

March Vestry Meeting

March 19, 2024

Attendees: Mary Amos, Anne Binns, Joyce Bott, Natalie Castro, Jason Evans, Jacqueline Howells, Carlyle Knox, Niki Manke, Bob Murphy, Diana Smith

Members not in attendance: Tim Cavins, Tom Cooke

Recording Secretary: Natalie Castro

Guest speakers: Karen Crane, Treasurer

Clergy: Pastor Greg Brown, Cat Connolly

1) Opening Prayer – Cat C.

2) Agenda Approval – Joyce B.

- * Motion to approve March Agenda - Voted and approved by all members.

3) Scripture/Bible Study – Anne B.

4) Associate Rector's Report – Cat C.

a) Facility Rental

- * Cat and the team assisting with facility policy will update the wedding rental policy. She has been in contact with several other churches.

- * Jon Wells and several other parishioners have experience to share.

- * Tom Cooke will take photos of the campus and the garden for the brochure.

- * Trish will start advertising when we are ready.

- * Cat stated action needed soon to find a person or person to take on practicalities: dealing with bookings, etc. Cat was thinking of asking the Alter Guild but she asked for suggestions as well.

- * Mary mentioned presenting to the congregation would be beneficial.

- * More info will be ready for the next meeting.

- * Can we present to the congregation on April 28th about the plan.

b) Children and youth – the ministry is planned through the summer. The website is being updated.

- * Samantha is documenting role and tasks as she is learning Youth Administrator position.

- * Cat received one email of interest for the Youth Minister position.

c) The Women's retreat was wonderful

5) Finance Report – Karen Crane

a) Feb 2024 Financial Statements – Karen presented the financial summary. She thanked the vestry for approval of the budget.

* In Jan total revenue was \$119k and in Feb it was \$29.2K. In 2023 we had a lot of prepaid pledges, but not in 2024.

* We were under revenue for the most part overall

* Nothing for facilities rental yet.

* Favorable to budget for expenses

* Under budget for salaries – mainly based on how the Youth Administrator salary was added.

* Operating budget, we had \$195k revenue and \$109k in expenses.

* Total cash was increased mainly from the discretionary accounts.

* Bob asked about expenses for the 2709 property. Karen said the numbers are based on projected income.

* Jason asked about tracking designated funds separately.

6) Metrics & Tracking – Joyce B. & Jacqueline H.

a) Joyce put together a tracking sheet for 2024 Attendance. It was mentioned that Holly, Jessica or Trish will be the ones filing out the tracking sheet. The sheet is on the Shared Drive.

* 2024 tab is for pledge data. The lowest pledge was \$1.

* It was agreed that the sheet was a good tool going forward.

* Karen said there used to be a physical book for recording member activity tracking.

* Carlyle asked if there is a physical book to record funeral/deaths. Karen said there used to be a book and there may still be one.

* The point of the sheet is to make a digital recording. Trish may be tracking attendance. Jessica may be tracking membership. Holly may be tracking the pledge piece.

* We are trying to track online viewership.

* Sunday school is not on the tracking sheet.

* It was suggested that we track all the services as well as some committees.

* Data is going to be what helps us figure the data for the report. Joyce has considered outreach of about 10 people per Vestry member, just to make sure we have everyone's current information. This should perhaps be done by admin staff.

* Diana mentioned IWC and having people update their information.

* Jacqueline suggested a google form to update member info.

* Jason asked if we are tracking pledging units versus number of people pledging. He also suggested we track Children's attendance.

* There was a discussion about what the information of number of people pledging. Anne said the tracking was more than just pledge tracking, it is about people.

* There was a discussion about how we will track the members.

b) Realm

* Jason asked if we need Realm training. There was a discussion. It was suggested that perhaps, Kirt be trained in Realm as he is not a church admin person.

* Bob asked how parishioners get put into Realm. It was said that a person would get an email link and they need to set up a password. It is believed that Jessica is in the admin for Realm. There are different ways you can set up your Realm account.

* We need Realm training for the congregation.

* Can we ask the congregation to update their info possibly during Coffee Hour after a service.

* Realm is not being kept up to date. Should that be done by staff? Karen said admin should update basic info but not to try to contact people to confirm all the information.

* Consider only using Realm for just a data base. Not for events or sign ups.

* When staff signs into Realm they see different info than members do.

* Carlyle asked Greg if he thought the tracking tool is doable as it is for staff? Greg stated the sheet is doable and Jessica can do same. It was confirmed that VPODs generate the information. Some other information will be generated by staff and other people, but it should be one person updating the whole sheet.

* Joyce will add some things to the tracking sheet and email same to the vestry for review. If it is acceptable, Joyce will send it to Greg so that he can delegate the task to Jessica.

c) Fundraising metrics – Jacqueline H.

* Individual giving program. Certain metrics used to know what they should be bringing in. How this relates back to membership – bring in more members to cover deficit.

* With 20 new members needed each year and how stewardship plays into that. Track new members and recognize their attendance. Everyone would be responsible for tracking and keeping in touch with new members as well as knowing pledging members to track the health of the church.

