

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

2023: Seth Graham, Secretary
2023: Rachel Morgan, *Treasurer y*
2023: Daniel Shew, *Junior Warden*
2023: Vacant

2024: Jane Bachman
2024: Tim Haer
2024: Shauna Nefos-Webb
2024: Tariq Zaidi, *Senior Warden*

The September 21, 2022 vestry meeting of Emmanuel Episcopal Church was called to order by Fr. Tom Day at 5:30 p.m. with an opening prayer and devotion and presented information about leadership development.

Motion made by Seth Graham to approve the August 17, 2022 meeting minutes. Second provided by Janet Jayne. Motion approved unanimously.

Members present: Jane Bachman, Seth Graham, Tim Haer, Janet Jayne, Rachel Morgan, Shauna Nefos-Webb, Ed Powers, Daniel Shew. Staff members: Fr. Tom Day, Kristie McElheny.

Members present via phone: Tariq Zaidi

Members absent: Jo Anne Hairston

Guest: Loretta Trayer

Treasurer's Report–Rachel Morgan

- The finance committee began working on the 2023 budget. Rachel will email a copy to all vestry members and requested that they review and provide input.
- Working on a better reporting system for financials and will have a consultative Zoom meeting with diocesan representatives on Friday, September 23.
- Requested that Daniel Shew get a quote on painting the building exterior so it can be in the budget in 2023.

Warden's Report–Tariq Zaidi

- The Blackbird Bakery's attorney, Peter Curcio, submitted a letter regarding upcoming construction.

Junior Warden's Report–Daniel Shew

- The parking lot fence will only encompass the parking area at the end of the building where the basketball goal is located.
- There has been a long time issue with the retaining wall in the alley leaning. Daniel contacted an engineer that feels the issue could be fixed with steel beams that would reinforce the wall. It could cost as much as \$10,000.
- Our cleaning service is willing to work on Sunday's to clean the Parish Hall and lock up after everyone leaves the service. The fee is \$25 per hour.

Loretta Trayer presented information regarding facility preservation projects

- Restoring the vestibule wasn't part of the original plan of action but it does need attention. John Heckford is now the preferred artisan to complete the work. Loretta has also consulted with Permatile for restoration/replacement of the floor in the vestibule.
- A quote on a new green docile for the altar is being obtained from the Royal School of Needlework in England.
- Three altar kneelers still need to be refurbished and the cost will only be \$390.
- The old organ encasement was saved and John Heckford will fit it for the tech equipment in the back of the church.
- The quote from Old South Ironworks for the alley fence and the enclosure of a portion of the parking lot is \$30,500 and is attached to the minutes. This does not include the electrical work.
- Loretta requested that after the Trayer Fund pays for the above referenced projects, if there is not enough money to fully fund the fencing, that the vestry provide funding to complete that project. Motion provided by Ed Powers to approve funding to pay any outstanding fee for the fencing. Second provided by Rachel Morgan. Motion approved unanimously.

Interim Rector's Report–Fr. Tom Day

- 1) Staff job descriptions: Nursery workers/Children's Ministry Leaders/Parish Administrator.
- 2) New children's ministry and children's chapel began September 18. Several parents have commented that their child(ren) really enjoyed it.
- 3) New adult formation program began September 18 and had about 12 people in attendance.
- 4) Fall worship schedule is Sunday at 8 and 10:30 a.m.
- 5) Tariq Zaidi encouraged Fr. Tom to begin actively moving forward with the search process and communicating the process with the vestry and parish. Fr. Tom provided a timeline for the search and it is attached to the minutes.
- 6) Tariq Zaidi requested that the vestry review the timeline and if there are any questions to bring them to Fr. Tom prior to it being distributed to the parish.
- 7) There will be a leader's retreat for vestry members on Saturday, February 18, 2023.

Business items for discussion & action:

- 1) Shauna Nefos-Webb has assumed a vacant vestry term which will expire the end of 2024. Fr Tom provided the Vestry Declaration and Promise to the vestry. A copy is attached to the minutes.
- 2) Fr. Tom circulated a calendar and requested members sign up as Vestry Person of the Week.
- 3) Offertory counting procedures have changed. The Vestry Person of the Week will collect the offering from both services on Sunday and lock it in the black cabinet in the chapel behind the organ. A team of two individuals will come in on Monday morning to count the offering.
- 4) Vestry nomination process has opened and will close October 10. Fr. Tom requested that any potential nominees not be contacted until they have been deemed eligible. Once nominations have been accepted their bios will be distributed to the congregation. Absentee ballots will be available October 21 and must be received in the office before 4pm on Wednesday, November 9.
- 5) Review the endowment and how Vanguard is performing for us.
- 6) Rachel Morgan and Jeremy McLaughlin have talked to schools in Letcher County Kentucky and they have so much assistance that they do not seem to have any needs. Rachel is going to find out if any families have needs and she has a lead on a home school group that may benefit from assistance.
- 7) There are many facility projects that need attention and it does not necessarily have to be done by the Junior Warden. We would like to get as many parishioners as possible involved.
- 8) The facility insurance is being updated. Kristie McElheny is working with Church Pension Group to update our fine arts schedule.

Future items for discussion and action

- 1) 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
- 2) Stewardship - what & when / Spiritual not financial issue
- 3) Parish Register review & update - Data base update
- 4) Homeless problem in Bristol & at the church
- 5) Search Process (vestry work in February - retreat)
- 6) Survey Results - Janet Jayne
- 7) Welcoming Church
- 8) Emergency Plan - Mark Morgan
- 9) Security on Sunday mornings
- 10) Other topics for discussion

CALENDAR OF EVENTS

<i>Tuesday, October 4, 3:30 p.m.—4:30 p.m.</i>	Drive through Pet Blessing
<i>Tuesday, October 18, 11:00 a.m.</i>	Finance Committee
<i>Wednesday, October 19, 5:30 p.m.</i>	Vestry
<i>Friday October 28—Tuesday, November 8</i>	Parish Administrator out of the office
<i>Sunday, November 13 after the 8:00 service</i>	Annual Parish Meeting & Vestry Election
<i>Tuesday, November 15, 11:00 a.m.</i>	Finance Committee
<i>Wednesday, November 16, 5:30 p.m.</i>	Vestry
<i>Tuesday, November 22, 7:00 p.m.</i>	Thanksgiving Pie Service
<i>Wednesday, November 23—Friday, November 25</i>	Parish office closed for Thanksgiving
<i>Sunday, December 4, 5:00 p.m.</i>	Advent Lessons and Carols
<i>Wednesday, December 7</i>	Vestry Christmas Party
<i>Tuesday, December 13, 7:00 p.m.</i>	Appalachian Men’s Ensemble
<i>Wednesday, December 14</i>	Parish Christmas Party
<i>Wednesday, December 21, 5:30 p.m.</i>	Vestry
<i>Friday, December 23 through Monday, January 2</i>	Parish office closed for Christmas & New Year’s
<i>Sunday, December 25, 4:00 p.m. – 6:00 p.m.</i>	Community Christmas Dinner

Fr Day offered a closing prayer and moved to adjourn the meeting at 7: 00 p.m.