



The Episcopal Church of St. John the Baptist
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www.stjohnthebaptistmilton.org

Vestry Minutes for The Episcopal Church of St John the Baptist
February 19, 2020

Present: Jill Malloy, Sharon Lamando, Father Tom White, Scott Kresge, Jean Skocypec, Ted Palmer, Clara Escobar, Mark Owen and Ed Stout

Meeting was called to order by Senior Warden Jill Malloy.

Opening Prayer was given by Father Tom.

Jill welcomed Ray to the meeting who reported to the vestry a summary of the 235th Diocesan convention on January 24th and 25th, 2020. Ray's notes will be filed with this report along with the convention book. Delegates for the Episcopal Church of St. John the Baptist were Ray and Anne Jung. Alternate delegates were Scott Kresge and Mark Owen. Father Tom White and Deacon Paula Waite were also in attendance of the convention. Candidates for various elected positions are posted on the Diocesan website and Ray is pleased to announce that Eric Valentine was elected to Standing Committee and Alternate Deputy to General Convention and Mark Owen was elected to Diocesan Council. Ray also reported that the 80th general convention will be held in Baltimore on June 30th – July 9th, 2021.

The 236th diocesan convention will be held on one day, as opposed to 2 full days, on November 21st at St. Andrew's School in Middletown, DE. Bishop Brown has expressed interest in permanently changing all future annual conventions to November as opposed to January.

Ray expressed how much he and Anne have enjoyed serving as delegates to St. John the Baptist for the past five years. During this time, they have participated in the election of Bishop Brown.

However, due to multiple issues, Ray and Anne are stepping down as delegates and request the vestry to appoint new delegates for the upcoming convention in November 2020.

Father Tom expressed how thankful to Ray and Anne he and vestry are for their dedicated service in representing our congregation over the years.

Acceptance of January Minutes: Scott had 2 questions about the January minutes. Under church security, Mike recommended we lock doors for security purposes. It was voted and agreed upon by the vestry to not do this. This was not reflected in the minutes. Also, there was a parishioner's name mentioned in the original minutes and Scott suggested we not include parishioners' names when it comes to donations. Both corrections will be made, and a new copy will be sent to vestry members.

A motion was made by Ted to accept January minutes and second by Sharon. All were in favor.

Treasurer's Report: Ed provided the treasurer's report and a final copy of the report is available. Jill asked Ed if the one bank account that has been ordered to be closed by vestry was finally closed. Ed was not sure and will wait until the statement comes in the mail.

Sharon made a motion to accept the treasurer's report subject to audit and Ted seconded the motion.

Priest Comments: Father Tom mentioned this year is his 50th anniversary of ordination and would like to have a special mass on the exact day of his ordination which is May 31st. This just happens to be a Sunday. Father Tom has a fellow pastor/colleague (Peter Bastian (sp?)) and friend who preached at Father Tom and Rob's nuptial ceremony and would like him to preach at St. John the Baptist in celebration of Father Tom's 50th anniversary. If the vestry approves, Father Tom will discuss with Bishop Brown to obtain permission to have Father Bastian preach on May 31st.

Deacon Paula was assigned by Bishop Brown to be a roving Deacon to serve the entire Diocese. She will be going to each parish and preaching on the third Sunday of each month. She will also be preparing a ministry which will include a workshop that she will conduct after each mass at the parish she is visiting.

COMMITTEE REPORTS

Property:

Jill reported on behalf of Mike that Theo is starting to work on the trees, ivy, and siding on the rental property. Theo has plans on how to maintain these items moving forward.

Parish Communications:

Mark reported that a group met following up from the Invite Welcome Connect conference in November. There were a lot of great conversations and ideas resulted from this meeting. Belle suggested we host a blood drive at the congregation and contacted the Red Cross and is willing to help head this up if the vestry approved.

Clara made a motion to host a blood drive, Sharon seconded, and all were in favor.

Mark also reported there is usher training and reengagement that will begin in March. Sandy Criscimagna has been working with Father Tom will be hosting this training.

The entry mats quote was sent today and will be looking at the proofs and quote to order.

Road signs are still being worked on from Quillen. The proof file has been changed by Quillen and there has been a lot of going back and forth with them to get this corrected.

Mark reported that a week after the annual convention he received a call from Bishop Brown asking him to attend IWC coach training session in Chicago. This training will be the first weekend of March.

Parish Administration:

Scott reported that everyone has a Vestry Resource Guide and there is also a Vestry Finance Resource Guide available.

Scott has drafted a job description for Parish Administrator which Jill and Sharon will review.

Outreach:

Jean reported that she made three baskets for home bound parishioners with illnesses or recovering from illness. There are additional people interested in becoming part of outreach; Jean is working to contact them.

Clara reported a few families have requested funds for help due to family death and fires, and we will be working with them to find out needs.

