

Minutes

St Paul's Episcopal Church

Vestry

4/24/23

Attending: Rev. Catie, Bill, Lisa, Dana, Tracie, Duane, Susan (via zoom), Leonard, and June O'Neill taking notes.

Absent: Dave, Bruce

Opening prayer and Formation: Rev. Catie opened with a prayer.

Chapter two of the book Vital Christian Community.

Which sources of development are most visible at St. Paul's?

Prayer and worship – strong. Life and community – slightly less. Learning and action – needs more focus, other thought action was rather strong.

Call to Order/Approval of Minutes: Meeting was called to order by Dave Kinnear.

Minutes -changes "Susan has a potential candidate for clerk, and she is waiting to hear if there is any interest." Change to the Decision section – "David Lund has recommended – add 20K to fixed income." Tracie moved to accept the minutes as amended, Bill seconded, unanimously approved.

Rector's Report:

Vincent is doing research on replacing organ, grand piano, and a digital keyboard. The organ and piano are significant purchases. The digital keyboard can be acquired for much less – would like to purchase the keyboard right away. Funds can be used from the Organ Fund, as \$5,000 is non restricted. Duane moved that we allocate up to \$1,100 for the purchase of the keyboard using organ fund, Jim seconded, unanimously approved.

Charlotte Shepic will be the facilitator for the Vestry retreat. She has worked as a facilitator throughout the diocese.

Three upcoming memorials – June 12 Bill Schurman, June 17 Roger Young internment, June 23 Doug Shurtleff.

Tracie asked about diocesan policies. Catie asked that all Vestry members register for and complete Safe Church. Please complete before the Vestry retreat. As a Vestry we need to review the policies for children and youth and for vulnerable adults.

Rector goals and focal points –

Tracie, Leonard, Susan, David all sat down with Catie to help set these goals. Catie highlighted a study and awareness of our Patron Saint Paul. Study will begin this summer

and culminate with a trip next spring. Father Will has been asked to do a 4 week study on Paul. It is a large project that can cover all 4 areas of development. Another goal is nurturing and development of the program staff.

What is LEV – lay ministers who are trained to give communion at home. Currently George Detweiler and Karen Peters are going to be trained.

Suggest doing NewComers events quarterly rather than twice per year. There were 3 new couples at church this past Sunday. A NewComer could be paired with a long term parishioner. Welcome Invite Connect is a program that exists. How can we better capture new members?

NT Wright, author scholar, has 18 courses for the study of Romans.

Leadership: Met with Catie to discuss goals and safe church.

Building and Grounds: This year's quote from landscaper for groundskeeping falls in line with what was budgeted. Question about Baptismal font – there are many cracks and all the “bandaids” have not worked. Considering getting an insert for it. It's highly visible, and still not fixed. Is it possible to just replace it? Encourage timely attention to the font.

Rev Catie sent out a draft list of projects and asks all teams to review them and generate work needed.

Need to focus on revenue generation in both vestry goals and rector goals.

Question about alarm system – is it complete? We have received a bill from the SMS for the annual monitoring service.

Finance/Budget: Working on the Lilly grant financial report. Audit is progressing, one of the key requirements is the Parochial Report. Insurance questionnaire – value of personal property is \$17K. Needs to be updated, with pictures. Jim, Bill, Bruce, Lisa volunteer to take inventory.

Insurance Team Report:

Report from Bruce Givnish. Still waiting to hear from SMS insurance provider to find out if they can cover church property. Insurance claim – have not spent it all, suggest we put it into building and grounds. Will get the figure and will bring it to the next meeting.

Third Quarter Financial -

Two documents were distributed. One page is a revised to separate the restricted and vestry designated amounts. On page 3, there is a one-month report. It does not show the revenues of the month, but does give an idea of expense run rate.

YPTC will come to the Vestry retreat and make a presentation. Is there a way to show how much cash we took in each month? It can be a separate report. The cash taken in the first quarter is \$88,199 “pledge and plate.”

Question about pledges from last year that were not paid – it was suggested that these people be contacted.

\$175K are in designated funds. We have moved \$10K from Vestry to designate, and have moved \$30k from the building fund.

Vestry Retreat:

May 12 5pm -9pm at Euzoa, Begin with a shared dinner. Staff have been invited to attend on Friday night.

May 13 9am – 3pm.

Our practice has been to share dinner, light breakfast and lunch. Bill will volunteer to bring breakfast. Dana will do Friday dinner.

Jim and Tracie, possibly Lisa, will not be able to attend.

Agendas and instructions will be distributed.

Parochial Report:

Parochial report is sent to the diocese and national church.

There is a drop in membership because we have culled the list for the first time in a few years.

Questions around attendance are statistical.

The narrative portion reflects what the Vestry had discussed in the previous meeting.

Jim moved to approve the report as revised (“befriended and hired” Nesar, add Parent’s night out to outreach section), Dana seconded, unanimously approved.


