

**Holy Family Episcopal Church**  
**Vestry Meeting Minutes**  
**November 19, 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**

- Fr. Frank, Kristine Canter, Matt Okerson, Kay Mulhall, Susie Beard, Lee Cahalan, Jessica Largent, Jolene Johnston, Sharon Keller, Ruth Everett, Scott Wilson (Clerk), Bethany Paden.
- Called to Order at 7:05 p.m.

**Formation and Team Building**

- Opening Prayer and Reflection
- What has been the fruit of your life and/or ministry this week?
  - New baby for Emily and Trent – Josephine Lucy
  - Sharon – Gratitude that all needs for Thanksgiving Baskets have been met!
  - Jolene – Michner family (newer family), 5 year old daughter is loving HFEC...and her bestie Miss Jolene ☺
  - Ruth – Happy to see so many new faces.
  - Matt – Appreciated spending time Gary S and Kay to hear previous Warden's perspective.
  - Fr. Frank – Visit from Bishop Jeff Lee (first time for him at HFEC), who got to explore the church

**Staff Matters**

- Parish Administrator: Wendy Luckcuck (written report submitted)
  - Will be setting up a Flower payment tracking spreadsheet for the Altar Flowers as of January 1<sup>st</sup> (pricing increase to \$70 will begin then).
    - This spreadsheet will track who has volunteered to dedicate/pay for the flowers on which date and if payment has been received.
    - Will also gently remind parishioners if we have not received payment for the dates that they have signed up for.
  - Set up a spreadsheet to track payments received (along with other information like # of people, adult, youth, etc.) for the Parish Retreat in March. It is very helpful and working well. Organizers can refer to at a glance to obtain information such as how many rooms, people, type of meal needed, etc.
  - Pledge Cards: We have received back 16 out of the 86 cards sent out.
  - Parish Hall Rentals: So far, we have 2 rentals in November (of which only 1 is paying). There is 1 potentially for January (paying). There are 2 under contract for March (both paying).
- Director of Communications and Children's Ministry – Jolene Johnston

- Children's Ministry:
  - Trunk or Treat – Great event, but will change next year to more of a multi-generational Halloween Party with everyone dressing up; earlier in October to avoid fall breaks and other events
  - All Saints Camp Fire – crafts and gathering event with great participation
  - Education – Fr. Frank visiting classrooms on Sunday mornings to make connections with children and youth
  - Breakfast with St. Nicholas – scheduled for Dec 6
  - Intergenerational Study Day – 9am on Dec 14; will write Prayers of the People for Sundays through Epiphany
  - Participated in webinar on “Praygrounds”; space in sanctuary with soft furnishing to give safe space for young children to “play” church during the worship service
  - Jolene representing HFEC to see Clair Dial in “Seussical”
- Communications
  - Family Retreat - 18 households responded in the initial survey, half have confirmed and paid, but since some paid in full (not just deposit), enough funds are available to book the weekend at Waycross
  - Rentals – passing along cost of snow removal discussed; removed from agreement as option/requirement, but now rolled in to all rates
- Director of Youth Ministry – Ruth Everett
  - Youth Group booth at trunk or treat, followed by Wicked-themed lock-in
  - Diocesan Fall Youth Retreat at Waycross this coming weekend
  - Requesting adult volunteers to be “backup” for Ruth with the youth when she is not available
  - Cookies, Caroling, Hot Chocolate Sat Dec 13
  - Fr Frank visit with Youth on All Saints Day to discuss living like the saints
- Director of Music
  - Diocese is looking for singers to participate in choir for Bishop Cate’s celebrating of life
  - New (intergenerational!) participants in choir – Jess Chillemi, Hannah Tannas, Sarah Beard

*Thank You’s and Departure of Staff*

**Financial Matters**

- Treasurer’s Report
  - No current updated amount for the Diocesan Investment account since end of Q3, but RBC investment Account as of this morning is \$285,898.96.
  - Also as of today, we have \$41,866.83 in Huntington and Chase is at \$17,629.49.
  - All in all, we continue to see positive numbers in attendance and income.