* Carlyle mentioned that Mother Amanda used to track new members and do reach outs. And he questioned who is tracking new members at this time. It was mentioned that Jessica may be tracking new members, but it was said that she may not be. Greg said that when Amanda left during Covid, the process has not been restarted. But he recognizes that it needs to be put back into place. He said he, Jessica, and Cat do a piece of the tracking, but it is not whole.

* Carlyle asked if we could have one person in charge of the process for tracking new members.

* Greg said when we have the whole piece put together, then we can have one person in charge.

7) Ministry Reports

a) IWC/Stewardship – Diana S.

i) BGG (Blessings Generosity Gratitude) - 22 households signed up for FreedUp. One idea is to create a Help Wanted board.

ii) Annual Giving Campaign – Total pledge units is 186.

iii) Pathfinders and Genesis 2– have completed 5 campaigns

iv) IWC (Invite Welcome Connect) has begun to organize events. They had a meeting about the Newcomer process. Work is in process for a follow up meeting with clergy to discuss the process. They hope the vestry will be the first contact for people who submit new contact info in the offering plate.

* New contact cards have been ordered.

* The Host group is short on members for Holy Week and Easter, and they asked if any vestry members can help.

* Starting Easter Sunday, the collection will be passing the plates on both sides of the church.

* Jason asked if we could have a food truck and a bouncy house on Saturdays, to draw in families. We can give parish information and use it as community outreach.

* Jaqueline suggested a Shred event, but Mary said it is difficult to find a shredding company.

b) Outreach – Niki M.

* Patricia Hatch has been gathering members for a meeting. She is working on creating a shared calendar for all the Outreach ministries and put it on the website.

* Creation Care – they met with Children’s formation, and they planted fruits and vegetables. They are working with Wil Bosbyshel for Earth Day.

* Trying to come up with something for Mother’s Day and a grant for Solar Panels.

* Post Card drive for the importance of voting.

* On Ramp and Relatives – they did a lunch delivery on 1/29 and another one planned in April . They plan to do that every other month through the rest of the year.

* Book Club

* Lunches for Roof Above also spoke with Children’s Formation and they invited kids to help make lunches.

* Room In The Inn – upcoming weekend will be hosted by the Youth.

Carlyle asked about the changing of the name of Loaves and Fishes to NourishUp. There was a discussion, and the general feeling is that the change will be difficult to accept. Will the plaque that HOCO raised money for, have more recognition of our role in Loaves and Fishes.

8) Mid Meeting Reflection & Bio Break – Natalie C.

9) Rector's Report – Greg B.

a) Greg asked for updated about reaching outs - Diana spoke to a man whose wife had died and she said that no one had reached out to him since the funeral. Diana got is email and sent it to the office for further communication.

* Mary said she spoke with a man who said he had been attending online, and he filled out a contact card.

* Joyce said there is a new couple who have been coming as they moved here from NY.

* Niki said she connected with a family from her neighborhood and they have been coming.

* Carlyle said he met 2 couples as VPOD, and he walked them into the church and talked to them.

* Carlyle also shared positive story that his dad used the earphones and was able to hear service.

b) Preparing for Holy Week. We will move to the summer schedule from Memorial to Labor Day.

c) Costa Rica and Financial support. Greg thought he was considered a chaperone, but he was told he is not. So he is not sure how he will be funded.

d) Greg will focus on a space for a possible chapel and pet cemetery.

e) Bishop Sam is working on getting us a Deacon.

f) La Misa has stabilized with membership and added a monthly lunch after the service.

g) Patrick's Sabbatical upcoming

h) Pursuing a deacon for La Misa. A question was asked about why Reimagining our Curacy not work? Greg stated part was financial.

10) Senior Warden's Report – Joyce B.

a) Grant Writing Group – have not yet met but a group is being organized.

b) Office Structure Review (Bill Keith)

i) Joyce reached out to Bill about getting a meeting. She invited any vestry members to join the meeting. Nothing is scheduled yet.

c) Foundation Candidate to replace David Pond. Joyce is in discussions about a replacement.

d) 2024 ACG Leadership – Joyce has been exchanging emails with Greg and Cat regarding who will lead ACG. We need to find new leaders hopefully by the end of April.

11) Junior Warden's Report – Carlyle K.

a) Spring Cleanup – March 23. Carlyle asked that each vestry member try to text 5 friends and invite them to help.

b) Sidewalk – A neighbor on Park requested from the city that a crosswalk be put in the vicinity and HOCO falls within in the area. Russell asked that we write letters to the city opposing the crosswalk. The concern is that the crosswalk can diminish the property value.

c) Creation Care Grant from the Diocese – Carlyle will submit an application for the Solar project.

12) Old Business/ Reminders – Joyce

a) Approval of Jan & Feb 2024 Minutes – Natalie will resend the Jan and updated Feb minutes to the vestry and include Karen C. for approval.

b) April Ministry Reports – Large Events (Bob M.) & Communications/Technology (Tom C.)

c) BGG Speakers – Apr (Mary A.), May (Niki M.), Jun (Tim C.) – Natalie will find a time to share.

d) April Vestry Assignments: Dinner (Bob M.), Open/Close Prayers (Mary A.), lead Scripture study (Tom C.), Mid-meeting reflection (Tom C.)

13) Closing Prayer – Greg