

**DRAFT**

Rev.3-4-09

**Immanuel Church, Highlands  
Vestry Meeting Minutes  
February 18, 2009**

**Present:** Fr. Kim Capwell (presiding), Maria duPont, Craig Folkert (Senior Warden), Carolyn Hendrix (Secretary), Byron Hobson, Simon Jeynes, Connie Shultz, Barb Volko, Kay Wack

**Absent:** David Blowman (Treasurer), Carl Burnam, Ryan Day, Phyllis Harvey, Laurie Hay (Junior Warden), Joe Stoeckle

Fr. Kim opened with prayer.

**Updates**

Several attendees shared with the group “prouds and sorries” that had occurred during the past month.

**Teaching**

Simon made a presentation exploring the mission of Immanuel Church, Highlands, and explaining why he was on Vestry; specifically, to share the Gospel and to help provide a place where others would be supported in sharing the Gospel as well. He asked us to consider where we wanted to be in five years and what we might do to get there, as well as evangelism, Christian education, and stewardship issues. He ended by discussing the job descriptions of staff members and felt strongly that we need to move on hiring a Director of Christian Education as soon as possible.

**Minutes of Previous Meeting**

*A motion was made by Craig and seconded by Connie that the January minutes be approved as amended.*

**Correspondence**

Craig responded to Fletcher Lowe’s letter to the Vestry (see minutes from November 2008).

**Reports and Vestry Action**

Rector’s Report: Over the last month, Fr. Kim’s activities included:

- 4 ministry meetings, including greeters, Liturgy, Property
- 11 pastoral office meetings
- Tour of church to Marian Godfrey’s women’s study group
- 2 staff meetings
- 2 meetings with wardens
- Plumbing/heating issues
- Evensong

- Hospital visitation (Marian Wilson)
- 3 nursing home visits
- His dad's funeral
- Diocesan clergy retreat
- Celebration of new ministry at St. Thomas
- Estimates for repair of stained glass windows
- Men's Bible study with Bob Penneys
- Tour of Lutheran Community Services and St. Stephen's Pantry  
This is where the offerings from the Installation were sent. The pantry is empty, and they are trying to get broader support (not just from the Lutherans)

Marian Wilson and Ruth Lehr are both at Kentmere. Aileen Mumford (Ruth Engler's grandmother) is in the hospital.

Diocesan Convention: Don Hobson will be attending, as Marian Wilson is unable. Ed Fielding volunteered to be an alternate. *A motion was made by Barb and seconded by Kay that Ed Fielding be designated Alternate to the Diocesan Convention. All were in favor; motion carried.*

Fr. Kim will be away March 10-17; coverage will be arranged for Sunday, March 15.

The Parochial Report is due at the end of the month. All Vestry members must sign.

Senior Warden's Report: None.

Junior Warden: None.

Secretary's Report: Kay presented her report, which included attendance numbers to date, an update on new faces in the parish, and calendar looking forward.

The Senior High Lock-in is scheduled for Friday, February 20. There was a communication issue regarding scheduling, and Fr. Kim stressed the importance of making sure events were on Kay's calendar.

#### Ministry Reports

- Property: We are awaiting estimates for the stained glass project.
- General property meeting on February 17: 10 people attended. There was good conversation, but Fr. Kim said that reorganization of the ministry will not be simple. A new chairperson is needed since Joe Stoeckle will be stepping down.
- Simon conveyed a request for permission to install a ceiling fan in the Youth Lounge upstairs. Melanie and John Samardza will donate the fan. It was agreed that in view of old wiring, an estimate from a licensed electrician should be obtained.

### **Parish Life**

- The Katrina Jambalaya fundraiser is scheduled for Saturday, Feb. 21, at 5 pm.
- The Shrove Tuesday pancake supper is scheduled for Tuesday, Feb. 24, from 5:30-6:30 pm.
- Simon reported that the next "Desserts with Bach" evening is planned for Saturday, June 6.

### **Finance Report**

No monthly report, since David Blowman was not in attendance.

Fr. Kim discussed the Lunger bequest and reported that the funds would be administered according to the terms of the gift:

- \$152K to support a Director of Christian Education. Ideally, this person would start mid-July and be ready for the 2009-2010 program year starting in September)
- \$587K for Outreach, 10% each year beginning in 2009, to be distributed by Outreach Ministry, wardens and the rector
- \$250K for the stained glass restoration, to begin after Easter
- \$15K unspent, to be moved into the capital account

### Recommendation on Staff Salaries for 2009

The Finance Ministry recommended no increase in staff salaries in light of the current economic issues. After discussion, the Vestry determined that a cost of living increase was warranted for both Jack and Kay. *Simon moved that staff salaries be increased by 3.5% effective January 1, 2009. Maria seconded, and all were in favor.*

### **Old/New Business**

Kay's resignation: Fr. Kim is in discussions with Kay. He is thinking of maybe combining the Secretary and Business Manager positions into one position, 30 hours per week, maybe Monday through Friday from approximately 9 to 3. He would like to have this new person hired and trained this summer, to be ready to hit the ground running in September.

The next Vestry meeting is scheduled for Wednesday, March 18, 2009, at 7 pm.

The meeting was closed with prayer.

Respectfully submitted,  
Carolyn J. Hendrix  
Vestry Secretary