

**St. Luke's Episcopal Church  
Brockport, New York  
Vestry Retreat and Meeting Minutes March 18, 2023**

Present: Rev. Elizabeth Harden, Vestry members: Mark Bubb, Ginny Campbell, Janet Connor, Lynda Krens, Bill Plews, and Mike Roffe.

Excused: Steve Locke

Also present: Sue Holm, Treasurer.

Sue Holm volunteered to take the minutes.

The retreat part of our time together started in the morning gathered at the Harden's home shortly after 9:00 with prayer led by Elizabeth+. We enjoyed breakfast as we prepared for our work together.

The general theme centered around cultivation and included the reading of 1 Corinthians 3:6-9. Rev. Elizabeth provided us with a book, *Sacred Rhythms* by Ruth Haley Barton that will be part of our Vestry meetings for the coming months. Rev. Elizabeth's comments included: Rest in God as his beloved. Be fed, eat, rest...spiritual nourishment that grounds us...for others and the congregation.

*Note: Rev. Elizabeth asked us prior to April Vestry meeting, in preparation for conversation, please read pages 29-44 from Chapter 2, Solitude, as well as the accompanying section in Appendix A, pages 171-172. Share what you wish to share.*

We viewed a video by the author focused on spiritual desires. During the video, we had the opportunity to share our thoughts and reflections after certain segments. The time spent on this was engaging, thought provoking, and brought forth really good conversation about St. Luke's.

We took a break for lunch provided by the Hardens and enjoyed each other's company and food! At approximately 1:00 pm we reconvened for the business portion of our meeting.

**Appoint Acting Clerk for April meeting:** Rev. Elizabeth reminded Vestry of previous discussion regarding rotation of Vestry members to act as Clerk. Janet Connor volunteered for April meeting.

**MINUTES** from the February 26, 2023 Vestry meeting. The minutes will be approved at the April meeting.

**E-MAIL vote documentation** to approve the 2022 Parochial Report per February 27, 2023 e-mail from Rev. Elizabeth. Motion by Mike Roffe, with 2<sup>nd</sup> by Janet Conner approved unanimously by all present.

**CONSENT TO AGENDA:** additional items: book sale (Lynda/Sue) and signage (Janet).

**FINANCIAL REPORTING:**

- The Treasurer presented the February Treasurer Report and financial narrative sent to Vestry in advance of the meeting. Motion made by Mark Bubb with 2<sup>nd</sup> by Lynda Krens to receive the February 2023 Treasurer's Report approved unanimously by all present.

**RECTOR'S ITEMS:**

- Bishop Search Committee: Rev. Elizabeth shared her application to serve on the Bishop Search Committee was accepted and she will be attending a two-day retreat/meeting end of March.
- Holy Week – Vestry was reminded of their presence in assisting – participate as you are able.
- Congregational Development Grant renewal application due May 1. We spent some time sharing thoughts on the questions from the application. Rev. Elizabeth shared she has asked the Wardens to work on coordinating a Mutual Ministry Review. Ginny and Bill will work with Rev. Elizabeth on responses to the questions. Sue, as Treasurer, will work on the financial section. After discussion, it was decided we would request \$11,000 for 2024. This is the same as 2023.

- Sabbatical (2024) Planning: Rev. Elizabeth asked for our thoughts regarding a permanent supply priest during sabbatical vs. numerous supply clergy. Further discussion needed but cannot wait too long. Morning Prayer should be used only when necessary as it can affect attendance (lower).

#### **BUILDING, GROUNDS, AND MAINTENANCE:**

- Next meeting is March 30.
- Screens for windows in parish hall on east side – several in need of repair. Mike volunteered to fix.
- Filing cabinet (fireproof) is in place in 2<sup>nd</sup> floor storage room.
- Courtyard Garden Project remains on the agenda. Lynda will reach out to Lee Macey to determine his interest in assisting.

#### **HARVEST KITCHEN:**

- Next planning meeting 3/21.
- Relaunch Sunday, May 7 (moving from 2<sup>nd</sup> Sunday to 1<sup>st</sup>) with meal earlier.
- Leadership team...Janet, Chris H. and Bill P. Recruit to team lead a meal.

#### **OTHER:**

- A. Recognition: Ricki for organizing Penny Social. Sue will send thank you.
- B. Giving Back: Motion by Janet Connor with 2<sup>nd</sup> by Mike Roffe to give \$200 from Giving Back to Luke's LAYETTES approved unanimously by all present. There was discussion to share information about Luke's LAYETTES in the InSpire...pull the information from the recent annual report. Action/follow-up needed.
- C. District Grant - \$500. Currently resides in General Savings. Hold for now. (follow-up).
- D. Choir robe purchase: Almy not suitable material. Ordered through Autom at ½ the cost of Almy estimate.
- E. AV Systems/Streaming: Rev. Elizabeth and others met with Bob from Robert Mark Audio (per November Vestry meeting). Bob performed extensive work and fixed all the issues. He is able to fix any sound issues remotely.
- F. Gift Acceptance Policy: draft sent to Vestry in advance of meeting. Will table until April for discussion and vote.
- G. Operations Manual (follow-up from previous Vestry meeting): Mark shared this is a repository for important documents relating to procedures, policies, and the like. Work in progress with gathering relevant documents. It will be very helpful during the sabbatical.
- H. Book Sale: Sue suggested having a couple of tables set aside for white elephant sale. We have many books that end up going to Goodwill so perhaps collect less books (Ogden Library) allowing for several tables set aside. Lynda requested revisiting her previous suggestion of having dedicated space set aside in the parish hall on a continual basis for books (couple of bookshelves) providing the opportunity to pick up/purchase books anytime. Sort of a hybrid model. Those present agreed it was worth trying. Action/follow-up needed.
- I. Signage: Janet brought up the subject of having better/more visible signage. There are Village protocols to consider. Need an E-Team meeting. Action/follow-up needed.

**VESTRY PLANNING:** Next meeting Sunday, April 16. Remember homework to read from *Sacred Rhythms* as noted earlier in minutes.

Closing prayer was offered by Rev. Elizabeth. Meeting adjourned at approximately 3 pm.

Respectfully submitted by Sue Holm.