what we do as a vestry.
- ✦ The Vestry Handbook was reviewed
- ✦ Diocesan Canons Concerning Vestry – Fr. Mac shared that we have all seen the canons, which are available on the website for the Diocese representing the rules for how we govern ourselves. Look to canon 17, Of Vestries, as reference of what our job is as a vestry.
- ✦ Parish Directory – everyone got a copy of the directory
- ✦ Parish Information Form (updates) – documents that goes to the Diocese and was updated
- ✦ Areas of Ministry and Vestry Responsibilities 2018 – Fr. Mac went over the email sent to everyone with the current copy of areas of responsibility. It was reworked a bit last year but basically the vestry member is responsible to be in contact with the lay leaders of these areas. Vestry members signed up for specific areas to coordinate with lay leaders. A discussion followed of individual assignments and Fr. Mac will send out an updated listing after the meeting.

Revised 2/11/18

- ✦ Vestry Person of the Day List for 2018 – Fr. Mac had sent out the list to the Vestry and went over the responsibility of the Vestry Person of the Day. Make sure to at least be here for the end of the 8 am service to greet and to join coffee hour, being mindful of newcomers. If the date does not work for you, change with someone else and let Magee know so she can make sure it is in the weekly communication. There is a check list of what you need to do, including locking all the doors. The copy of the checklist in the Sr. Warden folder on Fr. Mac's door. (Lucille suggested that we include something about the dishwasher to remind to turn off). Dwight will be putting instructions about the dishwasher up.
- ✦ Vestry Meeting Facilitators List for 2018 – Fr. Mac went over the meeting schedule and facilitator list and general responsibility.
- ✦ Keys to the Church and Closing Procedures Fr. Mac went over this and where to find the keys should you not have one of your own.
- ✦ Other Resources: Vestry Papers, MissionMatters – Fr. Mac went over additional resources that are put out and that we should all avail ourselves of.

**5 .....Treasurer's Report** (*Cheryl Eidingen-Taylor / Karen Carig-O'Neill*) *no treasurers report as the 2017 financials are still being closed out. Fr. Mac will send out the January report to the vestry via email*

- ✦ Finance Committee Activities –
  - Reported that per the capital campaign list, air conditioning bids and organ work were discussed at the finance committee meeting last week. Suggested that a rendering of the organ be sent out to the Vestry so we could see what it will look like. Other discussion items were the copier (we are now on a month/month lease); looking into options for purchase or lease going forward.
- ✦ Parochial Report Approval – By email later in February – Fr. Mac reported that this is in progress. Cheryl has a few things she needs to do. Mainly statistics. Fr. Mac will probably wait until the March meeting and the Vestry can approve at that meeting. One of the things this report is used for is to determine our amount we send to the Diocese for mission.
- ✦ Parish Audit – March 8, 2018

**6 .....Wardens' Report** (*Ginny Starkis and Justin Varteresian*). Ginny shared copies of the Capital Campaign summary from the consultant. This was as of last week; the actual amount to date is \$331, 990 as of tonight. We have raised our goal to \$380,000. The consultant felt that \$350,000 was a good option but we are going to give ourselves a reach goal. We would like to have 100% participation among the leadership.

**7 .....Rector's Report** (*Fr. Mac*)

- ✦ The Congregational Church and Methodist Church are both in a place on trying to figure out how to stay viable; discussed the Unitarian Church efforts to stay open. The Episcopal Church as a whole has been in conversation in how to come together (joint congregations, etc.). The Methodist and Episcopal church have been in discussion for several years and is an on-going discussion on a church level; Fr. Mac has started the dialogue with pastors at both churches to see where we might come together; what might we be able to do together, what might we be able to do to support.
- ✦ Parish Leadership Day Signup – on Saturday March 17. The expectation is that all of us are there, but the understanding is that we try. Please contact Fr. Mac is planning to attend.
- ✦ Building, Fire and Health Inspections – Boiler has been inspected.
- ✦ Fr. Mac looking at the potential of Oberammergau 2020. Looking at a trip/tour and making available to see if there is an interest.

**8 .....New Business** –There was no additional new business

**9 .....Follow-up Items for Next Meeting:**

Outreach to those we noticed that have moved away.

Why don't we identify the people that we know that we are not seeing and contact Fr. Mac

Regular parish events – one of the things that came out of sabbatical is that people really do want to have regular gatherings; can we look at the list and give some thought to this. What should be the communication and advertising for events.

**10 .....Closing Worship** was led by Fr. Mac.

The meeting adjourned at 9:30 pm.