

# EPISCOPAL CHURCH OF THE HOLY SPIRIT FEBRUARY 18, 2020, VESTRY MINUTES

Action/Date Due  
for Review/  
Assigned To

**Date:** February 18, 2020    **Time Started:** 5:05 pm    **Time Ended:** 7:00 pm

**Next Regular Meeting:** 5:00pm, Tuesday, **March 17**, 2020. Vestry reports due by **Saturday, March 15**.

**Members Present:** Lynda Miller, Senior Warden; Jim Woodruff, Junior Warden; Debra Alexander; Adam Reda; Loraine Hilty; Dick Jordan; Nancy Larkin; Pam McNally; Mary Maupin; Mary Jo Sparrow; Donna Turnbaugh

**Members Absent:** All were in attendance.

**Other Attendees:** David McNair, Rector; Bill Sewell, Treasurer; Lorrie Cooper, Clerk.

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## DISCUSSION/FINDINGS/CONCLUSIONS

AGENDA ITEM: **Welcome, Opening Prayer** (*David McNair*)

AGENDA ITEM: **Vestry Minutes Approval: January, 2020** (*Clerk, Lorrie Cooper*)

AGENDA ITEM: **Choir Report** (*Debra Alexander*)

Choir will not be singing during Lent due to both Debra and Nancy Larkin traveling during the time when rehearsal would be necessary. The choir will sing only on Palm Sunday, Easter, and the Sunday following Easter.

AGENDA ITEM: **Vestry Committee Liaison Assignments** (*David McNair*)

This role involves communicating with the Vestry about the activities of the particular committees. The role is NOT chairing the committees.

**Property Committee**—Jim Woodruff

**La Esperanza**—Mary Maupin

**Finance**—Lynda Miller

**Church Caring Crew**—Dick Jordan

**Celebration**—Loraine Hilty

**Children's Ministry**—Debra Alexander, Mary Jo Sparrow

**Stewardship**—Loraine Hilty    **Communication**—Pam McNally

**Outreach**—Nancy/Donna Turnbaugh

**New Member Ministry**—Pam McNally, Dick Jordan

**Youth**—Mary Maupin (*Rebecca's ministry to Esperanza youth*)

**Christian Formation**—Adam Reda, David McNair

January minutes  
approved as  
written.

Debra to ask Mark  
Molnax if there is  
someone at MHU in  
training who can help  
with our youth  
activities.

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**AGENDA ITEM: Jr. Warden's Report** *(Jim Woodruff)*

1. With the recent Celebration Of Life Service, the sound utilizing the new speaker system allowed the service to be heard well into the Narthex/Vestibule.
2. Larry Burda will have another meeting to test microphone and speaker sound to the sanctuary.
3. A very productive Property Committee meeting on February 2 was attended by Susan Sherard, Tom Panek, and Ed McNally. Mark Holland and Larry Burda were unable to attend. The next meeting with this same group is scheduled for February 23.
4. A follow-up meeting concerning the church library space was attended by Susan Sherard, Ingrid Diederer, Barbara Schauer, and Susan Peacock. Susan Sherard followed up with a brief email: "The room could be made into a comfortable, quiet space for conversation or smaller meetings, and it could serve as a family gathering place for memorial services."
5. The septic tank was finally located for the purpose of a maintenance pumping. Carter Septic will come to pump the tank and, as is their practice with churches, will give a discount. The cost to ECHS is \$225, discounted from \$275.
6. A productive Property Committee meeting scheduled a church Indoor/Outdoor Spring Clean Up to happen April 4 in preparation for Easter Sunday, April 12. Another meeting of this committee is scheduled to follow church service, Sunday, February 23.

**AGENDA ITEM: Review of December Financial Reports** *(Bill Sewell)*

Attached *[to Bill's Treasurer's email]* are January reports. The year is off to a good start. January was strong. Pledges and open offering receipts as a percentage of budgeted levels were strong. Expenses were generally in line with budget. The new printer/scanner/copier is now in place and should immediately begin providing savings in office supplies and printing costs. Most year-end tasks have been completed including payroll reporting and distribution of W-2s and 1099s, application for refund of sales tax paid in the second half of 2019, and preparation of the finance portion of the parochial report. We will now begin preparation of the 2019 materials for review by the auditor. The Vestry approved adding Lynda Miller, new Senior Warden, as an authorized signer on the First Bank checking account: 070300414.

