

**Episcopal Church of the Ascension
Vestry Meeting
April 22, 2018**

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**Episcopal Church of the Ascension
Vestry Meeting Agenda
Sunday, April 22, 2018**

- I. **Meeting opening**
 - a. Brief opening prayer – Javier
 - b. Check in (optional); no more than 2 minutes per person, please

- II. **Set Agenda Times**

Consent Agenda for Acceptance
Questions/concerns should be raised in advance of the meeting. Acceptance of the consent agenda implies approval of the following:

 - a. *Minutes from previous month’s Vestry Meeting*
 - b. *Current month’s Treasurer’s Report*
 - c. *Mission Area Reports*

- III. **Oral Reports:**

By Exception for Discussion or Action items

- IV. **Old Business:**
 - a. Music minister search; update
 - b. Worship Committee report
 - c. Vestry members’ conversations with parishioners

- V. **New Business:**
 - a. Committees—refresh, renew and establish
 - b. Bulletins
 - c. Worship times
 - d. Ascension House rental

- VI. **Open Mic**

- VII. **Adjournment and Closing Prayer**

Closing Prayer: Zadinga Ogada

**Next Vestry Meeting
Sunday, May 27, 2018**

**Episcopal Church of the Ascension
Vestry Minutes
March 18, 2018**

PRESENT: The Rev. Randy Lord-Wilkinson, Senior Warden Betsy Hasegawa, Rose Buck, Gordon Donnelly, Meredith Horan, Susan McLaughlin, Zadinga Ogada, Luis Pedron, John Pruessner, Berenice Rodriguez, Bob Waters. Absent: Junior Warden Janet King.

The meeting opened at 1:35 p.m. with Bible study; the business meeting began at 2:10 p.m.

CONSENT AGENDA: Zadinga moved that the consent agenda be adopted as presented. Bob seconded the motion, and it passed.

ORAL REPORTS

Betsy invited the Vestry to present any oral reports that were needed to supplement materials submitted ahead of the meeting, but none were required.

OLD BUSINESS

Betsy suggested that the Vestry discuss old and new business items and then proceed with discussing the 2018 budget. The Vestry concurred.

Pension for Parish Administrator Lin Keene: Rose updated the Vestry on steps to ensure that Lin receives the pension that she is entitled to receive. Rose continues to follow up with the Diocese and Lin to determine what is needed to enroll her in the pension plan for diocesan lay employees.

One-Ascension (1A) Palm Sunday: Preparations are well underway for the March 25 Palm Sunday 1A service, which will also serve as our formal sendoff for Randy. Sign-up sheets and other arrangements are being made. Items needed for the Palm Sunday service, itself, including flowers and palm fronds are on order.

Search for Music Minister: The search for a new Music Minister is ongoing. Interviews have been held with three candidates, including Clarice Snyder, our interim organist and choir director. More interviews will be conducted with candidates as they are identified. Vestry members noted that compensation must be consistent with the amount designated in the 2018 budget.

Children's Formation: The Vestry reviewed the report submitted by Megan Didavi. After gathering information from parents and teachers, Megan reported that their preference is to hold formation classes during the morning service and prefer a later service time.

NEW BUSINESS

Assessment of Office Staff Functions: Randy spoke with Lin about how her position is structured, the number of hours she typically works, and other related needs. It is challenging to

for her to maintain a 30-hour schedule with the number and diversity of tasks Lin performs, all of which she does at a very high level. For instance, she is handling many building maintenance issues, along with other duties. The new interim or Priest in Charge will need to continue to assess and monitor in the future.

Committee Assignments: Betsy led a discussion of committee assignments. Preliminary assignments were made for the annual giving and youth program areas. Other assignments will be decided at future meetings.

Worship Schedule: The Vestry discussed the Worship Committee report and next steps in deciding the schedule of services based on recent meetings held. The Committee will meet again on Wednesday, March 21, 2018. It is anticipated that the current schedule will stay in place through April, with changes possibly made after the One Ascension Sunday service on April 29, which will be led by the youth group.

