



Building the Church on the Hill:

Captivating the Heart of the World with the Glory of God

Vestry / Staff Meeting Minutes September 12, 2011

Present: Fr. Charlie Holt, John Crouch, Sr. Warden; Mike Ivanov, Jr. Warden; Chris Hunt, Amy Lockhart, Kent Madison, Beth Pope, Greg Thomas, Helmut Schardt

Absent: Rob deViere, Rick Felthuis, Deb Handley, Dianne Hunter

Also Present: Steve Berghane, Treasurer; Rev. Wes Sharp, Wendy Berghane, Randy Krum, Susie Millonig, Karen Williams, Loren Williams

- I. 7:03 pm Fr. Charlie opened the meeting with teaching on Matthew 28, The Great Commission, and prayer from those in attendance.
- II. The minutes from August 8, 2011 meeting including Addendum A were approved as submitted.
- III. Rector's Report (Fr. Holt)
 - a. Wes expressed his appreciation for the support of the vestry, staff and congregation throughout his ordination process. Vestry unanimously approved and signed Rev. Wesley Eric Sharp's Endorsement for Ordination to the Priesthood to be submitted to the Standing Committee of Diocese of Central Florida.
 - b. Management Report - Budget/Cash Flow Concerns with bottom line -\$32,815 caused in part by reduced attendance, diminished economy, and death of several generous contributors. Plan to address concerns:
 - i. We have trimmed spending to budget by \$24,431, incorporating a "no spend budget" where feasible.
 - ii. Set new monthly budget spending targets to restore \$4900/month in cash.
 - iii. Following up with Pathways to Home to shorten reimbursement period.
 - iv. Strengthening Parishioner engagement with the 5 Purposes including intentional invitations to Discipleship. It's not strictly a matter of money, but also a spiritual matter of strengthening our commitment to the Lord. "We need to keep the main thing the main thing".
 - c. Stewardship/Pledge Drive re-scheduled for Oct. 23, 30, Nov. 6 to give "new" Fall worshippers a chance to settle in before asking for money.
 - d. Charlie will appoint a parishioner to complete the 2011 term for Deb Handley, who is resigning due to enrollment in evening courses. The remaining 2 years of her term (2012-2013) would be by election at the January 2012 Annual Meeting.
- IV. Treasurer's Report (Berghane)
 - a. The revised 2011 budget projections are achievable based on adherence to modifications.
- V. Sr. Warden's Report (Crouch)
 - a. As he completes his existing term as Sr. Warden, John commended Fr. Charlie, the Vestry and Staff for their excellent work and leadership.

- i. In the event of a Rector's departure, the existing vestry is "frozen", with the Sr. Warden assuming leadership until a new Rector is hired.

VI. Jr. Warden Report (Ivanov)

- a. Playground fence installation is $\frac{3}{4}$ accomplished; completion is anticipated this weekend contingent upon provision of adequate dirt to extend the area.
- b. Only essential maintenance will be accomplished under the "no spend budget" policy. All other projects will be postponed until cash flow improves.
- c. The irrigation and landscape phase of Building Together is underway. The city has stringent code requirements for landscape materials which include prescribed plant height and diameter. Landscape changes can be made only to uninstalled plant materials without incurring additional charges.

VII. Old Business: Preschool

- a. VPK is still awaiting state certification, with the local agency ready to process as soon as approval is received.
- b. Enrollment is at "break even" and a successful budget is contingent on projected revenues from fundraisers.
- c. Vestry members (Crouch, Lockhart, Pope and previously Handley) who have been serving as advisors to Preschool are looking for direction from vestry regarding 2012-13 school year. They are looking for visionary leadership from PPAC to address enrollment and budget challenges so the school will not be faced with repeating the difficult decisions of this past year. How do we go from "Good to Great"?

