

St. Barnabas Episcopal Church • Bainbridge Island, WA
April 24, 2022 Minutes of the Vestry Regular Meeting by Zoom Teleconference

Vestry Members Present—Barbara Bolles, *Sr. Warden*; Brian Andvik, *Jr. Warden for Buildings and Grounds*; Laura Bainbridge; Michael Ditmore; Judith Hanna; Claire Hicks; The Rev. Karen Haig, *Rector*

Vestry Member Absent—Angie Bickerton, Kirk Eichenberger, Steve Schmitz

Others Present—Mike Killion, *Treasurer*; Katherine Bolles, *Chancellor*; Rebecca Ditmore, *Clerk*

Call to Order: 12:36 p.m.

<i>Item</i>	<i>Topic</i>	<i>Speaker</i>
1.	Opening Prayer and Spiritual Reflection	<i>Barbara Bolles/Rev. Karen Haig</i>
2.	Approval of Agenda	<i>Barbara</i>
➤	Motion: Approve the meeting agenda as amended. MSP	
3.	Approval of Minutes from March 20, 2022 Meeting	<i>Barbara</i>
➤	Motion: Approve the minutes. MSP	
4.	Old Business	
4.1	Bishop’s Leadership Conference—May 11–13, Fort Worden, Port Townsend	<i>Rev. Karen</i>
	Barbara Bolles and Michael Ditmore will attend. At least one more person is needed to attend this.	
4.2	Bishop’s Visitation 10/16/22	<i>Rev. Karen</i>
	This visit in October, but the vestry needs to discuss this visit in September to decide what they would like to discuss with the Bishop. Past topics include the building, and how the church itself was doing. Things may also become obvious during the sabbatical.	
4.3	Mutual Ministry Agreement/Review	<i>Rev. Karen</i>
	Three goals for the vestry to accomplish prior to the 2023 Annual Meeting: 1) completing the sabbatical (Rev. Karen and the congregation); 2) forming a strategic planning committee and engaging a facilitator for that process (which we should begin before Rev. Karen returns from her sabbatical); 3) research into getting not just into the church, but getting people back into the church.	
4.4	Best Practices for Communicating with Staff	<i>Barbara</i>
	If you currently have a relationship with a staff member, then you are free to communicate with them as you have in the past. However, if something new comes up and it’s with someone you don’t have a relationship with, speak with Barbara and she will be the liaison. Communication should happen by email. Rev. Karen has put together a list of people who	

will be handling things in her absence, which was published in last week's newsletter (4/22/22). This will also be resent to the congregation periodically.

5. New Business

5.1 Congregational Development Grant & 5/21 Grant Writing Workshop *Rev. Karen*
Helene Schmitz, Rebecca Ditmore, and Barbara Bolles have agreed to participate in the workshop. Any congregation which wants to submit a grant must attend the workshop put on by the diocese. Rev. Karen would like a grant proposal to secure a person for family ministry (approximately 10 hours per week), develop a vision, and execute a program which can be put into place (which includes finding volunteers). Her vision is for someone who can assume the title of "Associate for Family Ministry," most likely a lay position. As many as would like can participate in the grant writing workshop.

5.2 Letter to the Congregation (Who to call) *Rev. Karen*
Rev. Karen is working on this and it will be sent out to the congregation after her last Sunday.

5.3 Disposition of Archived Vestry Minutes *Rev. Karen*
These are old minutes dating back to 2015, and it was decided that these can be shredded and disposed of.

5.4 Building the Number of Parishioners in Church *Rev. Karen/Barbara*
It is important in her absence to be aware of and make a plan for how to reach out to those who are no longer attending. The focus of this will be on each members being part of the body, and absent members being just as important.

5.5 Covid Decision Making *Barbara*
Covid decision making will be made as needed. If there are decisions to be made, the appropriate people will be contacted. At this point, we will be sticking with the status quo unless something happens which requires us to do things differently. Policy decisions will require the entire vestry to make decisions.

5.6 Sabbatical Update *Barbara*
The May calendar was published in the e-blast. The June calendar will be published toward the end of May. The calendar will be published a month at a time so that people can sign up where necessary.

5.7 Announcements *Rev. Karen*
Because visiting clergy are visitors, the announcements will be looking at the Friday e-news and saying what needs to be said based upon that. Someone will need to make the announcements. It was suggested that the vestry sign up to do this.

6. Reports

6.1 Treasurer's Report

Mike Killion

We are in good financial shape, and our net operating gain for March is estimated to be \$40K. Pledges received for March are over budget due to people paying in advance. Income in total is approximate \$100K, which will be used to adjust for the decrease in pledges that happens in the latter part of the year. We are close to where we want to be in the first place, so we should be able to cover all the budgeted expenses. New pledge income is budgeted at \$1K per month, and we will make this budget.

- Motion: Accept the treasurer's report. **MSP**

6.2 Day School

Rev. Karen

One of the preschool teachers is leaving so the school is in search of a new teacher. Please keep this in mind in case you hear of someone qualified. Brian will check to see what the air quality is in the preschool and report back to Barbara. See Rev. Karen's report for additional information.

7. Parish Chancellor Update

Kathy

Barbara's reminded vestry members that they are the day school board of directors. Parents may contact you, so be mindful of that. Listen and reassure any parent who comes to you that you will be passing this information on to the senior warden who will be working with Julia Lampa, the day school director. Julia has found the time to forward the teacher contracts to the chancellor early so she will begin work on them.

9. Action Items

All

- At least one more vestry member is asked to attend the Bishop's Conference, May 11–13. Please contact Barbara if you are able to do this.
- Sign up with Barbara to read announcements during the Sunday services while Karen will be gone.
- Be aware that you may receive phone calls from day school parents because vestry members are the board of directors for the day school. Listen and reassure any parent that comes to you that you will be passing along their comments to the senior warden who is working closely with the day school director, Julia Lampa.
- Vestry members will receive a list of people to contact by note, email, or phone, telling them they are missed at church, and inviting them to come to services. This may also be a time to gently inquire if there is anything we can do to help insure their attendance.

10. Closing Prayer

Rev. Karen

11. Adjournment

Barbara

- Motion: to Adjourn at 2:25 p.m. **MSP**

Faithfully submitted,

Rebecca Ditmore

Rebecca Ditmore
St. Barnabas Vestry Clerk