DISCUSSION OF THE 2018 BUDGET

Ascension Treasurer Avin Lalmansingh led a discussion of the latest version of Ascension's budget for 2018. The discussion covered projected sources of income, including the latest pledge income figures, as well as projected expenses such as personnel costs. In addition, the Vestry discussed a placeholder budget for 2019 to help in making decisions about budget items this year. As it did at its February meeting, the Vestry looked at several scenarios for the budget reflecting different assumptions about income and expenses. After extensive review of the figures that were presented, John moved that the budget for 2018 be adopted based on the primary version of the budget that was presented. Gordon seconded the motion, and it passed unanimously.

OPEN MIC

All Vestry members engaged in a discussion about the weekly counting of income received by Ascension and how best to integrate with our existing bookkeeping process.

Rose addressed the need to be mindful of the impact that changes in the worship schedule can have on families and their participation in worship on Sundays.

Bob reported on information conversations that he has had with parishioners about how they see Ascension.

ADJOURNMENT: At 4:35 p.m., Luis moved that the meeting be adjourned. Meredith seconded the motion, and it passed unanimously.

Respectfully submitted,

Howard Holland on behalf of Sari Stoddard, Clerk of the Vestry

Episcopal Church of the Ascension
Vestry Meeting with Worship Committee Chairs
March 26, 2018

The meeting took place in the library. Attendees included Rev. Javier Garcia Ocampo; Vestry members Junior Warden Janet King, Rose Buck, Gordon Donnelly, Meredith Horan, Susan McLaughlin, Luis Pedron, Berenice Rodriguez, Bob Waters and Worship Committee Co-Chair Curt Lindsay, Treasurer Avin Lalmansingh and Sari Stoddard. The meeting opened with a prayer by Rev. Javier Garcia Ocampo.

The first topic of the meeting was the worship schedule for the month of April 2018:

- Sunday **April 8th** will have only three services, 7:45, 9:00 and 11:00/11:15. Diocesan Canon Paula Clark will be preaching and will hold “town hall” meetings between the services to address the congregation about the changes that will occur due to Randy’s retirement.
- For the two following weeks, on **April 15th** and **April 22nd** the normal six-service schedule will be maintained with the help of supply clergy. This gives Rev. Javier a chance to celebrate at services he doesn’t usually attend; and inform parishioners of the upcoming service changes.
- Sunday, **April 29th** will be both One Ascension Sunday and Youth Sunday. The Youth Group will be the service leaders that day and the Parish Life Committee will set up a pizza luncheon afterward.

The second topic was the establishment of a permanent three-service schedule, starting May 6th 2018. The Worship Committee recommendation is for an 8:00 service (early, no music), a 10:00 service (more traditional), and a 12-noon service (Spanish language).

A lively discussion ensued with pros and cons of each current service, and what elimination of three services will mean. Fervent pleas were put forth for having some kind of service for very young children, like the current 10:15 service, and for incorporating parts of the current 11:15 contemporary service. It was pointed out that with only three services, it will not be possible to satisfy everyone’s preferences. All present were asked to speak with parishioners informally for ideas on how to continue to meet the needs of all our congregants.

The Worship Committee will meet separately prior to the next Vestry meeting on April 22nd to come up with ideas on how best to accommodate the many worship styles that are now at Ascension. Results of the meeting will be presented at the Vestry meeting.

The meeting was adjourned with a closing prayer.

**Episcopal Church of the Ascension
Committee Chairs' and Liaisons' Reports**

CHRISTIAN FORMATION FOR CHILDREN, Megan Didavi, Chair

Report written by Gordon Donnelly to the Worship Committee

The teachers of Godly Play and A Joyful Path met Sunday [April 15] after church to discuss how the new service schedule will directly and immediately impact our programs. We also brainstormed and discussed how to involve the 10:15 families as suggested by the last Vestry/Worship committee meeting.

