

1. Roll Call: Tom Stone, Mitch Palmer, Melanie Brundage, Jay Taintor, Karen Lekas, and Donna Chiacchia
  - a. Apologies: Janet Oliver and Todd Buckley
2. Devotions: Donna
  - a. From the Book of Job – Focused on injustice, suffering, trust and redemption
  - b. Included as an attachment in the Vestry Meeting Minutes email
3. Select leader for devotions December: Tom Stone
4. Confirm next meeting dates for Vestry (December 12<sup>th</sup>) and Executive (December 7<sup>th</sup>)
5. Minutes from last meeting – Tom Stone made a motion to approve; Mitch Palmer second – Approved

### **Committees and Reports**

1. Diocese and Regional Ministry with St. John's, Millville
  - a. Confirm Holiday Schedule
    - i. Sunday, December 17<sup>th</sup>, Christmas pageant at Trinity as part of the 9:45 AM service
    - ii. Sunday, December 24<sup>th</sup>, Christmas Eve @ approximately 10:00 AM Altar Guild will decorate
    - iii. Sunday, December 24<sup>th</sup>, Christmas Eve service at St. John's Millville at 6:00 PM and at Trinity 8:00 PM
    - iv. There will be no services on Christmas Day
  - b. Should we have a holiday party with both Vestries? Donna C to host at her home?
    - i. Mitch Palmer to discuss with Tom Hite
2. Notes from the Executive Meeting
  - a. Update on Father John – he will be moving from the rectory between April and June 2018
  - b. Todd and Tom confirmed schedule of maintenance for Fire Marshall visit
3. Treasurer's Report and Financial Matters
  - a. Pledge Status
    - i. We have 29 pledges and we need to do some calling – Mitch and Tom will make calls
    - ii. Pledges need to be in by end of November
  - b. Pledge Envelopes
    - i. Will be ordered as usual; Cathy will place the order
  - c. Budget/Finance Committee meetings to be set
    - i. Schedule will be in December will go into January to finalize
    - ii. Finance Meetings after church on Sunday to be arranged between Tom and Karen
  - d. Delta between the cost of Father John's salary and benefits versus supply priest cost will be put into the Endowment monthly
    - i. Monthly percentage – 50/50% - 50% to endowment and 50% to a cushion in the checking
    - ii. Donna made a motion to accept this disbursement; Tom second – Vestry approved
  - e. Treasurer's Report: Donna made a motion to approve the report – Tom second; Vestry voted in favor to approve
4. Buildings and Grounds
  - a. Rectory Alarm systems – They need to be louder so that they can be hear by the inhabitants of the rectory
    - i. Fire department needs to come in and inspect – to be coordinated by Jay Taintor
    - ii. Need to move the pew in the Sunday School building back into the church because when the fire marshal comes, the pew in its current spot is illegal
  - b. The floors in the undercroft will be stripped and refinished next Friday, November 17th.
  - c. Gutters are scheduled to be cleaned before end of November.
  - d. Battery operated smoke alarms installed in center of undercroft and main hallway of education building.

- e. Todd will be replacing backup batteries in the emergency exit signs week of November 13<sup>th</sup>
- 5. Outreach/ Stewardship & Contributions/ Time and Talent Program/ Evangelism
  - a. Capital Campaign (for now) will be an Outreach event on the 2018 calendar
  - b. Letter for Time/Talent – are we sending/is it sent?
    - i. There will not be an additional letter sent for Time and Talent
    - ii. An insert in the bulletin will be available, starting the first week of Advent. For parishioners to complete and put in the offertory plate
  - c. Trinity is being asked to volunteer space (only) for the Shelter (November – March) one day a week
    - i. A meeting was held with the representative from the Blackstone Valley Methodist Church to explore this opportunity; in attendance was Tom Stone, Mitch Palmer, Melanie Brundage, and Cathy Warren
    - ii. Tactical plans made and executed to accommodate this request; Trinity will be host church on Fridays for a duration to commence starting (TBD) and ending in approximately March 2018
    - iii. Insurance company was contacted, and they explained that we already pay, as part of our premium, to accommodate any liability
- 6. Search Committee
  - a. Letter sent out with a survey – how many surveys have come back?
    - i. Approximately 20-25 surveys have been returned to the parish office
    - ii. Mitch has developed an analysis workbook to capture the data and analyze results
    - iii. Mitch will provide this work book in hard copy and soft copy to the members of the Search Committee prior to the meeting in December
- 7. Communications (Website, Tidings, Bulletin, FB, Correspondence to the Parish)
  - a. Website has been updated as of November 14<sup>th</sup>
  - b. Will be advertising on FB for Advent season
- 8. Worship/ Music/ Altar Guild/ Acolytes/ Ushers/ Readers
  - a. Music selection has been including more contemporary/worship and praise music
  - b. Worship schedule and schedules for Ushers, LEMs, Readers, Acolytes, Altar is in progress
  - c. Mitch, Tom, and Cathy to meet after church to finalize schedule for the first part of 2018
- 9. Pastoral Care and Hospitality
  - a. Suggestion made to explore a more formalized schedule of who could take communion to the parishioners at Beaumont and shut-ins
  - b. The Vestry approved Al Holden's application for renewal of his LEM and visitation license to provide communion.
  - c. Donna to follow-up with Janet regarding schedule for Coffee Hour
  - d. Announcement to be steady state inside of the bulletin and part of the order of service i.e. "Invitation to Fellowship"
- 10. Christian Education (children, adults)
  - a. Kids love the new curriculum and everything is going very well
- 11. Admin and Office
  - a. No Report
- 12. Closing Prayer – Lord's Prayer

Meeting adjourned at 8:30PM

Respectfully submitted,

Donna Chiacchia, Clerk, Trinity Episcopal Church