Closing Prayer:

Closing prayer was given by Bill

Attachments sent out with meeting Agenda:

Rector Ministry Goals

2023 Projects and Oversight

Parochial report 

St. Paul's Episcopal Church, Steamboat Springs, CO
Rector Focal Points & Ministry Goals for 2023

These goals have been developed from and categorized according to the identified areas of call in the emerging vision for St. Paul's. They are also informed by my sabbatical time, which reaffirmed the clarity of my call to serve this community in accompanying people in their journeys of faith, specifically, utilizing the gifts of our people and facilities in extending hospitality.

Being a Community of God - The congregation of St. Paul's is brought together and formed into community as a living expression of the Body of Christ.

- Be the primary pastor to all members of St. Paul's, recognizing that compassionate care is unique to each person and context.
- Develop, direct, and support gifted members of the congregation to assist in pastoral care, specifically developing LEV ministers and ministry
- Bring back Newcomer nights twice per year
- Acquaint ministries with Safe Church awareness, requirements, and training

Serving God through Community (Engaging our God Given Gifts) – Discerning God's call regarding our gifts and how we are to use them

- Identify and recruit leaders for key ministries. These leaders may be staff or lay volunteers.
- Support and empower ministry leaders and staff, by providing resources, direction, and encouragement, in the execution of their ministry duties.
- Lead the Vestry in identifying and accomplishing tasks to facilitate their leadership.

Nurturing Spiritual Growth in Community – growing more deeply in our lives with God and being visibly and progressively better at loving God and our neighbors.

- Advise and support the Children's Ministry Coordinator in growing and developing ministry with children (nursery thru 5th grade) and their families, engaging them in Christian discipleship
- Support the Children's Ministry Coordinator in exploring and implementing ministry opportunities for youth (middle and high school)
- Execute a year-long study of St. Paul and his mission and ministry, culminating in a pilgrimage to Greece and the surrounding area in 2024. Identify and support lay leaders in this effort.
- Continue to discern areas of desired growth; identify opportunities and leaders; create and support these opportunities and leaders

Renewal of Community in Our Life Cycles – examination of our sense of call, worship, hope & trust, and the Renewal Apostolate cycle

- Plan and provide quality, engaging, renewing Christian worship in the Episcopal tradition
- Empower and support the Music Minister in expanding music to the larger community as a touchstone in the Christian journey
- Integration of Rector and congregational discoveries during the sabbatical time, especially as it relates to the mission identification work of Genesis II

Sharing our Community – a parish engaged with the larger community

- Continue development of relationship and partnership with local community organizations, individuals, and non-profits, such as Sk8 Church, SMS, Lift up, and community music, especially as it relates to use of the OSC
- Continue support and direction of the Service Team and their work of forming mutually beneficial relationships
- Continue development of church communications, including website, social media, virtual offerings, and intentional invitation to local press, towards community engagement and support.

St. Paul's 2023 Ministry Projects and Oversight

Stewardship/Finance – Stewardship chair; Treasurer; finance vestry liaisons; Quasi Endowment Chair; Bookkeeper

- 2023 Budget creation
- Mid-year appeal to cover deficit budget
- Annual Stewardship campaign
- Legacy Giving
- OSC Funding
- Quarterly financial reports to vestry
- Advise vestry on funds to be designated by vestry
- Recruitment of Stewardship team members
- External audit

Buildings & Grounds – Junior Warden; B&G vestry liaisons; OSC Preservation Team; Property Maintenance Manager; Parish Admin

- OSC interior renovation project
- Safe Church compliance
- Develop policy and procedure manual for buildings and grounds (with Steamboat Mountain School) including
 - o Space use
 - o Maintenance contracts
 - o Emergency preparedness and protocol
 - o Security protocol
 - o Insurance (with annual review)
- Memorial Garden –work with legacy giving, update contracts, communication, map
- Review/revise building use agreements

Leadership – leadership vestry liaisons; Rector; ministry chairs

- Vestry recruitment
- Ministries oversight and empowerment
- Discern and recommend diocesan convention delegates
- Rector evaluation and goal setting
- Assist with hiring new staff/HR

Vision Areas:

Ministry of the church that is not necessarily vestry responsibility to execute, but instead to inform fiduciary, strategic, and generative role of the vestry.

Renewal/Worship

- OSC worship opportunities
- Worship planning

- Organ and piano maintenance and planning for replacement

Community

- Pastoral care – Development of Lay Eucharistic Visitor ministry
- Parish events (i.e. 4th of July, St. Paul's camping trip, St. Mark's Picnic)
- Discern and engage small group ministry (i.e. Women's Monthly Mingle, Bible study home groups)
- Increase awareness and practice of Safe Church with the whole community
- Hospitality and Newcomer incorporation

Christian Formation

- Provision for all ages and stages of Christian journey
- Support growth of children and family ministry
- Confirmation for youth and adults
- Parish engagement in studying St. Paul; pilgrimage

Gifts Engagement

- Requesting and inviting gifts for current and emerging ministries (i.e. altar guild, worship ministers, children)
- Ministry Fair
- Spiritual gift inventory?

Service and Evangelism

- First aid kit project
- Birthday and anniversary cards
- Support of Sk8 church, Lift Up
- Advise vestry on designation of outreach funds
- Discernment around a parish service trip