

Palmer Memorial Episcopal Church Vestry Meeting Agenda
April 13, 2019

Vestry Present:

Sr. Warden Jim Key
Jr. Warden Burdette Keeland
Shannon Westin
Susannah Webb
Linda Sylvan
Jennifer Macia
Rita Justice
Kristie Van Arsdel
Priscilla Plumb
Gretta Boshara
Steven Killworth

Vestry Absent:

Victor Lamas
Randy Byrd
Barbara Hass
Al Hergenroeder

Clergy Present:

The Rev. Neil Willard
The Rev. Liz Parker
The Rev. David Wantland

1. Opening prayer
2. Community sharing
3. Approval of minutes of March meeting. **Approved unanimously**
4. Financial reports
 - March financial report - **Current cash flow is excellent. Expected dip in summer. We are ahead in collections. There are steady expenses. Regarding 2019-2020 budget: We initially were short by \$42K. Staff able to cut \$32K. Balanced with \$10K from endowment - we are breaking even.**
 - Summary of April Finance Committee
Income 2,150,800/ expenses 2,150,800 - BALANCED!
5. Reports and update
 - Communication Council – Priscilla Plumb
See attachment.
 - Evangelism Council – Roger Hutchison
Key point: everything is evangelism!
Successes: Men's Retreat

Increasing visibility: Tent out front, increasing greeter team, including families
Summer lunches: 1st Sunday of every month
Rally Day: end of August, plan video of ministry options, lunch
Serve Sunday
New Palmer Coffee Cups

- Outreach Council – Liz
Kelly Williams – new Lay Head
Abigail Follmar – new Serve Sunday Head
David Goldberg – San Pedro
Staff to volunteer Wed AM, increase understanding of what goes on at this location
Palmer Assisting ReEntry - Cathy Troisi
Fund for loans for prisoners, build entrepreneurial business
Support businesses
PEP – help prisoners determine ideas
Monthly dinners – 5/20 Palmer assist

- Stewardship Council
 1. Status of pledges for 2019
288 pledges, average pledge \$6300
Plan to contact pledgers for increase in pledge
Wait until after Warden's conference
Hold on Capital campaign
Training opportunities
Episcopal Vital Practices
Tens.org
Episcopal Church Foundation
 2. Early plans for the 2020 campaign
Expanded concept of stewardship, Capital Campaign

Worship Council – Victor Lamas
Holy Week schedule created. Summer services will be combined
Need to increase acolytes for 11:00 – advertisement and invite Youth

6. Junior Warden's report
 - Foundation stabilization for St. Bede's
Check on warranty from contract, proposal pending

- Update on cooling tower and fire gate modifications

Cooling tower done

Fire gate modifications – required by fire marshal

Obtaining pricing, may be covered by endowment

7. Senior Warden's Report

- Proposal for a capital improvement fund drive for 2020
Cover cost for new steps. Goal \$500,000.
Need to form committee for this goal
- Ideas for a Vestry handbook of duties and responsibilities
No current guidelines. Draw up duties. Use EVP website.
4/28 – Warden's conference

8. Clergy reports

- Rector

Discussed Holy Week, Palm Sunday

Recent attendance at Convict Leasing Event

- Associate

1. Palmers Assisting Re-Entry (PAR)

As above

2. Upcoming Enneagram Program

Bob Flick

Creation of Palmer Youth Support Team

- Curate

Success of Lenten Book Discussion

Plan for Fall

4/27 – 1st same gender wedding – plan to change the customary to ensure all weddings are represented

Plan for new nametags, including empty nametags for newcomers

9. Unfinished business

10. Call for new business

Consider bylaw change for vestry nomination – provide a slate

Plan to bring up at Fall Lunch and discuss with group

Vestry Communications Liaison Report

April 2019

Public Relations

Palmer Stories Web Site Postings

- Jim Lober reflection on Palmer Men's Retreat
- Davis Mathis reflection on Palmer Youth Retreat
- Hal Gordon POD Cast on Stations of the Cross
- Hal Gordon Story on Stations of the Cross
- Danna Kurtin reflection on Gethsemane Vigil
- Diocesan Council Experience Shared by a Palmer Lay Delegate: John Wallace
- Emergency Aid Coalition and Palmer partnership by Sue Howard

Media Outreach

Village News and Houston Chronicle (In Progress):

- Jerusalem Peacebuilders: Jack Karn is working on an article for submission. We're not sure of what timing Jack will decide on since there are a number of events during the year worthy of media attention.
- "Houston Matters" will be offered taped interviews of widely acclaimed authors in the book signing events hosted by Palmer (contingent on permission by authors and publishers).

Press Coverage

- "Houston Matters" on local NPR Station, Palmer mentioned in Patton Oswalt interview since we were the location of his book signing
- Village News publication of Libby Spoede on Healthy Eating and Overview of Palmer Educational Series for Women's Night Out and Older Adults

The Palmer E-Newsletter

- Every Tuesday + Special Palmers

Campus Signage

- Palmer recognized for its banners on Main Street at "The Best of Roundtable," an annual event held March 23 by Episcopal Churches in the Diocese to learn about evangelism best practices.
- Weekly Friday Noon Stations of the Cross outside Nave on Fridays
- Palm Sunday and Easter Sunday banners

Marketing Materials

- Architecture Tour Video featuring Stephen Fox. This will be promoted outside Palmer to Houston Historical Society and possible Rice University. Considering best timing that would enhance Palmer stewardship initiatives.

Youth Communications

- David Wantland and Davis Mathis managing ongoing targeted communications + Facebook and Instagram posts. Will include welcome to youngsters transitioning from Grade 5 and 6 programming to youth program at a casual gathering at a local restaurant to which parents are invited.
- Spring Calendar on the Web Site and in The Palmer E-Newsletter

Upcoming Membership Initiative

Parishwide campaign to encourage members to enter/update their directory information and photographs in the Church Directory and to use the Church Life app on their phones. We are hoping the Vestry and Evangelism Council members will be highly visible in this effort. This initiative will be conducted in the Breezeway after the 9 and 11 AM services three Sundays in the Easter Season: April 28, May 5 and May 12. Volunteers will help parishioners enter their information to the directory online and usher them to another location for photographs. This kind of initiative was last undertaken in 2014 as a way to properly “Welcome the New Rector.”

Parish Initiatives

- Serve Sunday May 5

Recent and Ongoing Events Open to the Public

- Women’s Night Out First Thursdays (most recently Linda Shubert on decluttering and Gretta Boshara on religious art)
- Older Adults Lunch and Learn Third Thursdays (most recently Tips for Staying in Your Home and Museum District Tour)
- Young Adults Tacos on the Patio
- Men’s, Women’s, Co-Ed and Youth Bible Studies
- Brazos Bookstore Patton Oswalt March 26
- Stations of the Cross Organ Recital Good Friday at 1:30 PM

Upcoming/Ongoing Parish Initiatives

- Lenten Study “Everything Happens for a Reason,” by Kate Bowler, with David Wantland
- Palm Sunday Parish Photo

Advertising

Holy Week and Easter Schedule in late March: Outsmart, TMC Pulse, Houston Family. Circulations: Outsmart: Published Monthly, 200,000 Readership; Village News: Published Weekly, 35,000 Readership; TMC Pulse: Published Monthly (December/January combined), 30,000 Readership; Houston Family Magazine: Published Monthly, 4.2 million Readership