

MINUTES  
EPISCOPAL CHURCH OF THE GOOD SHEPHERD  
VESTRY RETREAT  
FEBRUARY 8 & 9, 2019

**FRIDAY, FEBRUARY 8, 2019-Session at Good Shepherd 1:30-4:00pm**

The Vestry Retreat began at 1:25 pm in the Library of the church. Fr. Gary Wilde welcomed all returning Vestry members (Maggie Buonarosa, Cindy Esselburn, Diana Hillock, Bob Sawyer & Barbara Vaughn), all new Vestry members (Ruth Bruno, Bob Clark, Paul Mueller & Sandy Schultz) as well as the Treasurer (David Beall) and the Clerk (Sally Mock). A total of 12 people attended the Retreat for the entire weekend.

Fr. Gary began the Retreat by posing this question: “What is your best experience story of working with others (as a team) at Good Shepherd or with any other group or team?” We were asked to choose a partner, listen to what the partner had to say so their idea could be reported back to the group. Some of the ideas that came out of this sharing time reflected what is needed for an optimum team experience:

- There is no team without trust.
- As a team leader, it is necessary to invest self in the group; a leader has to be willing to work with all members of the team, not just give direction.
- Need faith in the belief to follow what you are called to do in spite of any anxiety or difficulty.
- Have commitment to working together over a long period of time.
- No member of the team should feel they have to accomplish a given task alone (our Commission work is a good example of this).
- Goals set for a team should lead to creativity.
- There is no “I” in team.
- Pool the strengths of all the team members so they feel they have a purpose and can also feel the support of the team behind them.
- A team should concentrate on a goal with all members heading in the same direction (singlemindedness of purpose).
- As a team it can be easier to overcome obstacles.
- When the congregation sees the Vestry working as a team and having a positive relationship, hopefully they will try to emulate the same behavior.

Next we took time to look over several of the handouts in our folder:

- Basic Vestry Principles to know...(see green sheet-side 1).
- Expectations for Vestry Members...(see green sheet-side 2).
- By-Laws of Good Shepherd Church, Venice 2015...(see yellow sheet) specifically mentioning Article 2, Article 4 (quorum), Article 7 (governing body), and Article 8 (Rector duties as well as job description of Sr. Warden, Jr. Warden, Treasurer & Clerk).
- Vestry Covenant...(see grey sheet). Fr. Gary asked if there were any items listed that anyone could not abide by. There was total agreement by all members of the Vestry.
- Church Closing/Lock-up Check List...(see blue sheet). At this time Sally started to circulate the sign-up sheet for selecting Sundays where Vestry members are responsible for securing the church.
- Check Voucher Form...(see small white sheet)

- The last handout dealt with the idea of **Old Nature** vs. **New Nature** (see bright pink sheet) where we compared words from scripture that displayed acts of **Old Nature** (lusting, depriving, devouring, provoking, lying, slandering, judging, biting, destroying, envying, hating, grumbling) to more positive words under **New Nature** that reflect the Fruit of the Spirit (devotion, honoring, loving, edifying, accepting, instructing, greeting, waiting, caring, serving, kindness, submitting, esteeming, encouraging, confessing, praying, fellowship). When we yield to the influence of the Holy Spirit it can lead to unity regardless of differences. This will be very important in the coming year...we can do much if we do it together.

The next item of business was to allow each Vestry member the chance to discuss their assigned Commission pointing out any strengths, weaknesses or concerns they may have. Each member was given a handout titled “Getting Involved at Good Shepherd...is Easy!” It listed all the commissions and the various groups under each Commission. The Commission assignments for 2019 are:

Senior Warden	Bob Sawyer	Liturgy	Paul Mueller
Junior Warden	Cindy Esselburn	Missions/Outreach	Diana Hillock
Christian Formation	Ruth Bruno	Pastoral Care	Sandy Schultz
Communications	Barbara Vaughn	Visitor Care	Bob Clark
Hospitality	Maggie Buonarosa		

Sally then took a moment to pass out the sheet describing how Commission reports were to be submitted each month (see white sheet titled “Commission Reporting”).

