

**Palmer Memorial Episcopal Church  
Vestry Meeting Minutes  
November 19, 2019**

**Vestry present**

Victor Lamas  
Burdett Keeland  
Jim Key, Senior Warden  
Linda Sylvan  
Jennifer Macia  
Rita Justice  
Kristie Van Arsdel  
Priscilla Plumb  
Al Hergenroeder  
Barbara Hass  
Gretta Boshara  
Steven Killworth  
Susannah Webb

**Vestry absent;**

Shannon Westin  
Randy Byrd

**Clergy present**

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

The meeting began at 5:30 and finished at 6:30.

Jim Key opened with the prayer.

The minutes of October 15 were approved with one edit: the evangelism council report was presented by Shannon Westin.

**Financial Report:** Jim Key gave the financial report for the first 10 months of the year: total revenue \$1.7 million, expenses were \$1.676 million so we are in the black by \$23,000. There were no designated funds used for general expenses. We will know what the endowment contribution will be for next year's budget once the year closes out. Budget preparation for 2020 is ongoing.

**Communications Council:** Jennifer Macia said there was a story posted on David Ashley White who was honored by a proclamation from the diocese. There is ongoing discussion about a Stephen Ministry series and the alternative gift market. There is a media story outreach on Coventry cathedrals presentation; and we are looking to send information about stories to The Village news on the longest night service and other activities. The My Palmer newsletter was mailed to 600 people last month and 50 to 70% open it each week. Dustin is improving our Instagram activity. There are marketing materials in process for carols, for the stewardship campaign and for the Taize service. The Community Carol service will be on December 11, Longest Night December 18. David Wantland is now the clergy representative on this Communications Council. Roger Hutchinson has a new program for the spring entitled sing 2020. A Vestry Handbook is under development. Steve Killworth is updating the Employee Policy Handbook as well.

**Evangelism Council:** Susannah Webb said the council had a virtual meeting in November. First Sunday receptions are now transitioned completely to the leadership of other ministries. The hospitality guild is involved. The last celebration recognized the five years of Neil's ministry as Rector as well as the baptisms that day. Six future receptions have been assigned. The Sunday faith forum was well attended. There of been 12 Palmers confirmed this year and two baptisms. There were 70 people at the parish retreat and it was primarily attended by young families. The vestry are encouraged to attend next year. The women's retreat on January 10 - 12th is nearly subscribed to capacity; the men's retreat will be March 6 - 8. Advent wreath making will be offering wreaths for \$15. There will be no newcomers dinner in December; the next one will be in 2020.

**Outreach Council:** Report presented by Liz Parker and Barbara Hess. There was no meeting in November. Serve Sunday will be December 8. They will be visiting three new Hope Housing units and the Emergency Aid Coalition among others. They're considering a new Serve Sunday outreach to Saint James, cooking dinner for a Sunday evening for homeless citizens. The Angel Tree Ministry added the Emergency Aid Coalition to its gift assignments. They are also collecting coats for children for the Emergency Aid Coalition.

**Stewardship:** Report presented by Linda Sylvan. We have received \$1.2 million from 200 pledges. Last year there were 292 pledges. They will continue to present testimonies on Sunday and essays written by parishioners. There are still five slots open to write to support the stewardship campaign.

**Worship Committee:** Report presented by Victor. Advent begins December 1. Kirking if the Tartans begins that day at 11 o'clock. Lessons and Carols will be on December 15. Christmas Eve services will be at 4 PM, 7 PM, and 10 PM with carol's preceding at 7 and 10. On Christmas Day there will be one 10 AM service. A new online scheduling service for acolytes and servers has been initiated. There are 81 members of the ministry. On December 1 there will be a ministry scheduling pro demonstration in a A102. Decorating the Nave will occur on December 15 and on December 18 poinsettias will be installed.

**Junior Warden:** Burdette Keeland said Tara had her baby named Shepherd. The roof repairs have been completed under the new chillers. They have the OK from the city to have ADT install two new security locks and this will be done on Thursday of this week. Expenses are under budget.

**Senior Warden:** Jim Key said names have been submitted for the nominating committee and they will be consolidated tonight. The new vestry handbook is being revised and will be presented in draft form at the December vestry meeting.

**Rector:** Neil announced that the Moravian service on December 8 in the evening will be live streamed from Wake Forest into the church. Neil has begun discussions with Emmanuel Synagogue of organizing a joint trip to Israel in the spring of 2021 to include members of Palmer. Neil is a member of the Episcopal Health Foundation Board and he has been nominated for reappointment by Bishop Doyle. The building development committee is continuing to meet talking about possible developments on Palmer property. There are a range of possibilities.

**Associate Rectors:** Liz Parker said here was a PAR dinner last night; 14 clients of that ministry attended as well as six Palmer members. Other activities through this ministry are to consider micro loans for these clients and we are considering providing housing. David Wantland is actively involved in outreach ministry for the young adults including hosting events at his house at least monthly as well as reaching out to individual parishioners.