

1. Roll Call: Tom Stone, Mitch Palmer, Melanie Brundage, Janet Oliver, Donna Chiacchia, Karen Lekas
 - a. Apologies: Jay Taintor, Todd Buckley
2. Devotions: Tom Stone
 - a. Subject specific to the Advent/Christmas season; Can you truly celebrate Christmas?
 - b. Remember what has been done for you versus what you have done for others
3. Select leader for devotions January 2018: Melanie Brundage
4. Confirm next meeting dates for Vestry (January 9th) and Executive (January 4th)
5. Minutes from November meeting – Mitch motion to approve; Tom second – Vestry approved

Committees and Reports

1. Diocese and Regional Ministry with St. John's, Millville
 - a. Should we have a holiday party with both Vestries? Donna C. to host at her home?
 - i. Mitch Palmer discussed with Tom Hite; After discussion no reception
2. Notes from the Executive Meeting
 - a. Update on Father John – he will be moving from the rectory between April and June 2018
 - b. Search Committee will be planning an event as a “farewell” for Father John and Barbara to coincide with their moving; location will be in the area to retain Father John's medical affiliations
 - c. Todd and Tom to confirm schedule of maintenance for Fire Marshall visit
3. Treasurer's Report and Financial Matters
 - a. Pledge Status – Mitch needs to hear from a few more people
 - i. To date we have 41 pledging units - \$76,196 total
 - ii. This falls in line with what was anticipated
 - b. Pledge Envelopes; Cathy placed the order mid-November
 - c. Budget/Finance Committee meetings to be set sometime mid-January
 - d. Delta between the cost of Father John's salary and benefits versus supply priest cost will be distributed 50/50% - 50% to endowment and 50% to a cushion in the checking
 - e. Karen sets aside each week money to go to the Endowment and will transfer it over once there is approximately \$2,000
 - f. Treasurer's Report for November: Donna motion to approve the report – Mitch second; Vestry Approved
4. Buildings and Grounds
 - a. Have Cathy call the person for cleaning
 - b. We need some one for the walks and salting
 - c. Jay Taintor checked the batteries on the alarm systems and everything has been resolved
 - d. Ask Todd if the floor in the undercroft was stripped and refinished on November 17th
 - e. Gutters were cleaned on schedule – Karen received bill and paid
 - f. Need to ask Todd if the batteries for the exit signs have been changed out and if the battery operated smoke alarms in center of undercroft and main hallway of education building have been installed
 - g. Pew in the hallway was moved to Sunday School room
5. Outreach/ Stewardship & Contributions/ Time and Talent Program/ Evangelism
 - a. Money raised at the Billsbury Bake-off with be divided between Habitat for Humanity and to the victims of the mass shooting at the Baptist Church in Texas
 - i. Tom Stone to call Dave Dabney's wife for mailing info on the Baptist Church
 - b. Trinity is being asked to volunteer space (only) for the Blackstone Valley Emergency Shelter (November – March) one day a week

- i. After review, because the building is not handicapped accessible, we will not be able to use our building for this out reach but we may have members of the Trinity parish volunteer at the locations part of this program
 - ii. We will advertise in the bulletin that volunteers for this program may contact whitinpres.org
Leslie Reichert 508-751-0799
 - c. Corn Roast/Sunday School “Cook-In” Kick-Off money is for the Children’s Church (\$200)
 - d. Capital Campaign (for now) will be an Outreach event on the 2018 calendar
6. Search Committee
 - a. Letter sent out with a survey (80) – 50 surveys came back – 62.5% return – excellent result
 - b. Mitch has provided the Search Committee with an analysis of these surveys
 - c. In the bulletin – next meeting time/date for Search Committee
7. Communications (Website, Tidings, Bulletin, FB, Correspondence to the Parish)
 - a. Advertising on FB for all of Advent, Pageant, and Billsbury Bake-Off
8. Worship/ Music/ Altar Guild/ Acolytes/ Ushers/ Readers
 - a. Worship schedule and schedules for Ushers, LEMs, Readers, Acolytes, Altar is in progress
 - i. Ushers, Readers, Acolytes and Alter Guild in good shape
 - ii. Will need to consider more volunteers for LEMs
 - b. Mitch, Tom, and Cathy finalized worship 2018 schedule through April 2018
9. Pastoral Care and Hospitality
 - a. The Vestry approved Al Holden’s application for renewal of his LEM and visitation license to provide communion.
 - b. Al has been doing a fantastic job – those he has visited have been so pleased and really feel “re-engaged” with the Trinity parish community
10. Christian Education (children, adults)
 - a. Christmas Pageant set to go for December 17th
 - i. Not doing traditional music – contemporary music
 - ii. Christmas Party for children after the 1st of the year
11. Admin and Office
 - a. Discussion of Jr. Warden and Vestry member candidates
 - i. Proposing Sue VanderZicht as Jr. Warden
 1. Sue would like to see a job description; Donna to obtain from Diocese
 2. Sue would be approached by Tom Stone; the Jr. Warden would have several people to assist with the “on-the-ground/day to day activity” (Jay Taintor, George Warren, Ken Piper)
 - ii. Proposing Judy Fairfull, Jerry Snook, and Ken Piper as vestry members
12. Closing Prayer – Lord’s Prayer

Meeting adjourned 8:30

Respectfully submitted,
Donna Chiacchia, Clerk
Trinity Episcopal Church, Whitinsville, MA