

GOOD SHEPHERD EPISCOPAL CHURCH

Minutes of Vestry Retreat

Thursday, February 16 – Friday, February 17, 2023

ATTENDANCE

Vestry In-Person: Father Joe Hudson, Christine Neal, Libby Chinman, Bob Sawyer, Elaine Hedrick, Barbara Rao, Don McElvy, Teresa Baechtold, Ed Silva, Stephanie Kitt, Ruth Bruno

Vestry Absent: Carole LaBate

THURSDAY, FEBRUARY 16th

The meeting was called to order by Christine Neal at 4:30pm. Snacks and beverages were enjoyed by everyone.

Teresa Baechtold opened the meeting with prayer.

Review of Documents/Procedures – Housekeeping Information

- Review of the Agenda for the Retreat
- Review of Vestry Contact List
- Discussed the computer/mobile app for the Instant Church Directory. Directions for downloading were included in the Retreat packet.
- Reviewed the Vestry, Executive Committee, and Finance 2023 meeting dates.
- Explained “Pause For Prayers and Thanksgiving” section of the Vestry meetings.
- Submitting monthly Commission Reports – complete prior to the Vestry meeting in time for other Vestry members to review. Once a report is submitted, it is automatically sent to all members.
- Vestry notebooks containing all minutes and commission reports are kept in the Parish office and maintained by the Clerk.
- Church Closing/Lock-Up Check List was included in the Retreat Packet. Teresa Baechtold will train Elaine Hedrick and Libby Chinman will train Ed Silva on securing the church.
- Safeguarding classes – general discussion about completing the on-line testing. Everyone will contact Lynn Tabor if they have questions or problems.
- Background Checks – Lynn Tabor will get the background check paperwork to the new members of the Vestry.
- Vestry Covenant was read and reviewed.
- The Episcopal Church of the Good Shepherd of Venice Florida Inc. – By-Laws Adopted by the Vestry on November 10, 2020 were distributed. All members were asked to review.

The “housekeeping” portion of the Vestry Meeting adjourned at 5:45pm.

We enjoyed dinner as a group at 6pm in the Dining Hall.

After dinner...SHARING LIFE STORIES

Father Joe asked that each member come up with two truths and one lie about themselves. We shared each of the truths and the one lie with the group. The group then tried to guess which one of the stories could be the lie. It was a wonderful opportunity to discover fun AND interesting facts about each other. The group adjourned at 8:30pm.

FRIDAY, FEBRUARY 17th

- Breakfast served at 8:15am
- After breakfast, everyone packed up and moved their personal items out of the Sabbath House and Cabin #6.
- At 9:15am, the morning session started at the New Meeting Room, next door to the Sabbath House.
- Father Joe Hudson opened the meeting with prayer.
- Commissions – Father Joe Hudson
 1. **Parish Care – Carole LaBate/Elaine Hedrick**
 2. **Outreach – Stephanie Kitt**
 3. **Hospitality – Ruth Bruno**
 4. **Spiritual Formation – Libby Chinman**
 5. **Welcome – Ed Silva**
 6. **Stewardship (Time, Talent, Treasure) – Arm of Communication – Barbara Rao**
 7. **Junior Warden – Don McKelvy**
 8. **Senior Warden (Communication) – Christine Neal**
 9. **Treasurer – Bob Sawyer**
 10. **Clerk – Teresa Baechtold**
- Liturgy is no longer a Commission – Marcel Tabor has been putting together acolyte schedules. He did this when we did not have Deacons. We now have a good number of Deacons. Deacon Rich is now doing the scheduling. Bob Sawyer, Father Joe, and Deacon Rich will be conducting training.
- Website – Nancy Fees and the Communications Team are working very hard on the new/revised Website. All the ministry cards that we worked on will be on a wheel on the website. Put Stewardship on the wheel and removed Liturgy. The number of ministries hasn't changed but what the emphasis is has changed. The new church website is beautiful. Very exciting. Hope to roll it out by Easter followed by the Ministry Fair.
- Finances – Bob Sawyer – Reviewed the following material:
 1. Statement of Financial Position - Balance Sheet – Tells us what our assets are and what our liabilities are. Snapshot of the church's financial condition.
 2. Statement of Activities – This is the operating budget, so this is where you would look to see how we are proceeding against budget.
 3. Summary of Restricted Net Assets - these are the accounts that are cash in the bank but their use is restricted because of donor's restriction.
 4. Endowment Fund – was up \$12,000 this month. Market in general has been up, so that's good. Hope that trend continues.