VIII. Commission Reports – updated reports will be incorporated into the Mission Realization Plan.

- a. Worship (Randy Krum & Wes Sharp) – see ATTACHMENT A
- b. Fellowship (Wendy Berghane & Beth Pope)
 - i. New Pictorial Directory photo appointments are being scheduled for 1st and 2nd weekends in October. Each family will receive one free 8x10 photograph. Member photos will help us connect by putting names with faces.
 - ii. In lieu of the Adult Christmas party this year, on December 9th families will gather at St. Peter's for Chili & Cornbread, followed by Christmas Caroling for shut-ins. The evening will conclude with cocoa & cookies back at St. Peter's.
 - iii. Vestry and Staff are encouraged to attend the First Steps class on Sept. 18th at 3:30 pm to meet, greet and connect new members
- c. Discipleship (Kent Madison) – see ATTACHMENT B
- d. Ministry (Karen Williams) – see ATTACHMENT C
 - i. Core Leadership meeting scheduled for September 22nd.
 - ii. Completing arrangements for SHAPE on-line survey.
 - iii. Ministry Fair scheduled for November.
- e. Mission (Chris Hunt & Loren Williams)
 - i. Revising/updating Six Point Charge
 - ii. Loren is redesigning/updating website to make it more aesthetic, user-friendly and welcoming. Website is the most frequently stated answer

- from newcomers who are asked “How did you learn about St. Peter’s”?
The new design will bring the church & school websites into alignment.
- iii. Loren advised that when funds are available, the city permits the square footage of our sign on Rinehart up to 100 sq. ft., which is more than double the size of our existing sign. The sign is the 2nd most frequently stated answer from newcomers when asked “How did you learn about St. Peter’s”?
 - iv. Family Life Center (FLC): there was discussion about implementing after school programs/activities, and the feasibility of generating revenue. Concern was expressed about logistics, staffing, and charging parishioners for use of this facility. A lot of thought and prayer is needed in developing programs in preparation for opening of FLC.

Meeting adjourned at 9:45 pm with singing of The Doxology

Respectfully submitted, Susie Millonig

Next meeting is Monday, October 10, 2011 at 7:00 pm.
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ATTACHMENT A

2.1.2 2011-12 Projects and Goals

Worship Goals: To experience and share the joy and love of Jesus Christ by:

1. Becoming the exemplary contemporary Anglican Worship experience, rooted in Holy Scripture and faithful to the Book of Common Prayer, in the United States with 200 ASA by January 2012.
 - a. We need to analyze the elements which constitute “exemplary” and “contemporary”. These words can connote different meanings to individuals. The matter could be resolved by altering the wording to “an exemplary Anglican worship experience.”
 - b. The use of the word Anglican can imply unity with the worldwide Anglican Communion, or it can suggest an alliance with breakaway congregations that have chosen to disassociate themselves from ECUSA. It can be a “loaded” word subject to misinterpretation.
 - c. Books, college courses and independent writings abound about “the Anglican ethos.” Will congregants experience that which makes worship in the Anglican tradition unique?
 - d. Given the foregoing thoughts, I believe that March 2012 might be a more realistic date.
2. Becoming the exemplary model of mainstream Anglican worship for the Diocese of Central Florida and “the place to go” in Seminole County for worship experience rooted in Holy Scripture and faithful to the Book of Common Prayer (Traditional Anglican Service) with 120 ASA by January 2012 and 180 by Easter Season.
 - a. We need to analyze the elements which constitute “exemplary” and “traditional”.
 - b. Please see 1b.
 - c. In order to realize an increase to the goal of ASA of 180 by Easter 2012, I believe that a number of things need to happen. First, the service needs to be at a later time; 9:00 AM would likely be the earliest time for a traditional service. Ten o’clock is the optimal time for a traditional service.
 - d. To be perceived as “traditional” we need to examine aspects of ceremonial, vestments, use of kneelers and the like.
3. Developing a Leadership Position of Worship Coordinator by October 31, 2011
This position will ideally take some of the responsibility off of the VIC and be one to make sure that Worship runs smoothly on a week to week basis.
4. Developing and sustaining a vital acolyte ministry at all services.
 - a. Acolytes need to be aware of their importance in all liturgical functions.
 - b. Systematic training, awards and promotion might encourage devotion to the ministry of acolyte.