On another topic, people may donate stock, life insurance, etc., to the church. Information on the procedure will be sent to the Mountain Spirit editor for publishing in Mountain Spirit.

Bill to provide information regarding ways to donate to ECHS for tax savings, etc., to go into the Mtn. Spirit and Weekly Spirit

All voted in favor of adding Lynda as a signer to church account.

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Another recent pledge has put ECHS over the needs of the budget, wiping out the deficit.

In response to a question about the financial statement, Restricted Funds were explained. This is the money ECHS is holding for Fieles a Jesus.

**AGENDA ITEM: Parochial Report** *(David McNair)*

This document is a report to the Diocese with key information. It's reported yearly, with a due date of March 1. ECHS currently reports 192 members—an increase of 11, a decrease of 8. In response to a question, David reported that once membership is established here, that person remains a member until that person moves his/her membership to another church or dies. An example of someone who has maintained membership even though residing in another state and rarely attending: Kaye Butler.

New to the Parochial Report: measuring the life of a church through its outreach and service to the community. The Vestry approved the Parochial Report. Finances are recorded in the parochial report.

Our Bishop, the Right Reverend Jose McLoughlin, did not visit ECHS in 2019, but he will visit January, 2021. (Bob Johnson is able to do a confirmation, so a visit from the Bishop is not necessary for that purpose.)

The Vestry approved the Parochial Report.

**AGENDA ITEM: Sr. Warden's Report** *(Lynda Miller)*

1. Orientation for new Vestry members Dick Jordan, Pam McNally, Nancy Larkin, and the Senior Warden was held on February 13, 2020, at ECHS.
2. The February Vestry meeting will include assignment of phone tree members and a discussion of responsibilities.
3. Committee assignments will also take place at the first meeting. Vestry members are each asked to be a liaison to one committee or ministry and report back to the Vestry regarding their activities.
4. Dick Jordan reported that pursuant to our discussion last month, Doug Hawkins was refused parole. Next review will be in 2022. Another office may possibly grant parole sooner.

Be aware of what's happening on these committees and report back to Vestry. David emphasizes this is a way of keeping in touch with what is happening. Also, these people can contact their Vestry person if need to communicate something to church leadership.

**AGENDA ITEM: Rector's Report** *(David McNair)*

**1. Pastoral Care issues:**

- \* Nancy Whitaker fell last week and broke her ankle in three places. She had surgery to insert a pin in her ankle and is being moved to either Elderberry or Madison Manor for physical therapy, most likely Monday.
- \* Rebecca George broke her shoulder about three weeks ago. She is currently at home and wearing a brace/sling that prevents movement in her shoulder.

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- \* Katrina Robinson, daughter in law of Mike Robinson, had kidney transplant surgery last week in Greenville SC. Thus far she is responding very well to her new kidney!
  - \* OC Edwards is at Mission Hospital after discovering that one of his heart valves is failing. Doctors are assessing a plan for heart valve replacement surgery.
  - \* Beth Mangum's mother, Margaret Moring, died in January after contracting e-coli. She had been in excellent health prior to this, and her death was unexpected.
  - \* Claire Gillespie had knee replacement surgery last Monday (*February 10*). She is home and on the road to recovery. The pain level was high the first few days after surgery, but she reports feeling better by the day.
  - \* Cal Wilson continues to reside at Aston Park Health Care Center in Asheville. His condition remains about the same as it's been for several months.
- 2. No Visitors to ECHS** completed a visitor card since our last meeting.
  - 3.** Welcome new Vestry members: Pam McNally (3-year term); Nancy Larkin (3-year term); Dick Jordan (3-year term); Lynda Miller (Senior Warden, 2-year term).
  - 4.** During the season of Lent (February 26 – April 11) our congregation will be invited to observe fifteen minutes of silence and pray in the church sanctuary on Sundays 10:10 -10:25am. As a visual and tactile prayer aid, purple prayer shawls will be provided to wear.
  - 5.** Our ECHS Parochial report is due including a detailed Outreach report. Thanks go to Martie and Bill who have completed most of the report!
  - 6.** The Vestry received a thank-you note from Douglas Hawkins expressing gratitude for our support related to his pending parole.
  - 7.** Susan Sherard, Barbara Schauer, and Susan Peacock (maybe others, too) are teaming up to make a proposal for redecorating the ECHS library. They will make this proposal to the Property Committee for approval. Their proposal will not include a recommendation on whether or not we will continue to keep a library, so this issue is still pending.
  - 8.** The Outreach Committee is currently without a chairperson. Susan Sewell has agreed to meet with the Outreach Committee on Friday, March 13, 9:00am-12:00pm to lead the committee in a strategic planning and visioning session.
  - 9.** Two Ash Wednesday services will happen on February 26: a noontime community-wide Ash Wednesday service at Mars Hill University and our own service at 6:00pm.

