

2022: Jo Anne Hairston
2022: Janet Jayne
2022: Ed Powers

2023: Sharon Eisenhart
2023: Seth Graham, *Secretary*
2023: Rachel Morgan, *Treasurer*
2023: Daniel Shew, *Junior Warden*

2024: Jane Bachman
2024: Tim Haer
2024: Doug Mancabelli
2024: Tariq Zaidi, *Senior Warden*

The July 13, 2022 vestry meeting of Emmanuel Episcopal Church was called to order by Fr. Tom Day at 5:33 p.m. with an opening prayer and devotion.

Fr. Tom requested that each vestry member visualize Emmanuel in the next three to four years: what should we be doing, what does it look like to you? Vestry members suggested increasing diversity, new programming, attention to youth, and growing our congregation. Fr. Tom encouraged the vestry to continue thinking about this as it is vital groundwork in the search process for a new rector.

Motion made by Ed Powers to approve the June 8, 2022 meeting minutes. Second provided by Jane Bachman. Jo Anne Hairston requested that under Stephanie Yoder's report the name of the city is Montreat. Change was made during the meeting. Motion approved unanimously.

Members present: Jane Bachman, Sharon Eisenhart, Tim Haer, Jo Anne Hairston, Doug Mancabelli, Rachel Morgan, Ed Powers, Daniel Shew, and Tariq Zaidi. Staff members: Fr. Tom Day, Kristie McElheny.

Members absent: Seth Graham, Janet Jayne

Guest: Richard Horner

Endowment Committee Report–Richard Horner

The first quarter 2022 endowment funds calculation of expendable funds as well as contact information for Endowment Committee members was distributed in the vestry packet and are attached to the minutes. Mr. Horner reviewed the funds and the calculations as well as the process to request funds. As part of the 2021 audit, he met with Emmanuel's CPA, David Warren to answer questions.

Treasurer's Report–Rachel Morgan

The 2021 audit was distributed at the June 2022 meeting and needs to be submitted to the diocese. Motion made by Rachel Morgan to approve the 2021 audit as presented. Second provided by Tim Haer. Motion approved unanimously.

Met with Ted Onks (Twin City Accounting), Fr. Tom, and Kristie McElheny to discuss streamlining our finances. Mr. Onks had several suggestions and we will continue to work with him on this project.

The Finance Committee will begin working on the 2023 budget in August.

Senior Warden's Report–Tariq Zaidi

No report.

Junior Warden's Report–Daniel Shew

The June meeting did not resolve the funding issue for the placement of an iron gate in the alley to prohibit foot traffic in that area. Mr. Shew received a quote of \$6,400 from Appalachian Ironworks. Fr. Tom will discuss this with Loretta Trayer to see if Trayer Funds can be used.

The issue of vagrants sleeping on the property and littering is an ongoing problem. Fr. Tom said there has also been a concern brought to him about security on Sunday mornings.

Interim Rector's Report–Fr. Tom Day

- 1) Communication is very important. Please check your email a few times a week and respond as quickly as possible.
- 2) Please be cautious about engaging in gossip. If someone is having an issue please encourage them to speak directly to Fr. Tom.
- 3) Staff job responsibilities are being reviewed and will be updated with detailed descriptions.
 - a) Adriel Slaughter submitted her letter of resignation as Formation Minister. Her last day will be Sunday, August 28.
 - b) Boundaries need to be set for Kristie McElheny. She has been responsible for many items that should not be part of her job description as Parish Administrator.
- 4) Revitalize and train areas of lay ministry (LEM, LEV, acolyte, Altar Guild, ushers, greeters, etc.) Have met with Altar Guild and have training scheduled for LEM, LEV, and acolytes. Lay ministry is vital to a congregation.
- 5) Reviewing and reevaluating the Christian Education program (adults, youth, and children).
- 6) Reviewing financial policies and procedures to streamline the process so it's transparent and easy to understand. The Finance Committee has been reestablished.
- 7) Establish a plan and goals for Stewardship. We will set aside an entire month to discuss Stewardship as a spiritual endeavor.

- 8) Review of all social media and communications (website, The Pew, The Messenger, Facebook, Instagram, YouTube, SK On-line directory) This is major part of the search process.
- 9) Will continue to evaluate the weekend worship schedule (three services). The hope of only having one service during the summer is to reenergize the sense of community at Emmanuel.
- 10) Parish register review and update - Database update. Will need assistance reaching out to parishioners who have fallen away.
- 11) Gathering people's stories to learn Emmanuel's history and individual's experiences. Fr. Tom wants to hear and honor people's stories. Would like to plan a covered dish event in the fall to tell the history and the story of the parish and share it with one another.
- 12) Dealing with emotions and relations with past rectors. There is still a lot of pain associated with various issues from past rectors that needs to be resolved and repaired.
- 13) Continuing dialogue with the Diocese; building a healthy relationship is crucial to Emmanuel becoming a thriving congregation.
- 14) Guide the vestry and congregation through the search process and training Search Committee.
- 15) Interim Rector's role is to prepare the church for the next rector and build a strong healthy church that will attract healthy rector candidates.

Business Items for discussion and action:

- 1) Vestry Person of the Week- Fr. Tom requested that vestry members check the list and sign up for two weeks each. If members do not sign up for two weeks, they will be assigned to you.
- 2) Financial areas
 - a) Sunday collection process should not include the Parish Administrator handling cash or checks. The vestry person of the week and another non-related person should count the offering. A new procedure will be implemented soon.
 - b) The Finance Committee is reviewing restricted accounts and their necessity. Guilds will be contacted for their input in the 2023 budgeting process which would eliminate the need for restricted funds.
- 3) Will the vestry position vacated by Cher Young be filled? There is no requirement for replacement, but an additional person will be helpful during the search process. Qualifications to be a vestry member are: 1) baptized Episcopalian, 2) regular attendee (communicant in good standing), and 3) known to the treasurer. In the next two weeks please submit any names of potential replacements via email to Fr. Tom.
- 4) The by-laws of the church are specific about Vestry election procedures and will be upheld.
- 5) We need to ratify minutes from the 2021 Annual meeting.
- 6) Adriel Slaughter has resigned and there needs to be a decision about hiring a full time Youth Minister/Family Ministries/Christian Education Director. This position can be part time, but it is more difficult to satisfy the needs of the congregation with a part time person. In the interim, Pattie Ames has several program options that volunteers can easily execute.
- 7) Nursery workers are necessary to get families to come to the church. Rachel Morgan has coordinated volunteers until more employees are hired.
- 8) After LEM's are trained, everyone should be able to lead a worship service in the event of a priest not being available. Therefore, lay leaders should not be paid.
- 9) Are the historical items in the church sufficiently covered by our current insurance policy? Dave Zochowski may be able to assist.
- 10) To be a welcoming church, we need to have Vestry members greeting people and we need to be intentional about making newcomers feel welcome. The signage in the entire building needs to be improved as well as lighting in the church.
- 11) The homeless problem in Bristol and at the church is difficult. We want to aid those who need help and keep our church and congregation safe.
- 12) Fr. Tom discussed the Steps for a Search Process which were included in the vestry packet and are attached to the minutes.
- 13) The vestry meeting will be changed to the third Wednesday every month.

Fr Day offered a closing prayer and moved to adjourn the meeting at 7:54 p.m.