



**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**

**April 11, 2018**

Present: Sharon Lamando, Father Tom White, Scott Kresge, Clara Escobar, Mike McNamara, Jerry Hudson, Lee Revis-Plank, Anne Pratt and Jill Malloy.

Senior Warden Sharon Lamando welcomed Anne Pratt to the vestry who will complete the vacancy by Gary Lawrik.

Meeting was called to order at 7:02 pm by Senior Warden Sharon Lamando.

Opening Prayer was given by Father Tom White.

**Review and acceptance of February minutes:** Motion made by Mike McNamara and seconded by Jerry Hudson. All in favor.

**Treasurers Report:** No report

**Priest Comments:** Father Tom reported during Holy Week he and Jane Duffield visited with home bound members. He will be working with John and Sheila Robinson, in-reach chairs, to have the lay people along with Jane visit the home bound. He reminded vestry he is always available to come and visit with the parish, no reason for a visit other than the parish just wanting to visit with him. Father Tom reported on some members that have left the parish for various reasons. Father Tom talked about a new organist or organists and informed the vestry of an upcoming meeting on April 22<sup>nd</sup> for an organist search committee. **Comments:** Anne asked if we were not getting anything with advertising. Father Tom told how we paid extra money for more visibility through American Guild Organist, decided not to advertise in local papers but did advertise through the Diocesan website. Scott said it was on the front of the Diocesan website. Anne asked was the problem because we weren't near any major cities where there would be more of a need. Father Tom said he felt if someone is not affiliated with the parish and the organist is in demand they would have no problem leaving. Father Tom said as an example with Brenda and Scott, they both have a vested interest in the church and have no plans of leaving because of their connection with the church.

**Correspondence:** Sharon Lamando read a letter of resignation from Gary Lawrik from the vestry.

**COMMITTEE REPORTS**

**Worship/Music:** Sharon mentioned the upcoming meeting on April 22<sup>nd</sup>. Regular committee meeting will be at a later date in May.

**Sunday School/Youth Ministry:** Jill reported on the Easter lessons, new songs and hopefully future baptisms and upcoming communion classes. **Comments:** Father Tom said it brought joy to hear the kids outside getting the eggs during the Easter egg hunt. Lee suggested color coded baskets to the eggs. Scott suggested separate areas for the hunt but the area isn't large enough.

**Outreach:** Clara distributed reports of monies taken in and what checks were issued. Food Pantry fee was caught up. A thank you letter was received from them. The committee suggested some other outreach areas they were going to look into were Veteran's Nursing Home, Rehoboth Resource Center or a Women's Shelter. All would be dependent on more monies coming into the committee. Ideas for raising more monies were perhaps having a cookie walk during

the Holly Festival and outreach would like to become a line item into the church's budget next year. Clara is waiting on information from USDA Summer Food Service Program which is federally funded that may pay for the food for the Sandwich Thursday. **Comments:** Jerry asked what we gave to HOB. Clara wasn't sure but believes we gave them a check. Jerry suggested a week or two before the book fair we could make an announcement in church to donate for the book fair. Clara said it had been discussed and that they may do it like the Angel tree. More information will be coming. Anne asked how a cookie walk worked. Clara explained how "special" cookies were made, then people would walk around collect what cookies they want and pay by the pound. Anne asked if we were a big enough church for this. The answer was yes we are big enough. We can try and if it doesn't work we at least tried.

**Fellowship/Kitchen Teams:** Lee is making plans for having more documentation on functions we have at the church. She is planning on compiling a binder that would include all kitchen duties and phone numbers for herself and team leaders. Lee was encouraged to make this role her own. Father Tom will reach out to Margot for information on the suppliers she used. Lee would like to meet with team leaders twice a year, track inventory for the budget.

**Comments:** Jerry let Lee know because of the small gas line on the new stove the BTU may not be powerful enough and the line would need to be changed out. Jerry also said if the other appliances are in need of replacing to let the vestry know. Mike asked Lee to make sure he knew who is going to be serving what weeks so he doesn't schedule them as ushers.

**Parish Communications:** Father Tom reported Douglas Marshall-Steele is the point person for putting things in the paper. He can write any articles you want placed in the paper or if you want to write your own he will make sure they are sent to the papers. Scott has redone the Stations of the Cross booklet and is now in color and follows the Episcopal order. Anytime you want something sent to the parish, Doug is the person who will do a blast email while keeping emails confidential. The committee has not been thrilled with Sunday bulletin covers. Starting in June we will be producing our own covers.

**Property:** Mike reported in regards to the rental he asked the tenant to give him copies of her electric bills for Jan, Feb and March. Her bills are extremely high. January was over \$700. This is after the new insulation installation. It appears that the bills are much higher with the new insulation. Mike is working with an electrician to see if he can put a reporter on her electric panel to see what is the biggest draw. This past Sunday night, the 8<sup>th</sup>, the police were called to the church because the lights were on. Anne came down and turned out the lights. Mike wants to figure out who was in the building. Father Tom checked with the interim pastor from Safe Harbor so it was not them. Father Tom's theory is the ushers left the lights on. Mike stated that is their jobs and were told of their duties. Mike feels we need another fire extinguisher giving us a total of 5 on premises. **Comments:** Jerry suggested if they keep a lot of lights on we could supply them with LED bulbs. Or offer to have a programmable thermostat be installed. Father Tom feels there should be a meeting of the ushers since there are so many new ones. Jerry suggested a guideline sheet, but they are already done and are in a notebook in the library. Jerry agrees with getting the extra fire extinguisher.