- c. A lay person who has had experience as an acolyte might be effective in contacting acolytes (and parents) on a weekly basis, organizing acolyte “refresher” trainings, and planning events that contribute to the acolytes’ perception of being part of an important ministry.
5. Developing an elementary/middle school choir of 15 kids by Christmas 2011.
- a. A Youth Choir with eleven choristers has begun rehearsals and will sing for the first time at the 8:30 service on September 18.
 - b. The Youth Choir is following the RSCM training scheme based on the *Voice for Life* curriculum.
 - c. The Youth Choir will alternate between the 8:30 AM service and the 11:00 AM service on a monthly basis.
6. Expanded Adult Choir
- a. Enhanced Music Program
 - b. Strong section leaders/choral scholars; 6 choristers in each section
 - c. Anglican choir vestments, cassock and surplice.
 - d. Music room with vestment storage, music storage and digital piano.
 - e. Choir placed on risers built to accommodate goal number of 24 chairs. Front riser would elevate choristers 8 inches; back riser would provide 16 inch elevation.
 - f. Used, but good quality, 2-manual, digital organ with 32-note AGO standard pedal board (Allen, Rodgers, Johannus, or other reputable builder) .
 - g. Strive in long run to have funds to hire string quartet and harp at Christmas and brass quartet at Easter.



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ATTACHMENT B

2.3 DISCIPLESHIP COMMISSION

To create an environment of excellent biblical and practical teaching that fosters a culture of lifelong learning in the transformational knowledge of the Lord and his ways. Our learning community of Christian discipleship is composed of:

- **A Faculty** of inspiring qualified and faithful teachers and facilitators.
- **A Curriculum** that encompasses the fullness of the Christians faith and life that fosters maturity in Christian knowledge, understanding, and wisdom.
- **A Community of Students**
 - Children, youth, and adults who have a passion for learning and applying that knowledge.
 - Students who read, mark, learn and inwardly digest in order to renew their minds and have lives transformed in the pattern of God.
 - Students who contagiously inspire new learners through their energy and enthusiasm for their own personal growth and sense of fulfillment.
- **A safe environment for optimal learning** is a community campus that enables learning with provision for time, space, resources and emotional security.

2.3.1 Intentions

With regard to discipleship and considering the people, position, calling, culture, and resources etc. of St. Peter's, consider the following three questions:

What are we most passionate about when it comes to discipleship?

- Developing Mature Christians through:
 - Orthodox scriptural teaching
 - Christian-based worldview and life skills
 - Equipping to serve

What can we be the best at being and doing? Not what we are good at . . . or even what are we best at... but what can we be the best at being and doing with respect to discipleship?

Offer comprehensive curriculum to move people into love and service for Christ . . . in our parish . . . Central Florida . . . and the world.

What creates and strengthens committed Christians with regard to discipleship at St. Peter's (economic engine)?

- Relevance
- Uplifting and inspired, engaging attitude
- Sound and reliable Biblical foundation

Incorporate the answer to the three questions above into one succinct Intention Statement for the next 3 years for St. Peter's:

- We seek to develop mature Christians by offering comprehensive, relevant curriculum to move people into love and service for Christ.

2.3.2 Projects/Goals:

Brainstorm what projects/ goals need to be accomplished in order to fulfill that intention? Pick the top 2-4 . . .

