

St. Peter's Episcopal Church
Vestry Meeting Minutes
February 12, 2024

Opening: The St. Peter's Vestry met together in the Diffenbaugh Library on February 12, 2024. Attending the meeting in person were Fr. Jim Hunter, Vel Shreve, Linsey Shreve, Judy Eller, Charlotte Corbett, and Debbie Whitehorne. Via Facetime was Liz Kress and via phone call was Charlie Pfeifer. Absent was Peggy Pfeifer. This meeting began with Evening Prayer at 7:00 P.M.

Agenda: Fr. Jim asked all to look at the agenda for the evening and see if any changes or additions needed to be made before starting. Vel Shreve motioned to accept the agenda as is and Debbie Whitehorne seconded. It was approved by acclamation.

Minutes: The minutes from January 8th, 2024, were approved with a motion from Linsey Shreve and seconded by Vel Shreve. It was passed by acclamation.

Financial Report: Charlie Pfeifer presented the January financial report via phone to the Vestry. With no further discussion or questions, Vel Shreve motioned to accept the report and Linsey Shreve seconded. It was passed by acclamation.

Rector's Report: Fr. Jim reported that the Vestry Retreat with Lynn Farlin was very successful. He also reported that he did take communion to Mary and Larry Laine.

Senior Warden's Report: Linsey Shreve asked for help with the Vestry Lenten dinner and a sign-up sheet was presented. The Search Committee was inquiring about a consultant to help with the search. It would be approximately \$100 - \$200 depending on how many times they use them. There is an amount in the MAP that covers this cost. Charlie Pfeifer motioned to hire a consultant for the Search Committee and Debbie Whitehorne seconded. It was passed by acclamation. Lynn Farlin recommended we "lock down" our core values. The list that came out of the Retreat was narrowed down to "Education", "Outreach", "Welcoming" and "Serving".

Junior Warden: Debbie Whitehorne has received quotes for painting, cleaning, and fixing the church. Lighting would also be quoted, as well as fixing the termite damage. It is suggested that we paint all the doors red to eliminate any rust bleeding through. Debbie has contacted Felix (group that repaired the steeple over the Parish Hall) and she is expecting him to come out this week to measure and give her an estimate on replacing the roof. She is also exploring putting carpeting on the back wall in the Church to help with acoustics.

New Business:

1. **Search Committee:** Vel Shreve reported that they are moving right along. They have finished the OTM (Office of Transitional Ministry) documents. Liz Kress has done a fantastic job keeping it all together. Canon Hoffman has the documents and will look it over this week and get back to the committee. Liz has sent a link to the Parish Profile to all Vestry members. Editing can be done to the document, but it is very important that all changes be reported to Liz Kress. The Committee has worked on a list of questions to ask the potential candidate. When they have narrowed the applicants down to 2, they will then forward the information to the Vestry for a decision.
2. **Meeting with the Bishop:** Fr. Jim has a meeting with the Bishop on Thursday, Feb. 15, 2024. He believes that the only information he can give her right now is that St. Peter's is a healthy parish, not dysfunctional. Full of faithful, kind, hard-working and generous parishioners. St. Peter's experiences the same stresses other parishes have, reduced membership, facility upkeep, and membership. The parish is fully aware of the challenge of finding a clergy person who is willing to do what is needed on a part-time basis. Options include a bi-vocational priest, a retired military chaplain who with a pension can afford to take on this parish, or sharing a priest with another parish, something we have done before with St. Bride's. The question from Bishop Susan was "What does St. Peter's need after Fr. Jim steps down in July?" From the email Fr. Jim sent out, the only replies to this question he received were from Vel and Bob Vanderslice. He wants input from the Vestry on this subject.

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3. **Buildings and Grounds Grant Guidelines**: Debbie distributed the information to the Vestry. She is asking for assistance with filling out the forms and accessing the information required. The caveat is Safe Church, which requires 2 years of records and St. Peter's does not have that. Debbie will need assistance in narrowing down all the work that needs to be done and the cost involved.
4. **Bishop Curry's Letter asking for donations to the Absalom Jones Fund**: Fr. Jim's suggestion was to send out the information to the parish members and then they in turn can contribute. The Fund was not in the church's budget this year, so we cannot afford to contribute.
5. **Tidewater Family Plus**: Suggestion to advertise in this again. We currently advertise through Welcome Wagon. Discussion went to advertising through Social Media and Online. Liz Kress and Linsey Shreve will look into their businesses (or in Liz's case, her mother's business) to find out how we can do this.

Old Business –

1. **Electrical issues**: Debbie is looking into this also. She has received an estimate from Hutton. The most critical fix at this moment is to the outlet outside for the pump (which the Fire Department has pointed out and asked to have fixed), the parking lot light (that is not Dominion Powers light) and the lights outside the church that shine on the stained glass windows. Barry Connelly, who has done a lot of electrical work for us, has given an estimate of \$1300.00 for all of it. Hutton Electric quoted \$1700.00 just to come out and find the electrical line. Charlie made a motion to accept the quote from Barry Connelly. Vel seconded. Passed by acclamation. Hutton Electric is also one of the quotes Debbie received to work on the fuses for the church and day school, and a quote on the lights in the Sanctuary. It would require a JLG (one-man bucket lift) to reach these lights. These items will be tabled at this time and may best fit the grant application.
2. **Dominion Power Energy Savings Inspection**: The gentleman was a contractor for Dominion Power and they would look throughout the church, especially the HVAC system to check for leaks or other energy waste and make suggestions on repairs, changes, etc. This will be tabled until more investigation.
3. **Old Copier Disposal**: Linsey has posted it on Offer Up and Debbie would put it on Marketplace. The ad Linsey had the cost was \$1200. The extra supplies could be sold separately for probably more than the actual copier. Debbie will start the listing cost at \$2000 and move it down as needed.
4. **Fence**: No decision was made about what to do with the fence. Do we try to get it back up or take it down? Part of the fence has been put back up – not well, but an attempt was made. We had no contact from Teresa (the truck driver that knocked the fence down), but people were seen out there measuring and exploring the area. Vel asked for Teresa's phone number, and she would call her.
5. **Bylaws**: Charlie is still working on the bylaws. The Search Committee needs them by the end of February for submittal to Canon Hoffman.
6. **Cleaning Company**: Debbie is receiving offers, but the cleaners have been doing a good job in the day school. Charlie would like to see a lower cost if possible.

The next Vestry meeting will be March 11, 2024.

There being no further business, the meeting was closed with the remainder of the Evening Prayer service and then adjourned.

Respectfully submitted,

Laura Kallestad

Registrar