Everyone in the group was asked to say aloud one word that would express their intention as a member of the Vestry at Good Shepherd:

Mindful	Loving	Open	Forgiving	Be silent and listen
Prayerful	Joyful	Thankful	Encouraging	Christian behavior
Welcoming	Kind	Guided by God		

We closed the first part of our Retreat with a prayer before we drove to DaySpring (the Diocesan Conference Center in Ellenton/Parrish) to continue our time together.

**FRIDAY, FEBRUARY 8, 2019-Session #1 at DaySpring 7:00-9:00pm**

After checking into the Pool House and enjoying some social time, we headed over to the main dining room for dinner together at 5:45pm.

We began the evening session at 7:00pm with a prayer.

Bob Sawyer presented a new idea he would like to implement this year called “One Minute Ministry.” He started by asking us to suggest one word to describe the purpose of this Retreat...bonding, unity, communication, discernment. He then took the rest of the time to discuss discernment...What is God’s plan in this time of transition and change? He shared the 3 aspects of discernment (1-willingness, 2-attentiveness, 3-responsiveness).

Bob Clark volunteered to do a “One Minute Ministry” for the March Vestry meeting.

Although we had already reviewed all the Commissions earlier in the day, the Senior Warden asked if anyone had any additional concerns:

- Cindy Esselburn: We will need to decide whether to go forward or shelve the parking lot issue. To have a survey done may cost around \$3,000. Funding this project may need a fund raiser to offset the cost.
- Bob Clark: It seems necessary to find a major fund raising event to replace the cancelled English Tea. Perhaps something that takes a bit less effort but could raise even more money like the “Spring to the Pointe” event of a few years ago. We need to have some kind of major fundraiser in place for 2020. We could perhaps look at doing the English Tea again in a few years but for now we need to move forward and try something new. Cindy Esselburn agreed to take this on.
- Ruth Bruno: We need to find a way to bring the old guard into a mentoring roll for new members and allow for a transitional period of time. As the Vestry, we need to set a tone that says it’s OK to not keep doing the same thing and to move on to new ideas.
- Bob Clark: We need to select a new Stewardship Chairperson. Having been in this position, he is willing to train someone to take over the duties. He also proposed we have a Day of Prayer (similar to the one we did during the Stewardship Campaign in 2017) but instead use it to launch the Search Process...1<sup>st</sup> to pray for Fr. Gary & Carol and 2<sup>nd</sup> to pray for our congregation as we go into this period of transition. Since Fr. Gary’s last day will be Sunday, April 28<sup>th</sup>, we could have the Day of Prayer be Saturday, April 27<sup>th</sup>. It was suggested to approach Christine Neal to facilitate the Day of Prayer.

Our next order of business was to vote on 3 motions that had been reviewed by the Diocese:

**Motion #1:** The Vestry requests, welcomes and authorizes Deacon Michael Kitt to continue his ministry for a term to expire 6 months after a new Rector starts, under the terms of his current letter of agreement; or under such other terms and conditions as he and the Vestry may determine, as approved by the Bishop. The motion was made by Bob Sawyer; seconded by Barbara Vaughn. Approval of the motion passed unanimously.

**Motion #2:** The Vestry requests and welcomes the Bishop to appoint and authorize Reverend Robert Miller to continue his ministry as Assisting Clergy under such terms and conditions as are set forth by the Bishop. The motion was made by Bob Sawyer; seconded by Maggie Buonarosa. Approval of the motion passed unanimously.

**Motion #3:** The Vestry appoints Larry Fees to be the Chairman of the New Rector Search Committee, which committee shall contain a number of members and configuration to be determined by Larry and approved by a future Vestry vote, all subject to the guidance of the Diocesan Search Manual and the Canon of the Ordinary. The motion was made by Bob Sawyer; seconded by Bob Clark.

After some discussion, Bob Clark requested to amend the motion by inserting “and the Senior Warden” after the word Larry. The amended motion was seconded by Cindy Esselburn. Approval of the motion as amended passed unanimously.

