

Holy Family Episcopal Church
Vestry Meeting Minutes
August 20, 2025, 7:00 PM

Mission: Holy Family seeks to bear witness to the Light of Christ by serving as the heart and hands of Jesus, nourishing people and transforming lives.

Vision: To be the Good News of Jesus Christ in the community.

Attending

- Susie Beard, Jolene Johnston, Bethany Paden, Kristine Canter, Kay Mulhall, Jessica Largent, Lee Cahalan, Matt Okerson (virtual), Ruth Everett, Scott Wilson (Clerk), Father Frank, Sharon Keller, Emily Morton, Sarah Beard
- Called to Order at 7:02 p.m.

Formation and Team Building

- Opening Prayer and Reflection
- What has been the fruit of your life and/or ministry this week?
- The Vestry welcomed Sarah Beard as Vestry Youth Representative

Staff Matters

- Parish Administrator
 - Interview of current top candidate Monday Aug 25
 - Non-parishioner
 - Will be able to meet
- Director of Communications and Children's Ministry
 - Children's Ministry
 - Sunday school starts Sep 14: "Amazing Grace Race"
 - Communications
 - Participated in marketing workshop
 - Received enough interest for the March 2026 Parish Retreat in order to reserve space
 - Thank you to Heather Tannas for setting up the Google form for serving ministries; much easier process for scheduling
 - Church is booked for a large event on Aug 30; requesting help to set up tables, chairs, etc.
 - Jolene shared the new master planning calendar for all events at the church through July 2026
- Director of Youth Ministry
 - Attended "Leading the Leaders" training
 - Mission Trip presentation this past Sunday; great youth participation; positive feedback from parish participants
 - Diocesan Youth Retreat Nov 21-23 at Waycross
 - Applications are open for youth delegates to the Diocesan Convention
- Director of Music
 - Choir first Sunday at worship is Sept 21 (through Pentecost)
 - Surveying participants to see about moving Thursday night practices from 8p-9p

- Doug Tannas is taking over hymn and music selection for Sunday worship

Thank You's and Departure of Staff

Financial Matters - Treasurer's Report

- Ins and Outs Through July 31st
 - Income - \$169,766.90
 - Expenses - \$233,380.26
 - One Time Income - \$319,926.42
 - One Time Investment Expense - \$200,000.00
- Current Bank Balances – August 11, 2025
 - Huntington - \$45,092.21
 - Chase - \$54,166.34
- Investment Balances
 - RBC (August 18th) - \$283,237.84
 - Diocese (June 30th) - \$64,442.55
 - Land Development - \$500,000.00
- All Assets = \$946,938.94
- All Liabilities = \$752,301.72
 - Chase (July 1st) - \$627,717.71
 - Diocese 1 (August 1st) - \$72,656.90
 - Diocese 2 (August 1st) - \$51,927.11
- Questions from the Vestry
 - Chase – line for deferred interest. What is this? Ask Ben to confirm if the following is correct:
 - “Deferred interest on a bank account statement refers to interest that has been earned on the account but not yet paid or credited to the account holder. It typically occurs in accounts like savings or certificates of deposit (CDs) where interest is calculated periodically (e.g., daily or monthly) but only credited at specific intervals, such as quarterly or annually. Until the interest is credited, it's considered "deferred" because it's accrued but not yet available for withdrawal or use.
- Fr Frank is working with Ben and Brendan (Diocese) to revamp all processes for financial reporting, controls, and other aspects of church finances

Vestry and Other Roles

- Treasurer, Clerk, and Wardens are one-year positions.
- Each September, Fr. Frank will meet with each person who currently hold these roles and discuss plans for if the person would like to stay or step down, then plan as needed for continuation or replacement

Vestry Matters

- [Consent Agenda](#)
 - Rector's Report (p.1)
 - Update on Scouts at Holy Family (p.2)
 - Senior Warden Report (pp. 3-4)

- Junior Warden Report (p.5)
 - Progress on Goals (pp. 6-7)
- Onyx + East Development: Grant easement
 - The easement would provide access to the public sewer location on the north side of our property.
 - Per Jake, no tunneling will be required, just a temporary dirt pile near the sewer for a few days.
 - Need for HFEC representation as easement documentation is prepared.
 - Documentation must include provisions for liability and repairs (since the easement would be under our parking lot), and any restrictions on use of the property.
 - Onyx + East Proposal
 - The property would be available for things like community gardens or an outdoor worship space above the easement area.
 - If work would need to be done on the sanitary line, the beneficiary of the easement would repair/replace any damaged sections.
 - We could not install any structures with foundations in this area.
 - Compensation for the easement, the project can offer \$10,000 to Holy Family.
 - Will also request that when the agreement is amended to recognize the easement, the verbal commitment from O+E to repave the parking lot would be added as well.
- Vestry Member of the Week (VMOW)
 - Role clarification and discussion of continuation
 - Each Vestry member (and frankly all parishioners) have a role in welcoming newcomers and offering to answer any questions
 - Consider having Fr. Frank point out that anyone with blue name tags can help or answer questions
 - Suggestion to remove official VMOW role and reinstate the Welcome Committee to accomplish this purpose and ensure is representation at both services
- Updating HFEC Member Rolls
 - Current lists are out of date and people are categorized incorrectly
 - Will also be updating records of baptisms, marriages, confirmations, etc.
 - Data is important for diocesan and national reporting
- New Initiatives
 - Brief Summary Strategic Plan Project: Kay and Jessica
 - Met with Charles Forman and Fr. Frank. Charles has agreed to head up this initiative to help determine direction and priorities for HFEC.
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 - Brief Summary CBCP (Church Building for Collaborative Partnerships) 2.0: Kay and Matt ([CBCP](#))
 - Grant provided for participating in the process – capital investments in property that will support the mission of the parish

- Diocese identified HFEC as a participant in round 2
 - Suggestions from leader of CBCP
 - Strategic vision for the property
 - Community asset mapping
 - Hosting event where the community tours the building and provides suggestions on use
 - Is there interest in establishing a parish task force to handle the strategic vision for the property? Consensus was 'yes'. Jessica offered to assist in the process for community asset mapping.
- Fr. Frank will be on a trip from Sep 10 – Sep 26. Will need coverage Sep 14 and Sep 21. Bishop Jennifer will be at HFEC Sep 28.
 - Fr. Frank and the Vestry gave a special thank you to Kay and Matt as Sr and Jr Wardens for all of their support and direct work on grounds, processes, etc.

Next Vesty Meeting: Wednesday October 1, 2025 7:00 p.m. (special schedule), with October meeting October 22. Back to normal schedule in November.

Closing & Adjournment – The meeting was adjourned at 8:59 p.m., followed by Compline