The outreach team will be meeting next week to discuss families in need and to plan the yard sale that should be taking place in May.

Worship / Music Ministry:

Father Tom announced Lent begins next Wednesday with Ash Wednesday, and we will be having services on Wednesday at 12 noon and 7pm.

Kitchen Teams:

Jill reported all is well.

Old Business:

Stained Glass Lighting:

Mark does not have an update and will discuss with Jerry.

Dogfish Race:

Sharon ran into Mark Carter at Surf Bagel. Sharon discussed our situation with him regarding the Dogfish race. He told Sharon that he is very aware of the situation and that he has a meeting scheduled with Seashore Striders to re-route the race and ensured it will not interfere with our Sunday mass. Sharon requested he email her back after his meeting to allow us to communicate to our parishioners what the new race route will be and that it will not interfere with mass. This meeting should take place toward the beginning of March. If Sharon has not heard anything from him by the second or third week in March, she will reach out to him again.

Hall Usage:

Ed, Sharon, Jill and Mark met to discuss documents surrounding hall usage. We used Trinity and St. Andrews & Matthew as a template. Jill and Mark reported that we should not use the word 'rental' in any agreement documentation. This is reported by Judy Gregory. We discussed that Safe Harbor's donation has always gone towards outreach and the hall usage team is suggesting the funds be directed to the general fund since outreach funds is stable at this point.

There is still discussion with stamp club and how much should be charged. There was a check from the stamp club in 2018 for \$125 and there was nothing received in 2019. Sharon suggested we asked Paul directly what the group would be able to comfortably pay. During this conversation it will be brought up that nothing had been paid for 2019. Father Tom suggested we take the forms home and review and set a date for changes or approval or wait until next month. Jill will wait to hear from everyone. Sharon will talk with Paul on Sunday regarding the stamp club payments.

Lock on front door:

The locksmith has ordered the lock for the sanctuary door and will take 3-6 weeks for this lock to arrive. The cost is \$44 for the part and shipping and \$185 total including the first visit. Ed and Sharon also asked about a deadbolt for the Sunday school door, 15 keys for the sacristy, to keep track of each person who has a key, there will be 6 locks to be rekeyed and 25 keys for all. The panic bar is complex and will cost approximately \$600 - \$700 plus additional labor costs between \$300-\$400, totaling over \$1000 for a panic bar to the vestibule entrance. The total for the rekey and deadbolts will cost \$520. The locksmith will also install a paddle lock, included in the \$520. Sharon is hopeful that this will be complete or have a date when this will be complete by the next meeting.

Ted made a motion to approve the \$520 for the locks and rekeying of the doors, Jill seconded, and all were in favor.

Pancake Dinner:

Jill mentioned that in talking with Keith he has had some issues with his back and is not confident he will be able to help as in years past. There has not been anyone to date sign up to either help or attend the pancake dinner. Jill asked vestry if we should continue to have this or cancel for this year. The vestry has decided not to have the pancake dinner and will announce during service on Sunday. There was an advance check given to Keith for \$200 and Ed thinks this check has been cashed. Jill will reach out to Keith to discuss.

Jill read an announcement from LifeWater thanking us for contributing to their organization and helping Eric reach his goals. The second was a thank you from Milton Historical society for contributing \$75 to the service day held in January.

New Business:**Online Directory:**

Scott discussed the new online directory and how beneficial this is for new members and to allow for instant updates. Once this is fully up to date and complete, we can print a PDF version for those who do not have a computer or do not have a phone support to use the online directory. Scott was very impressed with the security and privacy of the information. Mark suggested putting together instructions and distribute to members. We will be using the Bishop's fund from his visit in December to pay for the directory. The cost is \$94 per year for the directory.

Rite Planning:

Scott and Father Tom have discovered an online company that will allow Rite planning website that will take away the hand processes of the current Rite planning. This allows us to have access to all approved Episcopal liturgical inserts, BCP and the 1982 hymnal. This online company will allow collaboration between Scott and Father Tom for planning. The cost is \$359 per year which will allow for music. Clara said she would like to see a sample because some people do not like change and is concerned that people will have an issue with any change. Scott assured the booklet will remain the same.

Scott and Father Tom are also starting an online course next week for 10 weeks called *Designing Dynamic Liturgy's*.

Mark made a motion to accept the purchase of this online Rite planning, Sharon seconded, and all were in favor.

Online Banking:

Jill suggested that doing online banking would help to eliminate and reduce check writing and bounced checks or over payments. Ed will be discussing the change to Tom Sombar.

Sharon made a motion to move to online banking, Mark seconded, and all were in favor.

Motion to Adjourn: Scott made a motion to adjourn, Ted seconded the motion. All were in favor.

Next meeting will be held March 15 at 7:00pm.

Respectfully submitted by Mark Owen, Clerk of the vestry.