- Expenses continue to be a constant battle to keep things as low as possible, but I think we're doing as good as we can considering the rising costs of most things.
- As a result of feedback from where we sent out Contribution Statements, I did fix a bunch of SK entries and moved some things from open alms to pledge and vice versa. So on the statement of activity I would point out that we budgeted for \$20k in open alms and we're at \$25k through October which is absolutely incredible!
- 2026 pledges are starting to come in. While there is not a complete picture yet, there are increased pledge amounts so far from the majority of them.
- We'll have a much better picture after Sunday, so Ben might send a supplemental email before Thanksgiving so everyone has a good idea of what we're looking at.
- Financials
  - Fr Frank reported that although HFEC uses Quickbooks, only a small portion of the capabilities are being used.
  - Working with Jacob S and Wendy L on increasing use of all capabilities
  - One goal is to get a better picture of how much is costs to operate the building
  - Brendan O'Sullivan-Hale will be attending the next Finance Committee meeting to discuss accounting principles for churches

## Vestry Matters

### *Consent Agenda*

### Rector's Report

- Kristine motioned to approve the Consent Agenda, Jessica seconded; unanimously approved

### Administration

- New Staff Job Descriptions and Annual Evaluation documents completed
- Looking into a free task/planning/organizational software called ASANA for staff + priest to create more efficiency
- Parish Admin creating new filing and billing processes and updates to Servantkeeper program
- Goal: have a full, accurate list of Parish Membership completed by end of January 2026

### Events

- All Saints Campfire for Kids, November 1
- MINI-stry Event, picked up a lot of new people for church ministries, November 2
- Attended Diocesan Convention, November 8
- Held Interfaith service on November 9
- Online panelist for 293<sup>rd</sup> international Interfaith Prayer for the Nation and the World, November 13

### Education and Formation

- New Adult Forum series, *The Role of the Laity*
- Writing articles for Stewardship
- Planning upcoming Advent Intergenerational event with Staff

#### Healing and Trust Building

- Pastoral care, hospital and home visits
- Continuing to get financial processes into a workable condition
- Regular articles and/or Fun Facts

#### Liturgy

- Average Sunday Attendance (ASA): January 1 – October 2, 2025: 105

#### Community

- Monthly Multi Faith breakfasts (Fishers Multifaith Community for Compassion FMCC) and building relationships
- Making community connections through relationships with multifaith colleagues
- Offering Spiritual Direction to one lay person, one Aspirant

#### Clergy Activities

- Attending regular Clericus or Clergy Group meetings (1<sup>st</sup>/3<sup>rd</sup> Mondays each Month)
- Continuing regular Spiritual Direction sessions with my spiritual director
- Offering Discernment Group training to parishes with Aspirants for ordination

#### Diocesan Responsibilities/Committees that Fr Frank serves on

- Spiritual Director
- Commission on Ministry
- Title IV In-take Officer
- Mutual Ministry Review Facilitator

### **Meeting with Scout Leaders - November 5, 2025**

#### New Charter and Moving Date

- Troop 199 is moving their Charter to Legacy Bible Church, 13490 Howe Road, Fishers, Indiana.
- They scheduled move date is for December.

#### Signed Unit Separation Form from Scouting America

#### Transfer trailer titles

- Trailers are now being permanently stored at Legacy. May be on HFEC property 1-2 days for last events.

#### Disposition of the shed and Flag Box

- Scouts are planning a “moving party” for November 29.

- They will take down the red shed and move it to Legacy. New footers have been scheduled to be poured at Legacy.
- Removal of Propane tanks and tank shelving.
- Flag Box will be removed and will try to cut posts below the grade.
- Some of the timing is approximate due to weather, availability, footers being poured, etc.

#### Equipment and Closets

- As meetings begin at Legacy, all equipment in the storage closets will be moved.

