



Holy Trinity Episcopal Church
5333 Clyde Park Ave SW
Wyoming MI 49509
(616) 538-0900
contactus@holyltrinitywyoming.org

March 17, 2017

Subject: Monthly Meeting

Attendance:

Fr. David Brower	Arend Beerthuis
Senior Warden - Melissa Puzan	Lisa Nelson
Junior Warden - Debbie Murphy	Barb Stuitje
Treasurer - Beth Smith	Tim Anderson
Clerk - Allen Gradnigo	Mark Luurtsema

Called to order: Melissa called the monthly meeting to order on March 16, 2017 at 7:05 pm and then led us in prayer to highlight our purpose each day is to serve God.

1. Meeting Minutes

- 1.1. The vestry reviewed minutes submitted by Brenda Amato. These minutes documented the February monthly meeting.
- 1.2. The vestry reviewed minutes submitted by Allen. This set of minutes documented the Vestry Retreat, also held in February.
- 1.3. Beth moved that we accept both sets of minutes with one amendment--delete Mark from list of attendees at Vestry Retreat. Lisa seconded. Motion carried unanimously.

2. Treasurer's Report

- 2.1. The elevator costs \$80 per month because it must be inspected monthly.
- 2.2. The vestry reviewed the report. Arend moved to accept the report as written. Barb seconded. Motion carried unanimously.

3. Senior Warden's Report

- 3.1. The Holy Trinity (HT) church building and property will not be sold at this time.
- 3.2. Although we will not sell the building or property, Melissa informed the vestry that Bill Bowie wrote the letter of intent for free. Mother Val referred us to Bill, and we used this letter of intent in the negotiations. Because Bill typically charges \$297 per hour, Melissa would like HT to do more for him. To date, Melissa has thanked Bill verbally and has written him a thank you note. To help us determine an appropriate token of our



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appreciation, Fr. David will ask his connections at St. Mark's to see what Bill likes. Bill used to attend Sunday services at St. Mark's before he moved to Florida.

- 3.3. Search Committee: John Kiiffner, Scott Morton, Becky Wells, and Ron Tiller have volunteered. Fr. David made the following recommendations:
 - 3.3.1. The committee should only be comprised of a few members of the vestry.
 - 3.3.2. The committee should be limited to 8 members.
 - 3.3.3. The committee should meet at least twice a month.
 - 3.3.4. Initially, the committee should focus its time on getting to know one another.
 - 3.3.5. Then the committee should develop the parish profile.
- 3.4. Fr. David Brower is a retired priest and is being considered for the interim rector position.
 - 3.4.1. There are five tasks of the interim rector position, in addition to serving as the pastoral presence during transition.
 - 3.4.1.1. Help the parish come to terms with the congregation's present and how its history shapes the future. One way to do this is to host a session that allows parishioners put flip chart paper on the wall and have them use the paper to record and discuss past events and memories.
 - 3.4.1.2. Help the parish to discover the congregation's cultural identity.
 - 3.4.1.3. Help the parish to allow new leaders to emerge to help with transition.
 - 3.4.1.4. Help the parish to renew and rebuild relationships with the diocese. The initial sense is that the relationship between the parish and the bishop is healthy.
 - 3.4.1.5. Help the parish to build commitment to the leadership of the new rector.
 - 3.4.2. Sermons. No one on the vestry had heard Fr. David preach. So we found and watched his February 19, 2017 sermon posted on St. Mark's media web page: <https://vimeo.com/204876679>.



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3.4.3. Draft Interim Rector Covenant. Fr. David submitted and discussed a draft agreement for us to consider. The draft agreement would outline expectations between the interim rector and the parish.

3.4.3.1. Requests a stipend (approximately \$18,000 per year for 1 day a week on premise in addition to Sunday service). We need to confirm whether 2 days on premise will be sufficient for our needs. For example, if we resume midweek service, Fr. David's preference would be to host the service on Tuesday. If we hold it on Wednesday, Fr. David requests we hold it at 11 am.

3.4.3.2. Dental Insurance. Although Fr. David receives healthcare with his retirement pension plan, he requests HT covers his dental insurance (at \$136 per month).

3.4.3.3. Requests reimbursement for business expenses (such as pastoral and diocesan mileage from Zeeland). Although the draft agreement lists .575 cents per mile as the rate, Beth informed the vestry that the actual rate is .535 cents per mile. This would need to be amended in the covenant.

3.4.3.4. Requests up to 2 weeks away from HT to pursue continuing education.

3.4.3.5. Requests up to 4 weeks of vacation (4 weeks).

3.4.4. Other Opportunities. Fr. David mentioned that he has other opportunities such as St. Augustine's at St. Joe's/Benton Harbor is interested in Fr. David as well.

3.4.5. Tim moved that the vestry pursues Fr. David as interim rector. Lisa seconded. Motion carried unanimously.

3.4.6. Beth will address the motion with the Finance committee.

3.5. Town Hall Meeting: Allen provided an overview of the slides.

4. Junior Warden's Report

4.1. On Tuesday, Melissa and Beth approved maintenance for the tractor.

4.2. Just prior to the vestry meeting, Dennis called Melissa to report that the toilet in the upstairs bathroom is running, and he needs parts for repair. In the interim, water to the bathroom is now completely shut off because the valve that shuts off the water to the toilet is broken.



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5. Committees

5.1. Worship: Reed has everything under control.

5.2. Finance: Beth will seek approval from committee to finalize Fr. David.

5.3. Sunday School: No report given.

5.4. Outreach: Outreach committee met on March 5 (see attachment that includes draft of meeting minutes).

5.5. Stewardship

5.5.1. Allen conveyed conversation he had with Kevin Murphy during volunteer time at The Pantry. Kevin confirmed HT has enough to pay its current bills. However, we would need additional pledges in order to afford a full-time rector.

5.5.2. The vestry discussed its prior agreement to contact each member of the parish as a means to get to know everyone and to ensure every member has an opportunity to provide input into the direction of the Church.

5.5.3. Melissa confirmed there is no Stewardship Committee chairperson. Due to the time commitments of serving as clerk and chairperson for public relations and communications, Allen would like another vestry member to serve as the liaison for stewardship.

5.6. Altar Guild: Melissa and Barb have altar guild on Easter.

5.7. Acolytes: The gloves that Beth ordered are in the closet.

5.8. Columbarian: No report given.

5.9. Parish Life: Kevin will lead the Easter breakfast.

5.10. Youth: No report given.

6. Old Business: No old business was discussed.

7. New Business: Barb discussed a potential fundraiser event in partnership with Culver's. Culver's would donate 10% of sales from 5-9 pm on a Monday or Tuesday. The vestry agreed that if we do this, we would do this after Easter. If we move forward, we would need volunteers to bring food out to the tables and to bus the tables. We would also need everyone



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in HT to promote the event with their networks.

8. Next Vestry Meeting: The next monthly meeting will occur on April 20, 2017, 7 pm, Holy Trinity Episcopal Church. Allen updated the website to reflect this change from the regular recurring schedule.
9. Arend moved and it was seconded by everyone to adjourn the meeting. Motion carried unanimously.
10. The meeting was closed at 9:40 pm with The Lord's prayer.

If you have any comments, questions, suggestions, concerns, or any other feedback about these minutes, please contact Allen Gradnigo by emailing allen.gradnigo@holytrinitywyoming.org or by calling or texting (616) 583-2448. You can also contact any member of the vestry.

Thank you.

Blessings,

Allen Gradnigo

Allen Gradnigo
Vestry Clerk