



**The Episcopal Church of St. John the Baptist**  
Post Office Box 441 / 307 Federal Street  
Milton, Delaware 19968



[www.saintjohnsmilton.org](http://www.saintjohnsmilton.org)

Vestry Minutes for The Episcopal Church of St. John the Baptist

February 21, 2018

Present: Sharon Lamando, Scott Kresge, Clara Escobar, Jerry Hudson, Barney Lane, Father Tom White, Gary and Margot Lawrik, Ray Jung and Jill Malloy.

Sharon welcomed Jill Malloy as new clerk of the vestry.

Meeting was called to order at 7:00 pm by Senior Warden Sharon Lamando.

Opening Prayer was given by Father Tom White.

**Report on the Annual Convention** was given by Ray Jung. (Full copy of Mr. Jung's report is attached) Mr. Jung added he and his wife Anne enjoyed the convention and would like to attend in 2019.

**Review and acceptance of January minutes:** Motion made by Jerry Hudson and seconded by Gary Lawrik. All were in favor.

**Treasurers Report:** No report

**Priest Comments:** Father Tom reported while he is a part time priest with St. John's he cannot just give a small part of himself. He is fully committed to St. John's and wanted the vestry to know that he knows the vestry is the governing body of the church. As leaders he and the vestry have to think about what is best for the congregation and makes decisions accordingly. If there is ever a time the vestry thinks Father Tom is not a good fit for the church he would go quietly, that he is well aware the vestry governs the church. He tries his best to be a part of all aspects of the church. **Comments:** Jerry commented that he felt the church is growing because of the leadership of Father Tom. Jerry pointed out that various members of the vestry can recall when there would be only 5/6 people in the church and now it is gratifying to see people looking for a place to sit on a Sunday morning. Sharon pointed out there are new people coming almost every Sunday.

**Correspondence:** Sharon read correspondence from Brenda DiMichele and Father Tom thanking the church for their Christmas gifts.

#### **COMMITTEE REPORTS**

**Worship/Music:** Ads are placed for a new organist. As of now there is no interest. **Comments:** Jerry suggested to contact band/music teachers in the local schools to see if they would be interested or if they knew a student that would be interested. Sharon agreed it was a good suggestion.

**Sunday School/Youth Ministry:** Jill reported Sunday School is plugging along. New supplies have arrived and we are looking forward to the Easter season. Father Tom shared a conversation he had with Doc DiMichele. Otto's family was having company and he was trying to figure out how he could still attend Sunday School and visit with company afterwards. **Comments:** Hershey Park trip was a lot of fun last year, and Jill will make sure Sharon knows upcoming summer activities well in advance so hopefully her granddaughter can attend.

**Outreach:** Clara reported they have their first meeting tomorrow, February 22<sup>nd</sup>.

**Fellowship/Kitchen Teams:** Margot is resigning as the team leader of the kitchen teams. A person has been asked to take Margot's place. There was some discussion if the person has actually agreed to accept the new position. It was felt the individual would accept as long as Father Tom could relieve her of a few other duties she held at this time. Father Tom is reaching out to make sure those duties are covered and she will accept the new role of Fellowship/Kitchen Team Leader.

**Parish Communications:** Father Tom reported things are moving along well. He is available to answer any questions. **Comment:** Margot asked if the minutes would not go onto the web page until they are approved and official. Jerry suggested there be a codicil that the minutes needed to be approved at the next meeting and could be subject to change. Gary suggests to email everyone to have them approved then put them onto the web.

**Property:** Mike McNamara was not present, however, Sharon gave his report. The rental house concerns will be addressed in the spring. The church has renewed the termite contract for a year.

**Long Range Planning:** Jerry reported he had nothing to report. Jerry will be contacting Matt Dotterer about plans for a new bathroom. Scott has taken care of exit signs. Small jobs that have been completed are the drawer in the kitchen has been fixed, paper towel holder has been installed. Jobs to be completed are; fill holes in the pine where the remotes had been placed, replace the ramp to the building and make it the width of the doors, cover an area by the door with vinyl. The stove has been replaced, \$2000 had been budgeted and the stove was only \$1000. The stove installer indicated a new larger gas line may need to be installed. The line coming in is ¼" and ½" would be needed if the entire stove was going to be in use. Both ovens and the burners all being used would put a burden on the cooking process. If the kitchen crew(s) report issues, then it will be looked into having the line replaced.

**Landscaping:** Scott reported that the call we put in asking for help has been great resulting in 8/9 new people showing interest to help with the landscaping. At this time, nothing new will be added, just maintain what we have then look into next year to add to the growing plants. **Comments:** Jerry asked if anything would be done to the area in the parking lot where the trees were removed. Scott said he has had a lot of parishioners ask if something would be done but because of the stumps nothing can be planted. Jerry asked if they should be ground out or use a backhoe to dig them out. Scott said if they could be ground down below level that would be a help. Scott said it shows how the congregation is interested in the look and how it has improved things.

**Church Security and Safety:** Sharon reported Mike is forming a committee to help him with this. He is getting a third estimate for a fire and security system. He is working on exit signs and installers at this time.

## **OLD BUSINESS**

**Procedure for reimbursement of purchase** – For Clara and Scott as chair of committees do you know what to do for reimbursement. Scott was good, but Clara needs Tom to go to the bank with her to transfer over an account. **Comments:** Father Tom stated if the committee member comes to the chair, if you are the chair you go to the Senior Warden to sign off any expenditures. Margot stated she thought it was cumbersome if you are remaining within your budget. It was decided if it is anything over \$200 then the Senior Warden would sign off on it. Father Tom wanted to make sure this was not about trust; it was a way to communicate. The chair knows what the committee is doing. Jerry was wondering if with the change with the kitchen team should there be a co-chair, perhaps get a BJ's card. Margot reported she is in the process of getting an account with Penn/Jersey Paper.