#### Building Repairs

- Lighting
  - Matt inventoried lights that are working and not working in the Parish Hall; reached out to supplier for more information
  - Electrician fixed lights on east side of sanctuary; others replaced as well
  - Transformer for sign lighting repaired and now working
  - Ballast is out and being replaced in Sacristy; LED lighting
- Ice Machine – not functioning and needs cleaning; called to obtain quotes, likely ~\$600; may consider not repairing or replacing; assess actual needs for ice
- Thank you to Kay and Matt for all their work on building and grounds!

#### Senior Warden Report

##### Ministry and Parish Life

- Working with Sharon and Jolene for the Thanksgiving Basket ministry. Given the high community need, Holy Family was asked to provide meals for 7 families. The response from the congregation has been amazing. The baskets will be blessed at the 10 am service on November 23. Sharon and I will deliver the donations on Monday morning, November 24.
- Participated in an initial call with Partners for Sacred Places to discuss a timeline for the asset-mapping process that they will be providing Holy Family in 2026.  
<https://sacredplaces.org/our-services/engaging-with-the-community/>
- Working with Jr. Warden on implementing a pastoral compensation review process. Currently in the fact finding stage - meeting with previous Wardens, Chair of Finance, Diocesan resources.

##### Building and Grounds

- Following the Vestry's approval of plumbing repair expenditures, Hope Plumbing replaced the kitchen hot water heater and installed a pressure regulating valve on Monday, October 27. The plumber also checked the attic hot water heater. Since it is unclear if/when it has been flushed, the plumber recommended not flushing it since the sediment may have hardened and it could cause damage to the heater which is currently functioning.
- Gerry Brosmer and I have sorted through the gray shed and the red shed (that now belongs to the Padens). The goal was to determine which items we need to keep and what will fit into the remaining gray shed. We have determined the needed items, and the remaining items will be available to parishioners. Once parishioners have had a chance to select items, the remaining items will be disposed of or donated.

## **Junior Warden Report**

- Working with Sr. Warden on implementing a pastoral compensation review process. Currently in the fact finding stage - meeting with previous Wardens, Chair of Finance, Diocesan resources.
- Attended an introduction call about Community Asset Mapping. Working with Fr. Frank and Sr. Warden on timing for this. It will culminate in a community event and based on our desired date of that event a time line will be generated for meetings, planning, and congregational involvement.
- Attended the Finance Committee meeting and I am excited about the upcoming in-gathering and budgeting season.
- Tracking progress on the negotiations for an easement for Onyx + East. I am exceptionally thankful for Scott Wilson, Jess Largent, and the Diocese for their support and knowledge surrounding this.

## **Other Business**

### Vestry Nomination Committee

- Kristine, Jessica, Bethany + Rector (Bylaws)
- Outgoing Vestry members form a committee to generate possible names for next year's class.

## **New Initiatives**

### CBCP 2.0 Update (Kay, Matt)

- Community Asset Mapping Proposal, Fall 2026
- Bring community leaders to HFEC to discuss how the community can use HFEC (events, gatherings, etc.)
- Targeting Spring 2026
- Gary S to help lead/coordinate

### 2026 Grounds Plan - Kay

- Met with Fr. Frank, Gerry Brosmer and Jeff Gatewood concerning future maintenance of the grounds. Jeff is going to design a landscape plan for the main entrance that could be completed in early spring.
- The focus will be on low maintenance landscaping with optimal color that will enhance the entrance. Jeff has also offered to develop a general plan regarding our current landscaping including specifics regarding care and some potential improvements.
- Gerry Brosmer, who has been maintaining much of the landscaping, has requested some guidance regarding pruning, etc.
- Need to work outdoor chapel into plan as well

**Closing & Adjournment** – The meeting was adjourned at 8:52 p.m., followed by singing of the Doxology

**Next Vesty Meeting: Wednesday December 17 7:00 p.m.**

