

# Calvary Episcopal Church Vestry Minutes

Special Meeting of the Vestry  
6/06/2019

The first transitional vestry meeting was called to order by Sr. Warden Amber Zentis at her house at 6:30 PM. The vestry said an opening prayer for the transition.

Vestry Members Present: Betty Best, Angela Cooley, Roy Haley, Jim Kidada, Frank Lemkowitz, Missy Marek, David Taylor, Bob Watts, Don Whitehead and Amber Zentis.

Vestry Members Absent: Eric Cain, Oscar Lozano.

The order of business was as follows.

1. Locum Tenens. Permission was granted by the Diocese for the Vestry to enter into agreement with Rev. Lecia Brannon to serve as Locum Tenens, allowing her to assume additional operational responsibilities in the absence of the Rector, effective July 1, 2019. Because of her increased responsibilities, she will be given a monthly increase in her stipend. Betty Best made a motion for the vestry to accept this Letter of Agreement, and Missy Marek seconded. The Senior Warden polled the Vestry and the motion carried. The Letter of Agreement was signed by all present and will be sent to the Diocese for final signature.
2. Parish Profile and Survey. Greg Bethke, who served as Mission and Vision Team Leader in 2015, has agreed to chair the Profile Committee that will survey the congregation and develop the Parish Profile. This is a necessary early step required by the Diocese. For the actual survey tool, the Diocese recommended the consulting group HolyCow! Consulting, who has developed a comprehensive survey, adaptable to the needs of each parish. It will be the twofold task of the Profile Committee to first determine the specific questions that will appear on the survey, and secondly write up the Profile based on responses to the questions. The consulting group will electronically distribute the survey for Calvary members to take remotely online, and will tally the results. The cost for the survey and results interpretation is approximately \$1,000. Angela Cooley made a motion to contract the services of HolyCow! Consulting Services with a second by Bob Watts. The motion carried.
3. Transition Budget. Currently a total of \$15,000.00 has been budgeted for 2019 for possible Transition expense. About \$1,000.00 of this budget will go to the HolyCow! survey, as well as the extra stipend for Rev. Lecia. Additionally there will be printing costs for the Parish Profile. Travel and other expenses for the Search Committee will also come from this budget.
4. Important Dates. At the regular June vestry meeting on June 11, Rev. Blake Rider, the Diocesan Transition Minister for the Episcopal Diocese of Texas, will meet with the vestry for orientation into the transition process. On June 23, he will return and preach at both services, will hold a congregational meeting between services to answer questions from the congregation, and will provide additional Vestry training.
5. Hurricane Harvey Funds: Roy Haley made a motion to apply the remainder of the approximately \$4,000.00 Hurricane Harvey designated funds to the Portillo family house on Cay Road in north Rosenberg, as recommended by Outreach Committee. Friends of North Richmond has secured Red Cross funds but needs additional money for paint and other supplies. Bob Watts seconded the motion and the motion carried.

## Calvary Episcopal Church Vestry Minutes

6. Parish Picnic: Due to the anticipated crowds wishing to say farewell to Father Paul, all vestry members are asked to help fill in for the Vestry Person of the Day in making coffee, counting money and attending to the concerns of visitors.
7. The absolute need for confidentiality was reinforced by Sr. Warden Amber Zentis in the process of transition to insure that only accurate information is conveyed to the parish. To this end, the vestry members were shown a letter from the Sr. Warden that will be sent out Tuesday to each Calvary member to make them aware of the coming steps of the transition process and inviting them to hear Fr. Blake.

At 8:31 PM the meeting was adjourned.

Submitted by / David Taylor, Clerk