

Palmer Memorial Episcopal Church Vestry Meeting Minutes February 15, 2022

Vestry present:

The Rev. Neil Willard
David Robinson, Senior Warden
Danna Kurtin, Junior Warden
David Candler
Margie Dieter
Melanie Fahey
Abigail Follmar
Pam Harvey
Bet Hunter
Jim Rosenbach
Posey Saenz
Libby Spoede
Marie Wehrung
Andy Williams
Lam Yu

Vestry absent:

Rand Key

Assisting Clergy present:

The Rev. Jack Karn
The Rev. Elizabeth Parker

Assisting Clergy absent:

The Rev. Ryan Hawthorne

The meeting started at 5:35 PM and ended at 7:03 PM.

1. **Opening Prayer.** Liz opened the meeting in prayer.
2. **Community Sharing.** Community sharing was encouraged.
3. **Dwelling in the Word.** The vestry participated in the Dwelling in the Word activity reflecting on scripture together.
4. **Approval of Minutes.** There were no corrections for the January 18, 2022 minutes. Motion by David R., second by Posey, and the vestry voted to approve the minutes.
5. **History and role of the Vestry in the Episcopal Church – The Rev'd Neil Willard.** Neil provided a document of historical background and contemporary practices of vestries.
6. **Vestry Officers – The Rev'd Neil Willard and David Robinson.** Neil and David presented the appointed positions as noted below. The positions of Junior Warden, Clerk, and Treasurer were presented for confirmation by the vestry. There is a motion by Posey, second by Melanie, and the vestry voted to approve.
 - a. Presiding Officer of the Vestry (per the canons of the Episcopal Church)
 - i. The Rector – The Rev'd Neil Willard
 - b. Appointed by the Rector (per Palmer's Code of Procedures)
 - i. Senior Warden – David Robinson
 - c. Appointed by the Senior Warden (per Palmer's Code of Procedures)
 - i. Chancellor – Michael Chambers
 - ii. Vice Chancellor – Tom Van Arsdel
 - d. Appointed jointly by the Rector and the Senior Warden, subject to confirmation by the Vestry (per Palmer's Code of Procedures)

- i. Junior Warden – Danna Kurtin
- ii. Clerk – Libby Spoede
- iii. Treasurer – Larry Wood

7. **Vestry Councils – The Rev’d Neil Willard and David Robinson.** David asked that each member of the vestry to tell David R. their three top choices for a council to join by this Sunday.
- a. **Good News Council (formerly Evangelism).** Lam highlighted that practicing evangelism workshop is on March 12th hosted by Scott Gunn and will be open to the parish.
 - b. **Worship Council.** Jim and Libby shared that preparations are underway for the Lent season. Neil added that Shrove Tuesday there will be a block party with food trucks, children’s choir singing, and a band.
 - c. **Outreach Council.** Jack updated everyone that Linda Shelton is working on the refugee ministry to sponsor a family. Palmer Place has reopened with 2 apartments. Serve Sunday will be on Palm Sunday. There will need to be a new lay liaison to this council.
 - d. **Communications Council.** Neil shared the communications team meet with Dustin and a new representative from the vestry will be needed on this council.
 - e. **Finance Council.** Posey is the liaison to the vestry and Finance Committee. She reported that expenses look a little ahead of pace, but that is a matter of the timing of when bills are paid. Approximately \$50,000 of the \$100,000 “faith estimate” has been met so far in the 2022 budget. The Finance Committee is asking for a one time larger payment from the Endowment for this year’s budget and the budget may need to be adjusted depending on the amount received from the Endowment.
 - f. **Stewardship Council.** Neil shared that there will be more events this spring as Palmer continues to open on this side of the pandemic. Additionally, letters will be going out next week regarding pledges to those that have not pledged. A different letter will be going out to those that have made a pledge as well.
 - g. **Buildings & Grounds Council.** David C. highlighted Tara and Kirk are important members of this group with their vast knowledge. David hopes to document and organize this information.
8. **Warden Reports**
- a. **Senior Warden**
 - i. **Endowment Board of Trustees Vacancy.** Bet Hunter has stepped down from the Endowment due to her election to the vestry. Additionally Lynn Morestead’s term has ended. Tim Diggers has been nominated to fill Lynn’s vacancy. Motion by Danna, second by Margie, and the vestry voted to approve Tim.
 - ii. **Vestry Liaisons to Vestry Councils in 2022.** David asked that each vestry member send their top 3 council choices to him by this Sunday.
 - iii. **Vestry Dinner at the church on Sunday, March 6, 2022.** In previous years, the vestry had a retreat. While a retreat is still not possible with the pandemic, the dinner is meant for vestry fellowship.
 - b. **Junior Warden.** Danna shared she is honored to be the Junior Warden and is always open to hearing from anyone.
9. **Clergy Reports**
- a. **The Rector – The Rev’d Neil Willard**
 - i. **Parochial Report Approval.** Neil reported that this year the in person vs online metrics have changed this year. The financial component was prepared by the Treasurer. Neil asked the vestry to vote that the vestry received the Parochial Report. Motion by Margie, second by Andy, and the vestry voted to acknowledge receipt of the report.

- ii. **Strategic Planning Proposal Update.** Neil shared that there was consensus by the previous vestry to turn our attention to strategic planning on this side of the pandemic to engage the congregation. Neil has received one proposal and is in the process of obtaining a second proposal. Additionally, a small subset of the vestry will be meeting with a representative from each proposal to determine who will be the best fit for Palmer (Shannon Westin, David Robinson, Danna Kurtin, and Margie French in addition to members of the clergy).
 - iii. **Associate Rector Search Update.** With the upcoming retirement of Liz, Neil has been interviewing candidates and one in person interview will happen in March.
 - b. **Assisting Clergy.** Liz reflected that she has been a part of Episcopal churches over the years and that the staff at Palmer has been wonderful to work with. There will be a celebration for Liz's retirement on February 27th.
- 10. **Closing Prayer.** Neil ended the meeting with a benediction.