**Long Range Planning:** Jerry states the long range planning will fall under new business.

**Landscaping:** Scott had a clean-up day and only had 2 people show up. Scott is asking for help with scheduling. Clean up announcement was in the bulletin. Scott said landscape started out successful but attendance is waning.

**Comments:** Anne stated she didn't know about the clean-up day. Jerry suggested a blast email to let people know. Anne volunteered to call parishioners prior to the next clean-up day. Sharon said she would be glad to announce it prior to service as well. Clara stated how everyone comments on how nice the grounds look. Father Tom said you can't help but notice how beautiful it is.

**Church Security and Safety:** The committee has been established. 4 quotes have been obtained for fire alarms. Advantech is the favorite. Mike is waiting on additional information on the quote from them. **Comments:** Jerry asked if Mike had gotten up with Matt Dotterer and he was waiting until Advantech got back to him.

**In Reach Ministry:** Father Tom stated he had already reported earlier when he talked about lay ministers visiting the home bound.

## OLD BUSINESS

**Outreach Chairperson Name on Account:** Clara reported that she is waiting on Tom Sombar to have the time to go to the bank to have signature cards signed. Tom signs checks for Clara to use until he can get to the bank with her.

**By-Laws Clarification:** Sharon made sure everyone had copies of the by-laws from last meeting. The by-laws need to be gone through and some issues/concerns discussed. A committee needs to be formed for recommendations for revisions of the by-laws. Jill Malloy volunteered to chair the committee. Father Tom, Scott Kresge, Jerry Hudson, Lee Revis-Plank and Sharon Lamando will be on the committee.

**Yard Sale:** Scott stated he received a call from Margot that they have an abundance of stuff at their house that needs to be moved before Friday afternoon to Barney and Shirley's garage. Jerry, Scott, Father Tom, Clara, Andrew and Jill will meet at the church to pick up the stuff and take it to Barney's tomorrow the 12<sup>th</sup>. Mike will help Tom with the preparation of the food. Scott asked Sharon to announce that the sign-up sheets are on the board. Jerry reminded Scott that the town needed to be notified of the request of the street closure. Jerry said a parade permit has to be filled out and delivered to the town hall. Anne will take care of getting this done.

## NEW BUSINESS

**Exit Signs:** Mike reported Jim Bailey put together a quote for installation for 6 exit signs and 2 emergency lights for a total of \$1834.00. These are battery lights that last about 10 years. We would not have to go through the wall for power. Motion made by Mike for the exit signs and seconded by Jerry. Motion included asking for \$2000.00 for the signs and lights in order for them to blend better with the church. All were in favor. Bone color would be a little higher in price and is what was needed. **Comments:** Father Tom questioned about where installation would be and asked if there were other ways so there was not wire mold on the wall. Father Tom asked Jerry and Mike talk about how it could be installed without disturbing the look of the church.

**Safe for Sacristy:** Jerry talked about the gun safes and recommended one with an electronic combination. He will pick it up and bring it to the church. All safes recommended are fire rated. Weight of them would be around 400 lbs. Jerry stated if a specific amount of money was agreed upon he would research and ask Sharon to pay for it with the church credit card. Motion for \$450 for the safe was made by Mike and seconded by Scott. All in favor. **Comments:** Anne asked what would be going in it. Jerry explained the monies from events or church services can go in it but most importantly the documents which are irreplaceable will be stored within the safe.

**Drafting Fee for 2<sup>nd</sup> Bathroom:** There is a \$1000 fee for drafting because we are a commercial building and any changes or alterations have to be certified by an engineer/architect. They will charge the draftsman to review them. This is the first step towards the installation of the new bathroom. Once the plans are drawn he can provide us with names he uses for jobs. At the suggestion of Margot once the bathroom renovation is under way we will install a booster hot water heater so there is instant hot water. Jerry has talked with Keith Fleming and they can frame out the room. Keith can also put the drywall up. If Keith and Jerry can do the basic carpentry the price should be at a minimum. Motion was made by Mike to pay the drafting fee of \$1000.00 and delivery of the contract and seconded by Clara. All in favor. Sharon will deliver the contract and the down payment of \$500.00. Anne asked if the plumber could put a faucet out front for the gardens. Father Tom said to put it on the list.

**Feedback from the congregation:** Anne is still not clear on celebrating birthdays. Discussion followed on how we should celebrate birthdays in the future. There was discussion on the kitchen teams and thoughts are once Lee is comfortable in her new position she will look over the teams and put the word out if anyone is interested to contact her to be assigned to a team. Jill asked if a friend of a friend could use our parking lot for a wedding in June. It was agreed to allow them to use the lot especially since they were kind enough to ask permission as our lot has become a public lot at times.

**Motion for Adjournment:** Sharon asked for a motion to adjourn. Motion made by Jerry and seconded by Mike. All in favor. Meeting was adjourned at 8:50 PM. Next vestry meeting is May 16<sup>th</sup> at 7:00 pm.

Respectfully Submitted by Jill Malloy, Clerk of the Vestry