

St. Michael and All Angels
Vestry Retreat and Minutes of Regular Meeting
March 17, 2024
in the Pavilion

Present: Rector's Warden: Patrick Reilly, Vestry Warden: Barbara Koenig, Vestry Members: Chris Alvarez, Michele McKenzie, Bruce Roach, Jack Knight, Gary Jacobson, Dale Lange, Bill Robinson, Riley Huston, Jennifer Hanson, Michiel Boudrez, Diane McKay, Clergy: Mike Angell, Mandy Taylor-Montoya, Officers: Evelyn Hanneman, Judy Fifield

12:30PM **The Vestry convened with lunch and fellowship.**

12:45PM **Opening Prayer:** Mandy opened to Retreat with the song *May I Be Empty and Open to Receive the Light*.

Vestry Retreat:

- The major focus of the retreat was to continue the conversation and exploration from the January 6th retreat on the direction St. Michaels is headed. A subcommittee met to discuss and plan for the retreat. Mike facilitated an exercise to assist with defining our values as a congregation using a diagram developed by the subcommittee.
- The Vestry Covenant document first adopted in 2016 was reviewed. Discussion followed pertaining to the role of each Vestry member being a liaison to an assigned Ministry of the church. A decision was made to pause this Vestry responsibility while work is completed to clarify the expectations of the Vestry liaison role. Ministry leaders will be informed of this decision. Committees are invited to submit written reports of their meetings, and to attend Vestry meetings when needed. A Vestry Liaison will continue to be assigned to the school because this provision is in the school's current By-Laws. There was consensus that the Vestry Covenant document needs to be revisited at a future date.

3:15 PM **Regular Meeting:**

Call to Order: The Vestry meeting was called to order by Mike.

Items for Vestry Approval and Review:

Minutes of the February 2024 meeting were reviewed. One correction was noted. In the Finance section, alternative language for clarification purposes will be provided by Evelyn. A motion was made by Bill to accept the minutes with the noted correction and clarification. The motion was seconded by Jack and approved unanimously by voice vote.

Reports and Topics:

Rector's Report

Mike's report was sent out prior to the meeting. The report included several attachments: 1) Exhibit A: Associate Rector Job Description, 2) Position Posting for Assistant Rector, 3) Job Description for Office Administrator position, and 4) Project Proposal for outside expert on Stewardship.

1.Exhibit A: Associate Rector Position. This document reflects key changes from the previous job description for the Rev. Mandy Taylor-Montoya which was a half time position as Lay Minister of

Formation to her current full-time position as Associate Rector. The document clarifies roles and responsibilities for the position. The job description will be incorporated into the Letter of Agreement with the Personnel Committee providing the necessary legal language. It will then be submitted to Bishop Hunn for approval. Discussion followed with a suggestion to change a word in the Pastoral Care section 2.a. from “redevelop” to “support”. Michiel made a motion to accept the job description for Associate Rector as written with the one change in wording. The motion was seconded by Gary. The motion passed unanimously.

2.Position Posting for Assistant Rector. This is the high season for clergy transitions. Therefore, Mike would like to post this position as soon as possible to receive a higher volume of candidates. In reviewing the posting, which redefines the 3rd clergy position as a full-time position, several suggestions with wording were made related to the ministry projects listed in the posting description. The non-discrimination clause will be added prior to posting of the position. A description related to preferred experience should be included. The salary range will follow the Salary Guide that was previously approved by the Vestry. The salary is in the 2024 budget with the figure that was budgeted for JP. If there are candidates from out of town, the plan is to keep interview expenses low by doing most of the work on ZOOM. A motion was made by Michiel to post the position of Assistant Rector. Michele second the motion and it passed with no opposition.

3.Job Description for Office Administrator. Mike informed the Vestry of the resignation of Miranda Eastman for health reasons. This is a half-time position with a pay range of \$15.00 - \$18.00 per hour which increases this line item in the 2024 budget by approximately \$3000.00. Although there have been volunteers assisting with the front office, additional office support is needed. The intent is to have Nicole Creaturo (Communications Manager) and the person hired for this position at the front office during business hours. Mike is looking at reconfiguring the front office space to be more friendly to visitors. Office volunteers are still needed to help with other office tasks. A more coordinated volunteer schedule will be developed with specific tasks identified. A motion was made by Jennifer to approve the posting for the Office Administrator position. The motion was seconded by Dale and was unanimously approved.

4.Project proposal for outside expert on Stewardship. From his written report, Mike reviewed his rationale for suggesting working with an outside consulting firm. The proposal provided by Vandersall Collective was sent to the Vestry prior to the meeting. This proposal is that we set a date for our next Vestry retreat and that we include the Finance Committee and the Stewardship Committee. During the retreat we would be led in a discussion about our understandings and theology of Stewardship, narratives around money, and work toward shared language and shared goals. In reviewing the proposal, Mike discussed his previous experience in working with Erin Weber-Johnson, one of the team members who would be assigned to work with us. There was discussion regarding the need for more information related to the objectives/deliverables expected by St. Michael’s in working with Vandersall Collective. A question was raised about the experience Mike has had with an outside stewardship consultant and whether the financial outcome pays for itself. Mike’s response was that this may not happen in the 1st year, but outcomes are not just financial. Some examples he gave were the deepening of generosity as a spiritual practice, to rethink giving as a ministry, enhancing the full commitment to the place of worship in a wholistic sense, and viewing congregational values in conjunction with stewardship. Mike suggested looking at the links he provided to obtain additional information about the work Vandersall Collective has done with other congregations to deepen the stewardship ministry. Mike iterated that the final proposal would need authorization by the Stewardship Committee and the Finance Committee

(being that this is a contract) prior to final approval by the Vestry. After discussion, the Vestry was asked for a “show of hands” by those who are on board with moving forward with the proposal. Most of the Vestry signaled they are on board.

Finance Report

Evelyn reported that the January finance report is not available for review at this meeting due to the software conversion taking longer than expected. Cheri is working on the January report. The Finance Committee is meeting on March 19th where they will review the report. The Committee will also determine what support Cheri may need as the transition from JP is completed.

Barbara provided an update on the status of the Thom Andrewz estate. She has received a response from Stewart Butler, the attorney who is working with Thom’s brother on behalf of the estate. Based on this written response, Barbara has begun to research several options for St. Michael’s to consider regarding what is being proposed. Barbara would like permission from the Vestry to discuss her research with one or two other attorneys who may not be members of the church. Permission was granted for Barbara to meet with the other attorneys. Barbara plans to provide a written description of the options to consider including an explanation addressing our fiduciary responsibility. Further discussion will take place at the April meeting.

Upcoming Dates:

Information on upcoming events for Palm Sunday, Holy Week, and Easter Services is printed in the Sunday bulletin and can also be found on the church website.

Closing Prayer:

Mike said the closing prayer.

Adjourn:

Jack made a motion to adjourn the meeting. The motion was seconded by Bill and passed by voice vote. The meeting adjourned at 4:54PM.

Respectfully Submitted

Judy Fifield, Clerk