

**Minutes of the Vestry Meeting  
St. Timothy's Episcopal Church  
Monday, March 12, 2007**

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Present: David Foster – *Senior Warden*, Darlene Frick, John Harrison, Paul Hayter, Ross Johnson, Lianne Mintz, Jenny Nathan, Bill Shreve, Sandy Watkins, John Ezell – *Treasurer*, Lavonne Bieber – *Clerk* and The Rev. Nathan Speck-Ewer – *Rector*

Absent: Nan Fuller – *Junior Warden* and Maly Hughes – *Priest Executive*

There being a quorum, the meeting was called to order at 7:16 p.m. with a Prayer.

**Item of Business #1: Acceptance of February 2007 Minutes**

Motion: To accept the February 2007 Minutes.

Moved: Bill Shreve

Seconded: Darlene Frick

Passed unanimously.

**Item of Business #2: Treasurer Report**

John reported that revenues for February were 9.8% less than budget. Year-to-date revenues were \$13,590 (9.3%) under budget. For February and January, this was due to year-to-date pledges revenues being \$12,792 (12.7%) under budget. We also have \$48,000 in prepaid pledges not yet recognized as income. Year-to-date plate income was over but very close to budget. Pre-school is close but slightly under budget. Expenses were \$2,520 over budget, with year-to-date being \$14,452 (9.5%) under budget. For February and January, this was due to salaries/benefits (\$5,026) and office/services (\$1,945) both being under budget. Year-to-date we are doing better than expected we are running an actual deficit of (\$4,270) versus a budgeted deficit of (\$5,142). We ended the month with approximately \$261,500 in cash and investments, of which \$225,000 is restricted.

Motion: To accept the Treasurer's Report.

Moved: John Harrison

Seconded: Bill Shreve

Passed unanimously

**Item of Business #3: 2006 Parochial Report**

Nathan distributed a copy of the 2005 and 2006 Parochial Report for the Vestry to review and compare.

Motion: To accept the 2006 Parochial Report

Moved: Paul Hayter

Seconded: Lianne Mintz

Passed unanimously

**Item of Business #4: Electronic Drum Kit**

Nathan reported that Peter Sammel had purchased an Electronic Drum Kit prior to obtaining Vestry approval in order to get them at a discount. Nathan did not have the actual cost available at the meeting however, he thought they were around \$2,600, but not more than \$3,500.

Motion: To authorize reimbursement to Peter Sammel for the purchase of the Electronic Drum Kit not to exceed \$3,500 with funds from the Mission Fund.

Moved: Jenny Nathan

Seconded: Bill Shreve

Passed unanimously

**Item of Business #5: Program Church**

Nathan reviewed the definition of the Family Church, Pastoral Church and Program Church noting that St. Timothy’s is a Program Church. He also distributed a document on Staffing for Mission, which will be discussed at the April Vestry Meeting.

**Item of Business #6: Vestry Norms**

Nathan asked the Vestry if there were any modifications needed to the current list of Vestry Norms. Following a brief discussion, attached is the revised list of Vestry Norms.

**Item of Business #7: Planned Giving**

Nathan reported that Mike Drew, who is a long time parishioner of St. Timothy’s is very much involved in planned giving and would like to offer his knowledge and service to anyone who is interested. Planned giving includes several ways for parishioners to make gifts to St. Timothy’s, such as in a will, annuity or charitable remainder trust.

Motion: To acknowledge and endorse Mike Drew to continue his service for Planned Giving.  
Moved: Darlene Frick  
Seconded: Lianne Mintz  
Passed unanimously

**Item of Business #8: Parish Administrator & Sexton Positions**

Nathan reported with the departure of Sara Cook, our Parish Administrator and Dennis Cook, our Sexton, they have reviewed the positions and have developed a Communications Director position and a Building & Grounds Director position.

He has hired Chris Sudairy, as Communications Director, who will be working 30 hours a week (9:00-4:00, 5 days a week). She is scheduled to start on Monday, March 26 following the security background check. She will be responsible for all communication, including the web site, The Word Weekly, etc. He has hired Michele Trottier as Buildings and Grounds Director, who will be working 5-7 hours a week. She will be responsible for supplies, interfacing with the Champion school, etc. She will also manage the cleaning service, which we have rehired the cleaning service we were using prior to hiring Dennis and the Sexton who will be responsible for setting up rooms for Godly Play, etc. The Sexton will be paid on a project basis only. We will continue to use volunteers to serve as a Receptionist to answer the phones, with the Communications Director as back-up.

It was also noted that the Vestry would like to say thank you to Sara for the wonderful job she has done as Parish Administrator and for her support over the years.

Motion: To authorize Lianne to obtain a babysitter and a gift certificate, not to exceed \$150 as a thank you from the Vestry for her service as St. Timothy’s Parish Administrator.  
Moved: Darlene Frick  
Seconded: John Harrison  
Passed unanimously

**Item of Business #9: Revisioning Process**

Nathan reported that both groups will have completed both parts on Sunday, March 18. The Vestry and Dream Team will meet following the second large meeting on March 18 at 2:30 to take the information from both groups to prepare for the final meeting on March 25 where we will form our innovation teams.

**Item of Business #10: Signature Authority**

Nathan noted that with the departure of Sara, we need to revise the signature authority list from last month's meeting to include the new Communications Director.

Motion: To authorize the following individuals to sign checks on the Heritage Bank of Commerce account for St. Timothy's Episcopal Church:

- David Foster – Senior Warden of the Vestry
- Janaan Fuller – Junior Warden of the Vestry
- Lavonne Bieber – Clerk of the Vestry
- Christina Sudairy – Communications Director
- Joanna Shreve – Finance Administrator

Moved: Bill Shreve

Seconded: Ross Johnson

Passed unanimously

There, being no further business, following Good News and Thanks, the meeting adjourned at 9:31 p.m.

Motion: To adjourn

Moved: Paul Hayter

Seconded: Lianne Mintz

Passed unanimously.

Respectfully submitted,  
Lavonne Bieber, Clerk

## Vestry Norms

**In the year 2003 the Vestry identified a standard of behavior that encourages higher performance. These norms assure members of the Vestry respect one another and are good stewards of their leadership responsibility.**

**1) Regarding Vestry Meetings:**

- **Let speaker finish without interruption**
- **Maintain space for discussion**
- **Flexibility/stewardship of time**
- **Receptiveness**
- **Come prepared**
- **Receive Minutes from meeting by the following Monday**
- **Operate with trust**
- **Be an active listener**
- **Be accepting**
- **Engage authentic communication**
- **Engage constructively**
- **Be direct, not passive**
- **Attendance is expected at all meetings. If being absent is unavoidable you must notify the Priest Executive and Clerk prior to the meeting. If no notification is given for three absences, you will be asked to resign from the Vestry.**
- **Minority opinion receives full voice (strive for consensus)**
- **One can disagree but must commit (unified Vestry)**
- **Follow through on commitments made in Vestry meetings**

**2) Members take responsibility for total life of Parish**