Our last order of business for the evening was to go over the Treasurer’s Report. David Beal highlighted the following points:

- In the operations budget, the YTD revenue is \$800 short of what was budgeted. The YTD expenses are \$1,700 less than what was budgeted making a difference of \$900 in our favor.
- After an analysis of revenues and expenses, YTD actual for 2019 is \$22,425 in expenses with \$24,113 actually budgeted giving us a variance of \$1,688 in our favor.
- The apportionment paid to the Diocese is based on all the church’s income, income from investments and on some restrictive items. The Endowment Fund is not apportioned.

- Restricted Accounts are accounts where money is given for a specific reason or to a specific commission. Two accounts included in the Restricted Accounts (Creative Design Ministry and Receptions-Memorial) have to be funded.
- The apportionment we pay this year is really for the year 2017...always 2 years behind.
- 2018 apportionment was \$40,200 (paid all but \$10,000) and 2019 apportionment is \$34,900.
- Two of the people we deal with financially at the Diocese are Ann Vickers (CFO) and Martha Goodwell (Ann's main assistant).
- Due to Fr. Gary's retirement, we will realize a decent savings to the budget of \$76,200. However, about \$26,200 in new costs will be added to the budget in the form of paying the salaries of supply priests as well as the priest-in-charge during the transition time. We would also be able to pay the 2018 apportionment shortfall leaving us a net yearly savings of \$28,000.
- Bob Clark made the following motion: Based on the extent that savings are realized as indicated on attachment A of the Treasurer's Report, the Church of the Good Shepherd will pay the first \$22,000 in realized savings to pay the apportionment shortfall of \$10,000 for 2018 and the budgeted apportionment shortfall of \$12,000 for 2019. Seconded by Paul Mueller. Motion passed unanimously.
- David reported the Roxby Family gave a donation of \$5,000. There was no restriction as to how this money could be used so David proposed we put \$1,000 into receptions and internment accounts leaving \$4,000 to put into a "rainy day" account for unexpected expenses. All members of the Vestry were in agreement with this suggestion.

We closed our Friday evening session at 9:10pm with a prayer.

### **SATURDAY, FEBRAURY 9, 2019-Session #2 at DaySpring 9:35am-12:45pm**

At 8:45am we gathered together for breakfast in the main dining room. By 9:35am we returned to the Pool House, ready to meet with Fr. Richard Norman, Canon to the Ordinary for the Diocese. Fr. Gary did not join us for this part of the Retreat.

Canon Norman began our time together with prayer #13 (For the Election of a Bishop or other Minister) on page 818 in *The Book of Common Prayer*. He suggested the Search Committee may want to write a prayer for their own use during the search process.

He then read Acts 1:21-26 asking what words jumped out at us (witness, lots, heart, prayer, apostleship). He used this passage to point out the difference between casting lots vs. discernment. Canon Norman also started to go over some key points to consider in the search process:

- It will be necessary to do a self-study, a survey or hold a series of town meetings or do all three.
- We will need a division of labor...one person cannot do it all.
- Be conscious of Fr. Gary & Carol's feelings as well as your own.
- Need to trust the Search Committee...they are to assess the skills of the candidates; they give the Vestry their choices.
- The Vestry makes the final decision. They will discern who it will be...needs to be a prayerful decision. He recommended when it comes time to vote, each Vestry member puts their ballot on the altar.
- He reminded us that we are all spiritual leaders by virtue of our baptism.

- He also recommended there be a prayer for the congregation to pray every week at the beginning of each worship service.
- He explained the difference between an Interim Priest and a Priest-in-Charge as outlined on pages 12-13 in *The Search Process* booklet.
- He then went on to stress how important it is for the Vestry to appoint certain subcommittees to deal with specific issues. The 4 main subcommittees are: 1-Self-Study Subcommittee, 2-Profile Subcommittee, 3-Website Subcommittee and 4-Clergy Compensation Subcommittee. All of these are defined on page 14 of *The Search Process* booklet.

Canon Norman then led us in a closing prayer (a Breath Prayer).

