The Episcopal Church of Church of the Holy Spirit and St. Mark's

Vestry Meeting/ Bishop's Committee Minutes

February 3, 2019

Present: Kate Donahue, Guy Tillson, Paula Hancock, Ruth Harlow, Dick Osborne, Rev. Kelly Sundberg Seaman, Joan Bowers, Wayne Twombley, Cecelia Cox and Deborah Holland.

Absent: John Michaud, Kathy Lennox and Katie Patten.

The meeting opened with a Scripture reflection at 11 AM.

**Vestry/ Bishop's Committee Scheduled Meetings**

The Vestry/ Bishop's Committee has scheduled the following meetings: Sunday, February 24, Sunday, March 24, Sunday, April 28. Each meeting is scheduled at 11 AM in Sherrill Hall. Kelly requested that members consider scheduling some of our Vestry meetings on weekday evenings. We will discuss this at a future meeting.

**Communication**

The Vestry/ Bishop's Committee discussed how best to contact all members in a timely manner when an issue or issues is time sensitive. They discussed how to properly communicate with the Diocese. It was suggested that all members sign up for Vestry Papers as well as contact Jessie Quinn to receive the Diocesan e-News.

**Vestry Resource Guide**

Each member received a Vestry Resource Guide and was asked to read it. At a future meeting the entire Vestry/Bishop's Committee will discuss a covenant among members. At a future worship service we will be vested as leaders.

**Advocate/Liaison Areas of Interest**

The Vestry/ Bishop's Committee discussed areas of interest or areas of lay ministry that each of us could advocate for or be a liaison for. Some of the areas of interest included: Outreach, Renewal Works (going forward), Diocesan Retreats, Christian Formation. Continuing CCC (Concerned Christian Community), Ecumenical Projects or Events, Finding our Current Community Needs in both communities, Care for Buildings/Properties and Finances, Campus Ministry at PSU, Music Ministry, Invite Holderness School to be part of our Music Program, Partnership with Local School Systems, Program Addressing Veterans Issues (Pemi Bridge House and Harbor Homes Program), Partnership with local American Legion Posts (Anne Lamson), Plymouth House, Sarah Ablom, (Program Assisting Addicts and Addiction Recovery Program). Please bring to our attention other issues that we might advocate for or be a liaison to.

**Clarification**

The Vestry/ Bishop's Committee discussed which of our members would be responsible for signing for and having access to our financial accounts. Kate Donahue made a motion for Ruth Harlow, Joan Bowers, Dick Osborne, Deborah Holland and Wayne Trombley be the responsible members to have access to all church accounts. Dick Osborne seconded the motion. The motion passed unanimously.

**Financials Update**

Wayne advised the Vestry/Bishop's Committee that the Fair Share application for both congregations has been submitted to the Diocese. He and representatives from our church will meet with the Fair Share Committee on Saturday, February 9, 2019. He advised that we will be asking for the same amount for our Fair Share allocation as we asked for in 2018.

Wayne advised that he will submit our annual Parochial Report without signatures to the Diocese. He will bring the Parochial Report to the March Vestry/Bishop's Committee Meeting to secure the proper signatures for the report and resubmit the report to the Diocese. Wayne will make sure that the financials report will be ready to send out with the next meeting agenda for the February 24, 2019 meeting.

**Rector/Vicar Report**

During the Spring semester at PSU Kelly will be serving as the Interim Minister and Chaplain to PSU for the PSU Campus Ministry. She will be doing cooperative work with the representatives from the Catholic Church and the Seventh Day Adventist Church. It will enable Katherine Tardiff to contnue working with the Campus Ministry while the Ministry clarifies its mission. Kelly will be working with curious students who have questions about the Protestant branch of our Christian tradition. Kelly will be working no more than 20 hours/month.

**Pledges**

We discussed the present picture regarding pledges that have been received and pledges still outstanding. Kelly advised us that she will follow up with pledgers who pledged last year but have not pledged for 2019. She advised that we will be investing in generic offering pledge envelopes that designate a Sunday by 1-4th Sunday of the month. An inquiry was made about offering pledge envelopes with both congregation names on it so people can designate how they want their pledge accounted to or divided. Wayne indicated that it would be simple to have the financials reflect this change. It will be looked into in more detail.

**Diocesan Conferences/Events**

Joan advised the members that there will be a **Diocesan Conference** at the Barbara Harris Conference Center from **Thursday March 14- Saturday March 16.** There will be a **Lay Quiet Day** led by the Bishop on **Saturday, March 23.** There will be a **Lay Renewal Day** on **Saturday, May 11** in Manchester. There will be three workshops offered at the Lay Renewal Day.

**Church Directory Update**

Kelly advised that she hopes to have an updated church directory published by Shrove Tuesday/Ash Wednesday. It was suggested that for new members and/or visitors a photo bulletin board with names attached to each photo would be helpful to put names/faces together. It will be a helpful tool to connect new parish members with the community. It was suggested to publish a photo church directory with a picture, name and contact information of members of both congregations. We have several photographers within our faith community to create our own photo church directory in-house.

**Pledges/Special Offerings/Donations**

It was suggested that we might investigate creating an account where pledges, special offerings and donations can be withdrawn from a parishioner's account monthly by means of a credit card or direct withdrawal from their bank account. Wayne will look into this further.

**Printed Communication**

Kelly discussed that there are a number of parishioners who do not have access to a computer. There is still a need for printed communication with our non-computer population and our elderly population. Wayne suggested that the monthly financials for both congregations and the minutes from the Vestry/Bishop's Committee meetings be made available as handouts at both locations.

**Adjournment**

A motion was made and seconded to adjourn. The meeting adjourned at 12 noon.

Respectfully submitted,

Paula Hancock, Clerk