5. Check Voucher – any time that you want a bill to be paid, or you want to be reimbursed for something that you have personally paid for out of your pocket, you will need to fill out this form and leave it for Sophia, our bookkeeper.
 6. Purchasing Process Authorization Motion – Certain levels of spending have different approval processes. See the attached for the outline of those thresholds of spending and exceptions.
- Restoration Update – Father Joe Hudson/Christine Neal
 1. Christine Neal – it goes without saying that this a project that we didn't intend to undertake. So we didn't have a notebook to go to or a recipe that says what to do when you have a 100-year storm that leaves 6 inches of standing water in your facility. It really is a process that is evolving, and we think that in the end we are going to have a really good document that we never have to use again.
 2. Review of Good Shepherd Renovation and Renewal document which is attached to the minutes – Father Joe mentioned the left column “Specific Areas” – overall assumptions – numbers 1-11. Lighting not fluorescent. Reviewed areas of church and specific needs for each area. Stephanie commented on page 2, Line 15, Restrooms...full accessibility. Why isn't full accessibility on the first page? Very good point. Get rid of handicapped...call it full accessibility. Christine asked that we add two notes for the first page...a. every room is multi-purpose and b. full accessibility. Libby asked the question about #11, Signage...does include inside and outside signage. We will keep etc. so that it covers both areas. Contractors will take a look at this, review the property and place a bid on the work. Areas of financial responsibility...insurance, FEMA, and possible capital campaign. This document may not represent the final scope of work. Christine said that our vote will be that this is a working document, that we can give it to our contractors and say bid on this, and work from it. Establishing process. Want to make sure that the Vestry understands what we are asking contractors to do and where we are going. Father Joe stated that there could possibly be a Phase 2 to the scope. For example, our current Parish Hall cannot fit everyone, in season, who attends the 10 o'clock service which is a problem. Phase 3 could be the outside...what we are doing to our grounds. Bishop stopped by last Friday, and he took a walk in the Memorial Garden. He mentioned that one parish is looking at using their grounds as a retreat center. There are things that we can do to our grounds that could make it more usable.
 - **A motion was made by Libby Chinman, seconded by Stephanie Kitt to approve the Scope of the Project (as a working document) with revisions to include assumptions, multi-purpose usage, and full accessibility as reviewed and recommended by the Project Management Team and the Scope Review Committee. Motion passed unanimously.**
 - **A motion was made by Ruth Bruno, seconded by Barbara Rao to approve the purchase of the Allen GX335 organ at a cost of \$71,500 including delivery and set-up, as**

reviewed and unanimously recommended by the Project Management Team and Organ Replacement Committee. Motion passed unanimously.

- **A motion was made by Elaine Hedrick, seconded by Stephanie Kitt to approve the Furniture Restoration agreement with Manoly Furniture at a cost not to exceed \$15,000 as reviewed and unanimously recommended by the Project Management Team and the Furniture Committee. Unanimously recommended.**
- Christine noted that the Furniture Committee consists of Dave Beall, Sue Miller and Sally Mock...they have been very busy!
- Mutual Ministry Review (MMR) Teaser – Father Joe Hudson – every rector in every Parish in Southwest Florida in their letter of agreement has a statement that they will do a MMR every year. It is a good idea because instead of assuming that everything is going well and maybe some people are disgruntled and unhappy but you are not hearing about it. For clergy, staff and vestry, that they do a review of the Mutual Ministry together on an annual basis. This was all put aside due to COVID. We are not going to do a MMR this year, but will do a modified MMR in March. Father Joe reads the MMR document. For those who are brand new, not necessary to fill out form. Everyone agreed that we should do a separate meeting vs. at a vestry meeting.
- “Becoming a Blessed Church” – Father Joe Hudson – Originally, I had assigned members in pairs to read a chapter of the book and different months during the year, report on those chapters. Well, that didn’t happen! We need to land this plane...we need closure. It is good material...good stuff, but I decided to do a summary (see attached) and wrap it up. It would be beneficial for the new members to read the book. I believe that evangelism is organic. The first part of the book is about God in community...it is about Father, Son, and Holy Spirit. It’s about the Trinity. It focuses on fulfilling the purpose of God. A church is a blessed church when it is fulfilling God’s purpose and when it is experiencing the presence of Christ. Father Joe reads highlights of page 138-200 (see attached). WE HAVE LANDED THE PLANE!
- Illuminated Life – may be a good book for the Vestry to read. Read a chapter each month. Monastic community. Can provide a rich discussion.
- 12:30pm – Lunch in the Dining Hall
- 1:15pm – Explore and enjoy the DaySpring Campus
- 2:00pm – Service in the Chapel
- 3:00pm – Depart for Venice

Respectfully submitted,

Teres Baechtold, Clerk of the Vestry