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**10.** The ECHS Lenten Soup and Program will be on Wednesdays beginning March 4 at 5:45pm. On that night we will talk about the Labyrinth as a metaphor for our lives, and we will be given the opportunity to walk a Chartres design labyrinth that will cover the floor of the sanctuary. On March 11, 18, 25, and April 1 the Lenten program will be led by Ty Jones on the topic: "Revisiting the Empty Tomb: The Easter Story."

**AGENDA ITEM: New Business** *(David McNair)*

The church library needs help with organization. Work has already been put into arranging and redecorating it. A decision needs to be made about whether to keep a library.

Vestry members, as well as anyone who works with children at the church, must take the "Safeguarding God's Children" workshop which is taught by Esther Moriarty.

Outreach Committee needs a chairperson right now.

The Wednesday following Ash Wednesday will begin the Wednesday Lenten services. Ty will teach a class on those Wednesdays. There are three persons coordinating the Lenten suppers. A walking labyrinth will be present in the sanctuary on the first Lenten Wednesday.

A "New Member" Committee is being formed, which will work on newcomer dinners and other activities to welcome new people to ECHS. Vestry liaisons will be Pam and Dick.

**AGENDA ITEM: Old Business** *(David McNair)*

Holy Listening Follow Up: Additional feedback is needed from those who attended. Debra took notes, which she will share. *[See page 7]*. Would be good to ask for feedback from those who participated. Adam also shared his notes verbally.

A discussion addressed the necessity of settling on a plan for the event of an active shooter coming to the church. The original Safety Committee was composed of Barbara Moloney, Donna Turnbaugh, Mary Jo Sparrow, Jim Woodruff, and David McNair. Barbara does have a proposal list and a description of the meeting with two law officers that addressed the active shooter subject. Jim Woodruff will give a copy to David McNair.

Pam to work with Esther to provide times for our next "Safeguarding God's Children" training for Vestry and childcare workers.

Nancy to write up a survey to be attached to church bulletins, to gather info on which new member activities might be desired

David to meet with Barbara Maloney to provide some feedback/closure regarding active shooter planning for next meeting

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Next regular Vestry Meeting is scheduled for **Tuesday, March 17, 2020, beginning at 5:00pm.**  
*(This date happens to be St. Patrick's Day)*  
Reports are due by midnight **Saturday, March 14, 2020.**

Respectfully submitted,  
Lorrie Cooper, Clerk

Lynda and David  
to add discussion  
of Physical  
Plant Survey to  
our next agenda

David to send us a  
script for  
announcements to  
be made prior to  
each vestry  
meeting with the  
time/date and  
invitation for  
congregants to  
attend.

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**Suggestions from those who attended the Holy Listening Session: January 18, 2020**

*(Courtesy of Debra Alexander. Questions related to the text below should be directed to her.)*

1. During the Announcements on Sunday Mornings
  - a. Vestry Minute Information by the Vestry Rep for that Sunday or the Pastor
  - b. Vestry Rep to extend invitation to the Vestry Meetings
  - c. Reminder to members that they can ask a Vestry Rep any questions they have
  
2. Mountain Spirit
  - a. Link to the Vestry Minutes
  
3. Vestry Reps need to contact their parish members
  
4. Parish members are responsible for knowing information of the church. Church resources are available for information.
  
5. Encourage the flow of Love and Grace
  - a. Time for relationship building outside of Sundays
  - b. Church Dinner to welcome new members
  - c. Group dancing/Dancer of Universal Peace
  - d. Fun Dates/Activities
  - e. Intentional singing of a chorus that creates centering
  - f. Just Listen and Pause
  - g. Amplification System
  - h. Sanctuary was an aberration