

**Agenda for the Meeting of the Vestry**  
**Trinity Church – Milford**  
**7pm on March 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, Cheryl Eiding-Taylor, Fr. Mac.

The meeting started at 7:00 pm

1 ..... Cheryl Martin led us in opening prayer and check-in

2 ..... **Housekeeping**

- ✦ It was moved to accept the agenda
- ✦ It was moved to accept the minutes from the previous meeting
- ✦ Follow up from Previous Meeting
  - **Outreach to those we noticed that have moved away** – idea at the previous meeting was to send a note; tell Fr. Mac and he will get in touch and give a call. There was no names provided to 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 of our current events and give some thought to this.** What should be the communication and advertising for events? Looking at the 2017 events, there are most that do happen. Discussion Followed: How to get the word out, how to advertise. Question came up – do we advertise in the local papers (town crier, Milford Daily News)? We do not have anyone anymore in charge of advertising? Press releases are easy, but there would need to be someone in charge of that, and someone who needs to take ownership. Dave Scott volunteered to do press releases for anyone who wanted. Revamp the weekly emails and maybe cover just one subject and highlight one event, in addition to the weekly email was an idea. Maybe one subject blast and also try to do some one/one recruiting for certain events.
  - **Updates to Parish Membership – everyone was to look at their copy of the parish directory and highlight and get back to Fr. Mac.** He did not get anything back so either Vestry members did not get back to him or did not have time yet. Thoughts were that we might clean up the list bit. Maybe a better idea is 2-3 people to get together and get a mix of who might be missing, not coming, etc. Category because they are “inactive”. The membership list is everyone who is “on the list” and in the book. Peach, Gail, Dave will combine efforts and get together to look at this. The three will come back and then we can determine how to approach how we will move to an inactive status.

3 ..... **Confirmation Class Presentation** – 4 of the current confirmation class of 13 were able to join the vestry meeting, their project is to have birthday bags for the food pantry as they have learned that a lot of people in Milford who use the food pantry do not have the means to have something special for birthdays. In order to achieve the confirmation class will hold some fundraising events. The confirmation class had gone to the food pantry and shared what they learned – different fridges, freezers, etc. and learned about the different types of food that are given out. The food pantry is 100% volunteer run; they discussed how it has been started and they were able to share how the food pantry started, how everything is provided for, etc. For the Party Bags, donation boxes will be in the high school, the youth plan and ask local stores, etc. They will put a flyer in bulletin; something short thing at announcements, etc. and at the Easter service. Vestry members provided some additional ideas to them. Dave Scott volunteered to assist in helping them run a breakfast More to come! Confirmation is on May 20<sup>th</sup>.

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

Randy/Cheryl – people have asked about the organ, timing of the installation, what the sequence of events will be, funding availability. Randy went over the timing; the Hook and Hastings will be removed end of May. June, July, August we will be without an organ, went over the work that will be done during that time. It was stressed that once installation starts, cannot have any dust/dirt in the area. The work is completed in September. Another question that has come up with regard to the current organ, and the importance that it be treated with dignity and at some one of the May timeframe services there will be a decommission of it. Our hope is that it can be combined with another organ of similar vintage to be used in another church. SO PLEASE NOTE – THAT IF WE ARE EVER GOING TO DO ANY TYPE OF RENOVATION/CONSTRUCTION IN THE CHURCH WE NEED TO HAVE THE ORGAN SEALED SO DIRT NEVER GETS INTO IT!!

Capital Campaign - Several others came up and asked about different ways of pledging on the capital campaign. Justin, Ginny and Lisa did a nice job at the services this week.

5 ..... **Vestry Resource Guide and Vestry Handbook** a review of chapter 1 took place. Many on the vestry have reviewed the guide and handbook several times as part of their services to vestry.

6 ..... **Treasurer’s Report** (Cheryl Eiding-Taylor / Karen Carig-O’Neill)

- ✦ January and February Treasurer’s Reports – Cheryl reviewed the Jan and Feb reports. There is nothing that stands out at this stage in the year. \*\*\* Rectors equity fund has fallen off the payroll, so in March there will be a catch up bring it up to budget. It was moved to approve the Treasurer’s Report.
- ✦ Balance Sheet was reviewed, including moving of funds from operating to money market as well as capital fund. If you have any questions on any of the funds please speak to Fr. Mac separately and he will go through those funds with you. It was moved to approve the Balance Sheet.