1) The teachers strongly recommend recruiting a member of the current 10:15 service--a small but vital part of our growing Parish—to the Worship committee as an additional voice during the transition. We hope to provide parent contact info to you as soon as possible.

2) During the 10:00 service-- We think it is very important to include families from the 10:15 parish in the new 10:00 service as their service is being dropped. The teachers recommend exploring the possibility of having a children's service once per month during the 10am service, perhaps beginning in the summer or fall.

3) During the 10:00 service we will offer our current curriculum, Godly Play for children ages 3 through 2nd Grade. We will also offer our current Joyful Path program for children in Grade 3 to Grade 5. Children in these classes will join their parents in church at the Eucharist.

4) During the 10:00 service we propose that a team of experienced teachers (with some “to-be-recruited” youth) provide a structured Sunday school program with songs, stories, prayers, and activities for children under age 3 and their parents. We will encourage parents to bring their children or to stay if they like and be a part of the class. Children and parents in this “under 3 program” will join the congregation at the time of the Eucharist so that the entire 10:00 service is together during the Eucharist. We will base this new program on a previous program used for many years at Ascension for our youngest parishioners under age 3. We would be using the room of refuge for these activities.

5) With Worship committee consent, we will develop an email blitz to announce plans for Children's Formation. Michelle Wood would like to volunteer to speak at the last 10:15 service on April 22 to talk about our new proposed formation offering. Michelle will be contacting Fr. Javier towards the end of the week after the Worship committee has met. We need to continue and encourage parents church-wide to be involved with their children's formation. In addition to inviting parents with age 3 and below participation with the new program described above. Beginning at 10am parents with children aged 3 thru 2nd grade are encouraged to attend Godly Play. A Joyful Path for those 3rd grade-5th. Youth group for the older children. This information in email blurbs in the green service bulletins and a spokesperson at the Youth service are to get the word out.

FACILITIES, Ted Bedell, Chair

Below, in gray, are the items I reported on last month. Not much new has come up so I will update you on the below.

1. Have been working with Lin coordinating our initial HVAC system maintenance with Parker Pearce. This should result in a much better understanding of our systems (at main church building, the Chapel and Ascension House) current status and also how they are meant to operate. Over the years it has become less and less clear exactly what each thermostat controls and what equipment services what areas of the church (mainly in the main building). It should also result in greater efficiency and longevity of the equipment. So that's the good news. The bad news is there will likely be identified issues that will require attention (think \$\$). Parker Pearce has inspected/serviced everything in the main building. The Chapel and Ascension House should be done soon if not already completed (I have not heard they have been out, so will need to follow up). In the office/classroom wing there are ~15 heating/cooling units above the drop ceilings that condition most of that space. I think 3 were found to be not functioning. We are waiting on repair cost estimates.
2. We are working on identifying a means to install a smart monitoring and door lock/entry system that will allow Lin (and others) to monitor remotely and authorize entrance remotely. This can be done fairly inexpensively using "smart" technology that will connect to our network wirelessly and monitoring can be done on phone, tablet, or laptop/PC. Was expecting technical support from a nephew but hasn't come through. Will have to work on this some more. Should be doable.
3. Need to get direction from vestry on repairs to roof and gutter over the rear entrance. Recommendation is to proceed. I think the total cost is in the \$2K neighborhood, but vestry has already been provided the quotes from Scates Roofing. Have not heard if this work was approved. Should really be done.
4. Will need to touch base with J Maloney who supervises the lawn care services we receive from the high school kids as we are getting close (we hope!) to needing that.

OPERATIONS AND FINANCE COMMITTEE, Avin Lalmansingh, Chair

Budget Development and Implementation

The Vestry formally adopted a budget for 2018 at the March 18th, 2018 Vestry meeting. We now are in the process of "calendarizing" the budget for the year by breaking income and expenses down by month on the accounting spread sheets.

Greater consistency on the expense side related to Salary & Benefits is to be expected once a Priest in Charge (PIC) is established.

Going forward, we will have monthly and year-to-date projections of our income and expenses to use as the basis for making comparisons.

