

FINAL

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**Immanuel Church, Highlands  
Vestry Meeting Minutes  
July 13, 2009**

**Vestry Members Present:** Fr. Kim Capwell (presiding), Eve English, Craig Folkert (Senior Warden), Laurie Hay (Junior Warden), Carolyn Hendrix (Secretary), Byron Hobson, Simon Jeynes, Kathleen Kelley, Marcia Lynch, George Parshall, Connie Shultz, Kay Wack

**Guests:** Jack Burnam (Parish Musician)

**Vestry Members Absent:** David Blowman (Treasurer), Carl Burnam, Barb Volko

**Opening Prayer, Updates, Additional Agenda Items**

Fr. Kim opened with prayer, and personal updates were shared. Additional agenda items were requested; there were several (Schoonover painting, request for building use, coffee hour; see below).

**Minutes of Previous Meetings**

*A motion was made by George Parshall and seconded by Marcia Lynch to accept the minutes from the May meeting as amended. The motion carried unanimously.*

*A motion was made by Kay Wack and seconded by Eve English to accept the minutes from the special Vestry meeting on Sunday, June 21. The motion carried unanimously.*

**Finance Report**

David Blowman was unable to attend tonight's meeting, so there was no Finance report. Fr. Kim reported that David and Cam Hay are trying to find the best night for future Finance Ministry meetings relative to the change in Vestry meetings to the second Monday of the month.

**Correspondence**

None

**Rector's Report**

Fr. Kim reported that he has been considering the merits of combining the Secretary and Business Manager positions into one. Factors considered were improved efficiency and a projected annual cost savings of \$7,000. He has held several interviews and has found a person whom he feels is perfect for the job in that the person is very familiar with ACS (payroll), computers, Diocesan procedures, etc. References are terrific, and Fr. Kim will confirm that his background check is current.

*A motion was made by Simon Jeynes and seconded by Marcia Lynch to combine the Secretary and Business Manager positions. The motion carried unanimously.*

Fr. Kim would like to offer this person the position as soon as possible such that he would start mid-August and overlap with Kay by a week or two to learn the specifics of our parish.

Fr. Kim reported on pastoral and counseling meetings, home and hospital visits, and special services held during the preceding month, including:

- 15 office meetings

- 2 meetings re property issues, one with John Samardza regarding shoring up the pulpit before it falls down
- Several staff meetings
- Several interviews for secretary/business administrator position
- Several Diocesan meetings (new ministry group, deacon's ordination, meeting with Gary Rowe, Clergy Life Committee)
- Church picnic
- Several pastoral visits

#### Births/Deaths

- Fr. Kim reported that Georgia Curtis, mother of Liz Curtis Swain, had died and that the funeral would be held Thursday, July 16, at 10 AM, with the family receiving visitors beginning at 9 AM
- Byron Hobson reported that Adrian Hoover and his wife Jessica were the proud new parents of Lucille Dianna Hoover, born July 13.

Fr. Kim will be on vacation from July 27 through August 12 and has arranged coverage as follows:

- Wedding August 1: Rod Welles
- Sunday worship August 2: Tom Kerr
- Sunday worship August 9: Kay Benson (Eucharist at 10:30 only...Morning Prayer will be offered at the 8 AM service).

#### Interfaith Resource Center

The Interfaith Resource Center, currently housed at St. Alban's, is looking to move in the next year or so and is asking to at least begin a conversation about possibly moving to Immanuel Highlands. The chief volunteer at the Interfaith Resource Center is Anthony Grillo and we have some unused space in the Clash Wing, so it was agreed that this might be a good fit for all. A representative from the Center is coming to talk with Fr. Kim tomorrow and take a look around.

#### Ministry Staffing

Fr. Kim reports that Ginny Hopkins has resigned as coordinator of the Eucharistic visitors, that George Hopkins has resigned from the Finance Committee, and that Joe and Janice Stoeckle have resigned as Eucharistic visitors. The Vestry wishes to thank them all for their many years of dedicated service.

Regarding membership, several ministries have reached critical mass. The number of subdeacons is low as it can be and still function effectively. (Fr. Kim suggested that a good way for people to see they might be called to this ministry is to become a Eucharistic minister first.) The position of Chair of the Property Ministry is still vacant. Ken Germain will coordinate a clean-up day in August.