- ✦ Action item – Fr. Mac will look at the organ transaction, if it is an asset of the church and how that may impact our financial statements.
- ✦ Finance Committee Activities –
  - Copier – will confirm but looks like we are going to buy out the current copier that we have
  - Approved the parochial report
  - Capital campaign committee met and the finance committee reviewed. Discussion on follow up mailings, reporting, etc. for IRS reporting. Follow up statements will be done from the treasurer as we do not see the need to have the consultant do this for us.
  - Need to get a couple of quotes for above the organ and are following up on that.
  - Inside of nave needs scraping and painting. Will have the contractor give us a quote on that
  - A/C – recommends Dalio for a fit to purpose.
  - Rectory repairs – Fr. Mac will call to coordinate work
- ✦ Parochial Report Approval – Fr. Mac reviewed the report. It was moved to accept.
- ✦ Parish Audit – Postponed from March 8, 2018 (*Snow*)

## 7 ..... **Wardens' Report** (*Ginny Starkis and Justin Varteresian*)

Ginny – gave a status of the Capital Campaign, as of tonight \$340,668; average pledge is \$5,010. Couple of people have spoken to Ginny on planning to pledge. Justin, Lisa and Ginny spoke at each of the services and response was very good. At this point there will be another letter going out that will give that a short time to pledge and then Easter will be the cut-off and done and dusted. There might be on the letter different levels of pledging. The monthly statements will be done ourselves rather than pay the consultant to do that. We are going ahead with the organ, looking at the kitchen and in general things are in good shape overall. Fr. Mac reinforced that we have the funds for the organ. So far we have paid \$50,000 for the organ and we have another \$60,000 to go to pay for the organ. Thank you to everyone.

Other topics discussed:

- ✦ 2018 Event Planning / Review of Possibilities – events listed here in the agenda, but if you have ideas for any other events send Ginny an email. One came up last night --- a tea came up. Gayle has some ideas, will follow up with Ginny. Ginny will put together with some options and see what can be done.
- ✦ Bishop's Visitation – May 20 and we need to do some planning for this. He meets with the confirmation class at 9 that morning. Then we have the service, which will include baptism, confirmation, receptions and reaffirmations. Plus we also have first communion recognition. That afternoon, we will all come up for coffee hour and then the Vestry will have lunch with the Bishop after the service. Justin thinks it would be nice to use the actual bishops' chair, but it would need major repair if we wanted to buy a new one it could be bought. For that day the rector's chair is the bishop's chair and that works perfectly fine. It is in the hands of Justin to look further into this for future potential. Let's talk to John and/or Dwight to make sure there is a clean-up day in early May prior to May 20<sup>th</sup>.

## 8 ..... **Rector's Report** (*Fr. Mac*)

- ✦ Acolyte Scheduling and Training – Beth Stochaj has agreed to take on the role of trainer. Idea of LEM for the Sr. acolytes moving on was floated. If that is something that they might want to do let Peach know and she will coordinate training.
- ✦ Have been putting together Holy Week schedule
- ✦ Have met with the Orthodox Church across the street. Looking forward to that relationship and the opportunity, if we choose, to partake in their holy week following ours.
- ✦ Parish Leadership Day – Carpooling meet at the church at 6:45, plan to leave the church at 7, and will pick up Edla right before at the Mass Pike entrance in Grafton.

## 9 ..... **New Business:**

Wayne – we might want to start thinking about scholarships and we might want to form a scholarship committee to start thinking about that. Wayne to take responsibility to take that one and will figure out a plan to let the kids know that there is something to apply for. Right now it is only high school seniors but it is variable based on participation – not necessarily college, can be military service

The music scholarship fund – Wayne will talk to Randy about that and follow up.

Dave Scott – he hopes that everyone will attend the dinner on March 17<sup>th</sup> and hopes that there is plan to assist in clean up. The materials have been taken care of by donations so all dollars raised will go to general fundraising. Suggested donations only for the meal.

Susan – is signed up for Vestry person of the day April 29<sup>th</sup> and will trade with Ginny.

Fr. Mac – a comment, the Sunday night meetings have really been wonderful and the discussion has been very good. Each week has been a bit different, have had a good group and know you are invited.

Lucille – last meeting we mentioned the Bethany church – next day she got a little postcard in the mail. They do a regular mailing as part of their advertising. A lively conversation ensued about how to make people to be more welcome at the communion table to receive.

11 ..... Cheryl Martin led us in closing with prayer and the meeting ended at 8:56 pm