**Oil Candles for Christmas Eve Pew Torches** – Sharon reported 17 have been purchased at this time out of 20. So only 3 are left. Barney asked if she had the names and Sharon said yes but because it is hanging on the board,

Sharon wants to draft it out so people can check names and spelling. It will make it easier for Barney to put in the memorial book.

**In Reach Ministry** – Father Tom reported there was a meeting Sunday, chairs are Sheila and John Robinson, Sally Fox, Deacon Carl and Kathy Crump and Jean S. Committee will be busy only when there are identified needs of the congregation. Jean emailed the committee after the meeting that she felt it was important to perhaps give casseroles to new parents, people who were in the hospital or ill. It is up to the congregation to report on church families who need assistance.

**Outside Sign Responsibility** – Ann Pratt has agreed to take on this position with the help of Lee Revis-Plank.

## **NEW BUSINESS**

**Clarification of Vestry Meeting Conductor** – Sharon passed out copies of the By-Laws from 2011. Father Tom suggests everyone take them home and look them over prior to the next meeting. Father Tom went to Canon Roe to ask about meeting conductors. He was directed to Father Jeffrey Ross at St. Peter's in Lewes because he is the chair of the committee of the canons. Father Ross stated the rector was the person who should conduct the vestry meetings, but some rectors give that responsibility to lay people and that is what Father Tom has done. The problem is many vestries like the rector to preside over the meetings because the lay person does not have a vote if they are presiding. You can get around that by the lay person turning that part of the meeting over to the rector and then the lay person could have a vote. Right now our by-laws say that a lay person is the senior warden but it also says we ascribe to the canons of the church. Father Tom suggests perhaps there be a committee to go over the by-laws and that we say in the by-laws that the rector is the presider but the rector has the right to turn the responsibility over to a lay person. We would then be in line with the canons. Father Tom suggests everyone look at all of the by-laws to see if anything else needs tweaking or changed. Sharon tabled until next month to give everyone time to look them over.

**Safe Purchase** – Sharon stated to Father Tom she knows he has felt there are times we needed a safe in the church. Father Tom feels strongly no money should be left in the church and if the treasurer is not in attendance a lay person would then be responsible. **Comment:** Jerry asked what type of safe. His suggestion would be a gun safe so it would be big enough to hold the silver and any documents that are housed at the church. He suggested to get one that is not only burgle proof but also fire proof. Gary suggests it be part of long range planning to see where it could be placed. Jerry commented that once the bathroom is reconfigured perhaps we could put the safe directly into a wall and only have a door exposed.

**New Copier Purchase** – Scott reported occasionally some of the copies are not very clean. The copier people came in and reported the fuser is going bad. A quote of \$830 to repair was given. It has not been serviced in 6 years. Gary reported it was a gift to the church valued at \$4500. Pricing was done for potentially purchasing a new copier. Scott did get a quote for a new Xerox machine for \$799. This would be a color copier, printer. Rated for 10 to 50 thousand copies a month. In 6 years we have done 50,000 copies. Scott is recommending to keep the old copier and put the new one in the office. Clara asked if it could be coded so you knew which committee was using it. It does have that capability. Scott feels this would be an asset especially with the color copy. Jerry suggested Sunday School could actually design the covers for the bulletins on occasion. Motion made by Jerry to purchase a new copier and second was given by Clara. All were in favor.

**Yard Sale** – Scott spoke up stating he felt someone from Outreach should be involved. He is willing to take on the task, hoping to pull others into the committee to have specific jobs. Last year was amazingly successful. Doug did a great job pricing. Susan was such a salesperson. If she saw someone looking at an item she was there selling. Susan is willing to work with people and coach them on how to sell. Sharon voiced her concern about storage. Because the congregation has grown there may be more things. She was thinking of asking if anyone had a garage we could use for 3 weeks. Scott also shared how Rob listed items on EBay and made quite a bit of money.

It was suggested the items be gone through prior to the yard sale and pick some higher quality items out and let Rob sell them on EBay, then if they didn't sell put them out for sale. Jerry also suggested perhaps we could have a POD delivered to the parking lot (where the stumps are). Sharon asked about putting it in the empty lot. Jerry stated it should be somewhere it could be seen so when the police were patrolling it was in sight. Also, the items need to be brought over to the street so it would be closer if it is in the parking lot back area. Jerry will make calls to get prices. It has been tabled until next meeting. If a favorable vote, then have it delivered 4/5 giving a full month use of the POD. Clara asked if Scott would be having a plant sale but Scott needs to get a new committee formed so not this year.

**Feedback from the congregation** – Margot stated from years of experience in the kitchen, when having meetings after church allow the parishioners have time to get a bite to eat and interact with each other. Father Tom agreed, he understands how people want to get home but does agree to have the meetings a little later than directly after the service. Everyone agreed it was a good suggestion. Jerry asked if there was a way the vestry could do a “go to” list of people who would be available for deliveries. It was decided to just send an email to everyone on vestry and whoever was available would respond.

**Motion to Adjourn** – Motion made by Gary and seconded by Jerry. All in favor.

Meeting was adjourned at 8:09 pm. Next vestry meeting is March 21<sup>st</sup> at 7:00 pm.

Respectfully submitted by Jill Malloy, Clerk of the Vestry