March Financials

Total income for March was \$35,155. Ascension received \$6,451 in plate receipts and \$24,828 in pledge income. Plate receipts were higher than we had received for March over the past 3 years, but pledge income is tracking lower. Our rental income was \$2,830, which is the usual amount that we receive from Sandy Ridge Academy and Light Balance Integrative Health. Our Miscellaneous Unrestricted Income was \$1,046.

For March, our total expenses were \$40,621. Salary & Benefits up to and including March are significantly lower due to the Diocesan support we received. March expenses include a notable quarterly Diocesan Pledge. Facilities expenses in March were \$7,278 and are higher than expected. Utilities expenses are on par.

We had negative net income for March of \$5,465 based on the income and expenses figures just described.

Finally, the Treasurer's Report shows that the balance in the Endowment Fund stands at \$310,952. Our Unrestricted Cash Reserves is at \$112, 871. The Facilities Reserve Fund is currently at the halfway mark at \$50,607.

PERSONNEL COMMITTEE, Jean Cohn, Chair

Jean reports that this committee no longer exists.

WORSHIP COMMITTEE, Gary McLaughlin and Curt Lindsay, Co-Chairs

Gary will address the Vestry meeting with his report.

No other reports received.

**Episcopal Church of the Ascension
Vestry Closing Prayer Assignments
2018 - 2019**

April 2018	Zadinga Ogada	<u>Z_Zulu@msn.com</u>
May 2018	John Pruessner	<u>prubu2@aol.com</u>
June 2018	Gordon Donnelly	<u>vagordon1@yahoo.com</u>
July 2018	Betsy Hasegawa	<u>grhasegawa@verizon.net</u>
August 2018	Luis Pedron	<u>lrpedron@gmail.com</u>
September 2018	Rose Buck	<u>rose.buck2@gmail.com</u>
October 2018	Meredith Horan	<u>horanm@hotmail.com</u>
November 2018	Bob Waters (new)	<u>the2H2Os@comcast.net</u>
December 2018	Betsy Hasegawa	<u>grhasegawa@verizon.net</u>
January 2019	Janet King	<u>bkmechanical@aol.com</u>
February 2019	Susan McLaughlin (new)	<u>quilter@his.com</u>
March 2019	Berenice Rodriguez	<u>berenice.rodriguez.84@gmail.com</u>

Episcopal Church of the Ascension
Parish Life Events Calendar
2017 - 2018

Annual events:

One-Ascension Sundays	Single service and parish-wide celebratory luncheon April 30, 2017 July 30, 2017 October 29, 2017 December 31, 2017 March 25, 2018 (in celebration of Randy's ministry) April 29, 2018 July 29, 2018 September 30, 2018 December 30, 2018
Shrove Tuesday Pancake Supper	Tuesday, February 28, 2017 Tuesday, February 13, 2018
Annual Meeting/ Potluck Lunch	Sunday, March 12, 2017 Sunday, March 18, 2018

Special Events:

Usually several per year including:
yard sales/car washes
dances and parties
other fund-raising events
holiday festivals
welcomes, farewells, dedications

**Episcopal Church of the Ascension
Committee Chairs and Vestry Liaisons**

Standing Committees	Vestry Liaison	Chairperson
Christian Formation for Children	Gordon Donnelly	Megan Didavi
Christian Formation for Youth	TBD	Angie Hight-Walker
Facilities	John Pruessner	Ted Bedell
Outreach	TBD	Paul Boynton
Parish Life	Janet King	On-Call volunteers
Pastoral Care	Zadinga Ogada	Randy Lord-Wilkinson
Personnel	Rose Buck	Jean Cohn
Worship	Meredith Horan	Gary McLaughlin / Curt Lindsay
Ad hoc Committees presently in effect		
Annual Giving Campaign	Susan McLaughlin	TBD
Christian Formation for Adults	Berenice Rodriguez	TBD
Health and Wellness	Rose Buck	TBD
Operations and Finance	Betsy Hasegawa	Avin Lalmansingh