- Continue to develop comprehensive curriculum (Bible study, Christian worldview and living, church history, topical studies, community-oriented curriculum)
 - Implement church/ community-wide discipleship opportunity on a 3 year cycle
 - Provide online access of curriculum schedule 6 months in advance with teacher bios
- Identify, train and develop faculty of laity (2 hr training seminar once or twice per year for new upcoming faculty)
 - Develop curriculum for instructor training
- Develop course curriculum syllabus with complete lesson plans and resources
- Build teaching center – investigate implementation of online class(audio & videos)

2.3.3 Name the Hurdles and Roadblocks to their accomplishment:

- Need for dedicated adult, youth and children's facilities and equipment
- Complete transition from pastoral to program-level church (clergy allocations to ministries)
- Low participation

2.3.4 Action Items:

Brainstorm the Action Items to accomplish these 2-4 critical projects/ goals:

- Plan community-wide contemporary issues program for 2014
- Review, expand and edit current curriculum structure
- Conduct teacher training through development of faculty training program (includes equipping, mentoring, preparing; includes housekeeping, i.e., ordering of supplies, backgrounds, Safeguarding God's Children course, etc.)
- Keep courses updated on church website
- Promotion of upcoming classes in services (announcement time, videos)

What do we need to stop doing in order to accomplish these goals?

- Encourage suspension of current programming in order to implement church-wide campaigns
- Discourage last-minute curriculum entries/changes

What Red Flag Mechanisms can we put into place so that we have to accomplish these things?

- Deadlines for course and faculty readiness established; calendaring on purpose
- Course schedules distributed in advance; last-minute entries included on space available basis
- Core curriculum—one year ahead
- Community-wide study—1 year ahead

- Topical study classes—3+ months ahead
- Classroom and meeting space for Wednesdays and Sundays allocated 6 months in advance:
 - 4 Adult rooms with adult furnishings and equipment
 - 2 Youth rooms with appropriate furnishings and equipment
 - 4 Children’s rooms (may use day school rooms)
- Not be afraid to say “No”



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ATTACHMENT C

2.4 ST. PETER'S MINISTRY COMMISSION

Our goal is to create a culture of disciplined servant leadership among our ministries and a culture of volunteerism among our members where service to God and His church is a natural byproduct of spiritual growth.

We will support the identification and development of our members Spiritual Gifts to integrate them into our five commissions - Worship, Fellowship, Discipleship, Ministry and Mission - so that together we can fulfill St. Peter's missions and vision.

We recognize that the most effective way of getting people involved in ministry is reaching out to our members and personally asking them to explore their Spiritual Gifts and to get involved.

Each one should use whatever gift he has received to serve others, faithfully administering God's grace in various forms.~ 1 Peter 4:10

2.4.1 Volunteers

The Ministry Commission will take the lead in developing a culture where volunteers have identified their Spiritual Gifts (S.H.A.P.E.) and are eager to serve for the Glory of God.

Create and Sustain a Culture of Servant Leadership

- Provide regular training and development for all individuals who lead others
- Establish volunteer development paths for leaders that will allow them to seamlessly transition in and out of volunteer leadership roles as needed
- Recognize, appreciate and support all volunteer leaders to ensure they are experiencing the Glory of God before, during and after sharing that joy with others.

Cultivate a Spirit of Volunteerism among Members

- Clearly communicate St. Peter's mission, vision and structure so that the congregation has a general understanding of St. Peter's Five Commissions
- Encourage and educate our members and community regarding their Spiritual Gifts (S.H.A.P.E.); empower them to identify and use those gifts for the Glory of God
- Support the recruitment, retention and spiritual development of our volunteers

2.4.2 Staff/Employees

We recognize that Human Resources practices are essential to church operations; our goal is to have clear and concise policies and procedures for all employees.

Therefore, the Ministry Commission Chair(s) and appointed staff member(s) will review church Human Resources and related policies and procedures annually to make sure they remain consistent and comply with any relevant federal and state law in addition to Diocesan guidelines.

- All employee files will be audited with an updated check off sheet.
- All items checked out to each staff person will be noted.
- Each employee file will contain the following documents:
 - a letter of agreement
 - W4, I9 and/or other applicable federal forms
 - a current job description
 - an Employee Handbook (which will be updated) receipt/agreement document
 - Background check documents
 - Safeguarding certificates of completion, if applicable

With love and joy, we will serve and support the staff and ministries of St. Peter's in a welcoming environment that reflects the grace of our Lord. We will also provide communication of ministry needs, activities and information to staff and leadership.