

2/12/2011

St. Martin's Vestry Retreat

9:30 am – 3:30 pm

St. Timothy's,
Creve Coeur

(FINAL – Accepted 3/7/11)

Meeting called by:	The Rev. Jon Hall	Type of meeting:	Retreat for 2011 Vestry
Facilitator:	Jane Klieve (Sr. Warden)	Note taker:	Ralph Trieschmann (Clerk)

Attendees:

The Rev. Jon Hall, Jane Klieve (Sr. Warden), Sherrie Algren (Jr. Warden), Larry Cornelius (Treasurer), Ralph Trieschmann (Clerk), Tom Baranowski, Mary Drastal, Doug Edmonson, Steve Gillies, Debbie Marx, Carrie Morrison, and Steve Young.

Absent: Tom Soule

Minutes

Agenda item: Approval of Executives **Presenter:** The Rev. Hall

Discussion:

Rev. Hall welcomed all and asked for approval of his selection of Jane Klieve as his Sr. Warden.

Rev. Hall further made known his recommendations of Sherrie Algren to continue as Jr. Warden – motion made and seconded

Rev. Hall next thanked Steve Gillies for his past service as Treasurer and asked for a motion to approve nomination of Larry Cornelius as the new Treasurer – motion made and seconded; Steve Young will act as assistant to the Treasurer primarily to aid with bookkeeping needs.

Rev. Hall thanked Debbie Marx for 2 years of service as Clerk and offered Ralph Trieschmann as new clerk – motion made and seconded to approve nomination.

Conclusions:

All nominations unanimously approved – Executive team confirmed in positions.

Agenda item: New Bank signatures needed **Presenter:** Larry Cornelius

Discussion:

New account at Commerce Bank requires signatures, SSN and copies of ID's of new Exec team and Clerk. Once gathered, will be taken to the bank.

Conclusions:

Signatures all collected and copies made of ID

Action items

✓ Complete paperwork and submit to bank

Person responsible

Larry Cornelius

Deadline

complete

Agenda item: St. George's Award **Presenter:** Ralph Trieschmann

Discussion:

Through the Boy Scouts of America and an organization called P.R.A.Y. there is a mechanism for recognizing the contributions of individuals for their outstanding service to youth and to God. Kim Montgomery is such a person deserving of this award – St. George's Award. With the approval of the Vicar, already obtained, plus the approval of the Vestry, the nomination can be sent to the Bishop for final approval. If approved, a presentation of the award can be made during announcements at a future worship service.

Conclusions:

The Vestry confirmed the nomination.

Action items	Person responsible	Deadline
✓ Submit the paperwork to Bishop's office	Ralph Trieschmann	complete
✓ Purchase the award from P.R.A.Y. offices in STL	Ralph	complete
✓ Present award to Kim Montgomery	Rev. Hall	3/6/11

Agenda item: Vestry Binders & other Vestry housekeeping **Presenter:** Rev. Hall

Discussion:

New Vestry members will receive a binder with material on Vestry duties and other St. Martin's specific information. Returning Vestry members may receive some updated information to add to their binders. It is asked that all familiarize themselves with the material – especially our parish By-laws. Be sure to update directories with current info.

Please check Vestry mailboxes frequently – they are located in hall beside stairs near the office.

Obtain a copy and read the current church Constitution and Canons – available online at Diocesan website. These are the documents that are reviewed and updated at Convention that our delegates participate in.

A new facility policy is going to be published by Facilities Committee, clarification was needed around the use of Parish facilities, many third party groups have been making inquiries and a consistent policy is needed that takes the burden of consideration off of the staff. Once published that policy will clearly define usage rules and contact points, improve efficiencies, approval process.

Action items	Person responsible	Deadline
✓ Vestry members to get binders or updates and copies of Canons	Members / Office	ASAP
✓ Facility Policy to be updated	Vestry to approve, Facilities Committee to implement.	complete

Agenda item: Vestry as Committee Liaisons **Presenter:** Rev. Hall

Discussion:

Each non-Exec member of Vestry should participate in a major committee as liaison between Vestry and the Committee (not as Chairperson, but as member of committee). Through this participation the Committee can know of vision and direction of the Vestry to be sure that plans being made are in line with overall objectives of the Parish and the Vestry member can bring perspective back from committees to the Vestry meetings. Reports back to the Vestry need not be made at every meeting, but if anything important is happening that Vestry member ought to report in writing in advance of the Vestry meeting so that notes can be circulated to the Vestry for review – if a vote is needed, the member ought to request an agenda item be specifically added ahead of time.

Conclusions:

Preliminary requests for committee assignments were made and assigned as follows:

Parish Life / Stewardship: Mary Drastal

Evangelism: Doug Edmonson

Facilities (Physical): Tom / working alongside Jr. Warden Sherri Algren

Pastoral Care: Carrie Morrison

Youth / Children's Formation: Steve Gillies

Finance Committee: Steve Young

Facility Use / Strategic Planning: Debbie Marx

Outreach: OPEN

Adult Formation: OPEN

Action items	Person responsible	Deadline
✓ Contact Committees and attend meetings	All	1 month

Other Information

Presentation: What is the role of a Deacon? – part of the Bishop's organization

Deacon Susan Nayler spoke on the role of Deacon. Summarized as the bridge between church and the world with one foot squarely placed in each. In both to preach the Gospel by living it and by using words when needed.

Updated Vestry on goings on in Lui. They have a vote for new Bishop on July 9

Mission trip by invitation from Bishop's office.

Presentation: Group Dynamics: Forming/Storming/Norming/Performing

Sr. Warden Jane Klieve who is a professional facilitator for organizational development, presented topics on how our new Vestry team (that Rev. Hall challenged to be more of a guiding influence on our parish than just a board) can become as effective an organization as possible.

One of first steps for a team to plan for success is to define a set of norms that all agree will become foundation of interaction. After discussion, the following notions of norms for this Vestry were set forth:

Group Norms/House Rules

- Start & Stop on time – (Need to establish an expected meeting length maximum)
- Be Comfortable
- Respect Yourself & Each Other
- One Person Speaks at a time
- Distribute information in advance & Do homework
- Use common software (i.e. Microsoft Word) for documents to be shared
- Use meeting time wisely & share stories (non-vestry related) at a different time
- No Surprises – Communicate with Jon in advance about expected guests
- Clarify expectations re: Liaison reports (written vs. verbal report in meeting)
- Maintain confidentiality
- Ethics & Leadership: Once discussion concludes & decisions adopted, we all stand behind them
- Ambassador Role: accepting feedback as a gift; presence at services & congregational events

A further discussion was centered on areas of ministries the Vestry felt were important.

Ministries (partial list)

Need to map interactions between/among ministries – Jane provided an example from St. Matthew's (in separate document)

Stewardship

Worship

Legacy Giving

Facilities

Parish Life (including Men's Group, ECW, Hospitality, etc.)

Evangelism

Outreach – global & community

Pastoral Care

Finance

Formation: Children, Youth & Adult

Diocesan Involvement

Worship
