

**Palmer Memorial Episcopal Church
Vestry Meeting Minutes
December 17, 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

Prayer: Lynda Sylvan opened up with a prayer for stewardship.

Community Update: Randy Byrd still recovering from surgery.

Minutes: The approval of the minutes of the November meeting was made with the following edit: Gretta Boshara was not present.

Financial Report: Jim Key. November is traditionally a poor cash month and as such we have \$217,000 of pledged donations that have yet to come in. We usually get \$150,000 in donations in December. Currently we are \$64,000 in the red. There was a question about the Designated Funds: they are only used in the event that was approved in the budget. It was noted that the majority of the designated funds for 2019 went unused. The initial budget for 2020 was discussed. We propose to ask the Palmer Endowment for \$185,000. We expect the other revenue sources to be the same.

Communication Report: Jennifer Macia. Under Public Relations: Palmer story website postings were highlighted; there was a media outreach in the Village News, the Houston Chronicle and the Dialog; the Palmer e-newsletter continues to be published; campus signage regarding the Christmas schedule, welcoming Rice students and the Taize banner were posted. David Wantland and Davis Mathis are managing targeted communications on social media. There were communications regarding vestry and lay delegate nominations, the stewardship campaign, parish directory photos and information updates. Events promoted were: Advent Wreath Making and Serve Sunday. Recent, upcoming and ongoing events open to the public include: the 1st Tuesday women's game night, Older Adults Museum of Contemporary Craft on November 21; all the Bible studies. Great Wednesdays ended December 4 and

resume January 8. The Community Carol Sing was December 11; Lessons and Carols were December 15; Longest Night Service will be December 18 and there's a special Taize service on Epiphany.

Evangelism: There was no report.

Outreach Report: Barbara Hass. Serve Sunday was a success and the on-campus and off-campus projects were listed in terms of number of people participating.

Stewardship: Linda Sylvan. As of today there are 229 total pledges and 87 people who pledged last year have not yet pledged. It's expected that will get down to approximately 60 outstanding and the vestry will make phone calls to those people in January. There's a chance we will get over 300 pledges this year. 116 pledges increased from last year.

Worship: Victor Lamas. The Advent Lessons and Carols was well attended. The Longest Night service is tomorrow. The services for Christmas Eve and Christmas were discussed. The new Rice chaplain Sarah Condon wants to move the Sunday night service from Saint Bede's to the Nave. Arlene Price created a new liturgical hanging.

Junior Warden: Burdett Keeland. The security gate work done is scheduled to be complete by the end of January. There's an expectation for an updated bid on the steps of the church.

Senior Warden: Jim Key. The report highlighted those candidates for the upcoming vestry election. The initial draft of the vestry handbook was passed out.

Rector: Reverend Neil Willard. The Christmas schedule was highlighted and a clergy housing compensation document, written by the diocese, was distributed. Motion was approved and seconded to accept the document as written.

Associate Rector: Liz Parker. There was a PAR dinner last night; more people are attending. They will be bringing bus passes that are part of the alternative gift market as transportation is a significant issue for those released from prison.

Associate Rector: David Wantland. Much effort has gone into the preparation for Christmas ceremonies. A Young Adults Taco Night was held at his home last week and it went well.

Necrology Report: Being prepared by Barbara Hass.

Emergency Calls to Clergy: The after hours emergency contact number message needs to be modified as well as the way those calls are managed. Follow up will be given by the clergy at the next vestry meeting