After a short break, Bob Sawyer shared a timeline chart he developed titled “Rector Search Process” (see handout). We took time to discuss some of the things this might entail:

- Send off for Fr. Gary & Carol. How will we structure our good-bye? Maggie will speak with Fr. Gary as to his preferences. Paul also offered to help Maggie with this. We also need to consider what type of gift we will give to them. An exit interview will need to be done with Fr. Gary asking him for both positive & negative input. After some discussion, it was decided this interview would be conducted by the current Senior Warden, Bob Sawyer and the most recent past Senior Warden, Larry Fees.
- Preparing for Search. Barbara will select a point person for the survey. The Survey Committee should have the survey collated by the beginning of May. We would not want to do any Town Hall meetings while Fr. Gary is still here but be ready to have possibly 2 meetings in May. Church Profile should be done by July 1<sup>st</sup>. Updating our website might need to involve Marcel Tabor, Nancy Fees, Margi Miller & Lynn Tabor. We may want to consider employing an outside consultant for this part.
- Finance. This would involve David Beall as we need to consider the cost for having a Priest-in-Charge and for hiring a new rector.
- Search Committee. 12-15 names are initially given to the committee by the Diocese. The committee then determines about 5 semi-finalists. That’s when we would want to do background checks. The Search Committee would then visit the candidates narrowing it down to 3 finalists. Those finalists are the ones we would want to come visit us.

We ended our morning session at 12:45pm and headed over to the main dining room for lunch at 1:00pm.

### **SATURDAY, FEBRUARY 9, 2019-Session #3 at DaySpring 2:00pm-2:45pm**

We started our afternoon session with the selection of Delegates to the Diocesan Convention held in the fall. Maggie Buonarosa and Bob Sawyer agreed to attend with Sandy Schultz being the alternate. Delegates have to be current Vestry members so Marcel Tabor would not be able to attend. We still need another delegate.

Our next order of business was to take time referring to pages 24-26 (Vestry as Learning Community) in the book “*Beyond Business as Usual*”. This section stresses the idea of how the learning community is the best model for the church to follow. The benefits are:

- We are about learning and not criticizing.
- We come to realize mistakes are a normal part of learning which makes forgiveness easier.

- We focus on the bigger picture and leave the details to the appropriate people.
- When the congregation sees the Vestry modeling this approach they might be more apt to follow it also.
- A learning community encourages a teachable spirit which has the following characteristics:
  - People can better reflect on, articulate and pass on what they have learned
  - People are comfortable with their own mistakes as well as those of others.
  - People learn from mistakes of self and others.
  - People come to know there are several ways to solve a problem.
  - People have more of a passion for what they do and enjoy it more.
- The question was asked “From the discussion we had, what do we know now?” Here are some of the comments:
  - The Vestry cares about each other.
  - The Vestry is very refreshing and more cohesive.
  - Don’t worry about what you don’t know.
  - We can help each other.
  - We’re not judging each other.
  - The Vestry can lose perspective and stress out on things while others in the congregation don’t.
  - We may find some decisions daunting.
  - Keep positive.
  - All should act like Christians.
- On pages 70-71 Fr. Gary reviewed the idea of triangulation. He stressed how important it is to keep these 3 options in mind when faced with such a situation:
  - Suggest the person go directly to the other person and tell them their concern.
  - Be sure to let the person know that you’d be happy to tell the other person of their concern but you would have to use their name.
  - Offer to go with the person if they want to talk to the person directly.

We ended our official meeting time with the opportunity to ask questions or make comments:

- Sandy-Thanks for the support. It’s nice to know no one is going to be judgmental.
- Bob C-Thanks to Bob Sawyer for doing a lot of work already on the search process.
- Bob S-Thanks to the entire Vestry for a good start. Bless Fr. Gary & Carol and then we will focus on the next chapter.
- Diana-Grateful for Bob Sawyer and all his past experience that he now brings to our Vestry.
- David-I may disagree at times but as your treasurer I may see things a bit differently.

We ended our Retreat at Dayspring by having a Healing Service and celebrating the Eucharist in the St. Thomas Chapel. We departed for Venice by 4:00pm.

Respectfully submitted,  
 Sally Mock  
 Clerk of the Vestry