

**Trinity Episcopal Church**  
**Minutes of the Vestry Meeting**  
**Monday, March 24, 2014**

**Present:** Rob Baldwin (Rector), Lindy Eakin (Senior Warden), Steven King (Junior Warden), Brenda Clary, Dave Griffin, Andrew Hoyt, Pat Kehde, Glenna Kleinkauf, Terry Mandle, Rodney Olson, Mari Russell, Maria Thompson (Clerk), Bill Benso (Treasurer)

**Absent:** John Bullock, Proctor Crow, Susan Terry (Assistant Priest)

**Guest:** Bianca Elliott

**Call to Order**

The meeting was called to order at 7:00 p.m.

**Declaration of Quorum**

A count was taken and a quorum declared.

**Bible Study:** John 12:23-32

**Approval of the Minutes of the January and February 2014 Meetings**

Glenna made a motion to approve the January and February Minutes, with spelling corrections in the February Minutes. Steve seconded. The motion passed by unanimous vote.

**Endowment Board**

A list was developed of possible nominees for the Endowment Board.

A motion was made to authorize Lindy Eakin to contact nominees until two people agree to serve. The motion was seconded and passed by unanimous vote.

**Focus Groups**

There was discussion regarding the kind of information we would like to gain from the focus groups that were discussed at the retreat in February.

- Adult formation – usually poorly attended; what would interest parishioners?
- Services
  - Is there a need for another evening service, perhaps on a weeknight?
    - Would another service be instead of, or in addition to, the current Sunday evening service?
    - What kind of format?
  - Is there a need for a contemplative prayer service?
- Is there a need for more social activities in the parish?

**Candidates for Ordination**

Bianca Elliott and David Marker have been in discernment, are now ready to begin the education process, and need the Vestry's approval in order to move forward

Bianca Elliott

Bianca discussed her discernment process, the work she has been doing, and her reasons for wanting to become a priest.

Terry made a motion to give Vestry consent in moving Bianca Elliott forward in the process of becoming ordained as a priest. Glenna seconded. The motion passed by unanimous vote.

David Marker

David was in France, so Fr. Rob presented on his behalf.

Rodney made a motion to give Vestry consent in moving David Marker forward in the process of becoming ordained as a deacon. Glenna seconded. The motion passed by unanimous vote.

Financial Support of Candidates

It is customary for the sponsoring church to give financial support to their candidates in the ordination process. Trinity currently has three candidates: Rob Schwaller and David Marker, becoming deacons; and Bianca Elliott, becoming a priest.

Pat made a motion to financially support the education of Bianca Elliott, David Marker and Rob Schwaller as they work toward ordination, each at \$540 per year for three years. Mari seconded. The motion passed by unanimous vote.

## **Parochial Report**

The Parochial Report was reviewed.

Pat made a motion to approve the Parochial Report, with one change on page 2: the "Total Church School Students Enrolled" should be changed to 40. Glenna seconded. The motion passed by unanimous vote.

## **Junior Warden's Report**

- The work on the lightning suppression system will begin in early April.
- The organ re-build has gone well, and it appears it should be done in time for Easter services.
- Steve will try to put together a spring cleaning day.
- He hopes to get the floors polished before Easter.
- All of the obsolete electronic equipment we've had for a while is going to be taken to Free State High School when they have their next recycling day.

## **Rector's Report**

### Worship

Fr. Rob discussed the Holy Week schedule:

- Palm Sunday services will be during the regular service times.
- Tenebrae, Maundy Thursday and Good Friday services will be at 7:00 p.m.
- Easter Vigil will be at 8:00 p.m.

### Christian Formation

We have been doing the Christ Walk program in the Adult Forum, and "Distorted Images of God" on Wednesday evenings. The Adult Forum for two Sundays will be about Trinity's evolving role in campus ministry. Neither program is well attended, especially Wednesday nights, and Fr. Rob would like to evaluate the nature of adult Christian formation in the upcoming focus groups.

### Staffing

- Filippa Duke took another job out of state and will no longer be directing the choir for the Solemn High Mass. The position is being temporarily filled by Joshua Maize, who has done supply work for that service in the past. He will serve in that position until the end of the school year, which is when that service traditionally goes into hiatus.
- Chris Worley has taken a full-time job, and will no longer manage our web site or e-newsletter. Fr. Rob is looking for someone to manage the web site, and he and Marilyn Bean are taking care of the newsletter.
- As we move toward a new system of financial management, Marilyn and CPA Terry Garrett are dividing the responsibilities. Terry's availability is limited during tax time, so for now the payment of bills and other expenses, and accurate reporting of contributions will be his priorities. Forensic accounting for previous financial records will be limited to the beginning of 2014 in the interest of time.
- For the last few months we have been incorporating David Marker and Rob Schwaller as "sub-deacons" and allowing them to assist in worship as they are allowed by tradition and canon law. This has helped alleviate the burden on the Tracys.

### Bishop's Visit

Traditionally the bishop visits on Trinity Sunday, but will not be doing that this year. Instead, he is tentatively scheduled to come in September.

## **Treasurer's Report**

### New Way of Doing Business

- Contracted CPA, Terry Garrett, will do payroll, payables, and financial reporting. He will:
  - perform bi-monthly and monthly payroll services;
  - write checks for bills and reimbursements every two weeks, at the same time that he comes in to do payroll; the Treasurer will approve all invoices for payment;
  - prepare W-2 and W-3 forms, as well as any other tax forms Trinity requires, such as 1099's and 1096's, and will file them as appropriate.
  - prepare monthly financial reports, beginning after the current tax season.
  - be available for budget reviews and any as-needed consultation.
- We have talked with Terry about making the Treasurer the single contact in the handling of any disputes in financial data or requests for changes in the format of reports, instead of individuals contacting him directly with these issues.
- Marilyn Bean, Church Administrator, will handle income stream and make deposits, accumulate invoices and payables, and prepare special checks (such as G.I.F.T. checks) as required.
- We will continue to use Church Windows as our financial software package.

### Organ Loan

To date we have drawn \$116,908 from the loan principal. Included in that number, and in accordance with the loan strategy, is \$5,775 that was used to pay in full the construction loan Trinity had with the Episcopal Church Building Fund (ECBF).

On April 20 the loan will convert from a construction-draw loan to a conventional one, with the first payment due on May 20. We will receive the balance of the \$240,000 available, and it will be placed in a money market account, to be combined with organ pledge funds and used to repay the Douglas County Bank loan.

### **Ministry Liaison Reports**

#### Canterbury House

Canterbury House is planning a clean-up day, and they are looking for people with trucks to help haul away yard waste.

### **Adjournment**

The meeting adjourned at 9:10 p.m.

Respectfully submitted,  
Maria Thompson, Clerk