#### **Senior Warden's Report**

Craig reported that he is very excited about the increasing momentum of the parish, including the work beginning on the stained glass windows and Britta Bimbi starting as the Coordinator of Youth Ministries. He would like to see that increased momentum reflected in a revitalized Communications Ministry, but this has not yet happened.

#### **Junior Warden's Report**

Laurie updated the group on the Newcomers' reception which took place on Friday, June 26. She was very happy with the turnout and said that this would be held again in the future, perhaps under the umbrella of the Pastoral Care

ministry. She added that Britta held a concurrent program for the children, and it was a great time for them to get to know each other.

As an aside, Fr. Kim mentioned that the summer crafts program, started on July 12 and to be held during the first part of the 10:30 service throughout the summer, seemed to be a hit. Sue Lunger did the first one, and everyone had fun. There are still Sundays for which no one has signed up to coordinate; please see Fr. Kim for more information or to volunteer.

### **Secretary's Report**

Kay presented her statistics for the month and noted that attendance seems to be increasing. The calendar is now posted on the web site. She produced an informational handout about the General Convention that will be distributed with service leaflets on Sunday, July 19.

### **Ministry Area Reports**

Stained glass project: work tentatively to start on Monday, July 20.

#### Outreach request

Fr. Kim brought before the Vestry a request for funding from Bill Perkins on behalf of Friendship House to support the expansion of their prisoner reentry program for women. This program would provide women just leaving the corrections system with housing, child care, and job training and enable them to become employable, thus hopefully helping to reducing the high rate of recidivism. The request in the proposal is for \$25K or \$30K a year for 10 years. Fr. Kim mentioned that there would be opportunities for people to help directly by helping with property maintenance, supper teams, pick-up and delivery of shelter residents, and job coaching. Simon mentioned that we have been supporting Friendship House for many years, and this proposal addresses a dire need. He said that although this seems to be a good fit for Immanuel Highlands, he'd feel more comfortable committing for 5 years (instead of 10) with an option to renew. Laurie noted that Sue Welles (chair of the Outreach Ministry) is firmly in favor of helping fund this project, and George and Craig also voiced their support. *A motion was made by George Parshall and seconded by Simon Jeynes to support the Friendship House prisoner reentry program at \$30,000 per year for 5 years, with an option to renew at that time. The motion carried unanimously.* Simon noted that this \$150,000 total represents half of what is still available for outreach from the Lunger fund over the five year period. The Lunger Trust bequest for charitable purposes totals \$587,000, which is likely to be spent over ten years.

#### Stewardship

Fr. Kim and George Parshall will work together to form a stewardship team to head this fall's stewardship campaign. Fr. Kim suggested not repeating last year's small group meetings and recommended instead a dinner with stewardship education to follow. Marcia requested that we consider including the children in any stewardship effort, and Fr. Kim agreed wholeheartedly. More info to follow.

### **Parish Life**

Fall Welcome Back Sunday: This celebration of the start of the program year will take place on Sunday, September 13. Included: first day back for choirs, Sunday School registration, and an Ice Cream Social during coffee hour (instead of the Ice Cream Social previously held on a Thursday in late August). We would like to include the neighborhood in the Ice Cream Social as in previous years but are not yet sure how to do this other than to put the banners up.

Blessing of the Animals: will be held on Sunday, October 4. More info to follow.

**Old Business**

Laurie wondered about the status of the restoration of the Schoonover painting in the Library. She will talk to Phyllis Harvey and try to find out where we are with this.

The Delaware chapter of the American Guild of Organists has requested to use our facility for a members' recital and dinner to be held on Sunday, June 6, 2010. After some discussion, it was agreed that Jack should tell them 'yes.'

Connie brought up coffee hour and the fact that there was no food out on Sunday, July 12. Fr. Kim said that no one had signed up to do it, and Carolyn Gibson's idea to put sign-up sheets on the tables in place of food had resulted in 7 or 8 new volunteers. Jack mentioned that a line in the service leaflet about who was doing coffee hour on any particular Sunday might be a nice touch.

Following a brief confidential discussion regarding a staffing issue, the meeting was adjourned.

Respectfully submitted,  
Carolyn J. Hendrix  
Secretary of the Vestry