

**Holy Family Episcopal Church**  
**Vestry Meeting Minutes**  
**October 22, 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, Wendy Luckcuck, Kristine Canter, Matt Okerson, Kay Mulhall, Susie Beard, Lee Cahalan, Jessica Largent, Emily Morton
- 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?
  - Kay – Thankful for Wendy’s contributions. Thankful for Sharon offering to serve role of taking donations to Delaware Township Food Pantry.
  - Susie – Successful 1st dinner group. Everyone stayed for Music & Meditation and enjoyed it.
  - Frank – Wonderful celebration on clergy appreciation Sunday. He appreciated the kind words at both services.
  - Wendy – Has been learning how to run our systems. Learned how to send statements via email on Servant Keeper.

**Staff Matters**

- Parish Administrator: Wendy Luckcuck
  - Working to understand vendors, pricing, etc.
    - HVAC vendor scheduled
    - Snow plow vendor. Considering how we might factor cost into facility rental cost if only reason for plowing is for a specific rental event.
    - Adrienne's flowers price going up \$15 per bouquet. Will raise donation needed to \$70 starting Nov 1. Will also look at other local florists for pricing.
  - Plan for stewardship kickoff this Sunday
    - Wendy prepared stewardship cards for Sunday. On website, parishioners will have option to print card or fill online form. Ushers will ensure every family gets stewardship pack upon entering.
    - \$10 and card will be distributed by ushers during announcements, 1 per family. On subsequent Sundays, will ask people to come forward to share what they did with their \$10 through Nov 23rd.
    - Dan Chillemi plans to create a 1-page document to distribute including tips and tricks on financial giving.
  - 4 rental contracts in books for parish hall (2 paying) - 2 in Nov, 2 in March
  - Betty set her up with access to Huntington and Chase accounts

- Gained access to Quickbooks, allowing her to set up Accounts Payable so that Treasurer can review and make payment (weekly process).
- Note from Fr. Frank - top priorities are getting financial processes in order.
- Director of Communications and Children's Ministry – Jolene Johnston
  - New Work Hours
    - Monday – HFEC
    - Tuesday – Diocese
    - Wednesday – HFEC
    - Thursday/Friday – split HFEC/Diocese
    - (Most clergy take Friday as Sabbath, so I need to be available on Thursdays to both supervisors and do independent work/travel on Fridays.)
  - Children's Ministry:
    - Trunk or Treat - Carpenter Realty: 100 kids, lots of outreach with handout of upcoming events, partnering with Carpenter for future events
    - HFEC Trunk or Treat - 10/24/25
    - All Saints Campfire - 11/1/25
    - Breakfast with St. Nicholas - 12/6/25
    - Intergenerational connections - Adult Forum Anyone Can Pray tied with scripture on 10/19/25 and Disciples prayer stations (Lord's Prayer in Color, Faith Can Move Mountains, Carry Someone's Burden)
    - Upcoming classroom visits with Father Frank - 10/26/25 Godly Play, 11/9/25 Disciples
    - Representing HFEC at Trunk or Treat October 18, 2025 at Carpenter Realty; using our parking lot for cars
    - Youth Ministry University (YMU) new volunteer goal: at 40%
    - YMU Webinar: Programming with Purpose (with Ruth)
    - Offered assistance to Children's Ministry leaders in DE, TN, WY
    - Jolene provided information about Centering All God's Children Program at IndyDio
  - Communications
    - Updated Newcomer folders
    - Updated rental documents online - separated out fee chart for easier access;
    - HolyFamilyFishers.org/Rental or click RENTAL tab on home page
    - Preparing for MINI-stry event (Bread Baking, Hospitality, Altar Guild, Meal Ministry)
    - Updated Care Package Ministry format - easier/more inexpensive for people to participate
- Director of Youth Ministry
  - Youth Lock-in, 10/24/2025

*Thank You's and Departure of Staff*

## Financial Matters

- Treasurer's Report
  - No financial report from Treasurer as there are no updates since last Vestry meeting.
  - Has discussed with Jacob Spangler about possibly serving as Treasurer in future. He is interested, but does not anticipate having time as he continues to progress in his professional certification journey. He will support Ben in the interim as time allows.

## Vestry Matters

### *Consent Agenda*

### Rector's Report

- Administration
  - New financial processes nearing completion; Jacob Spangler will work with Ben to help with financial processes and instruments.
- Events
  - Convened STRAP meeting
  - Helped plan the upcoming Interfaith service to be hosted by Holy Family on November 9
  - Attended Commission on Ministry, October 9-10
  - Facilitated Discerning God's Call (a Diocesan initiative) at Waycross on October 11
  - Attended Carpenter Realty Trunk or Treat event on October 18
- Education and Formation
  - Taught Adult Forums on Wednesday evenings and Sunday mornings, Anyone Can Pray
  - Planning and preparing Stewardship campaign
- Healing and Trust Building
  - Pastoral care
  - Revamping financial processes
  - Regular articles and/or Fun Facts
- Liturgy
  - Average Sunday Attendance (ASA): January 1 - October 2, 2025: 100
- Community
  - Monthly Multi Faith breakfasts (Fishers Multifaith Community for Compassion FMCC) and building relationships
  - Will attend the October Breakfast with the Mayor on October 29
  - HFEC will host a Multifaith Service in November
  - Offering Spiritual Direction to one lay person, one Aspirant, and one clergy
- Clergy Activities
  - Attending regular Clericus or Clergy Group meetings (1st/3rd 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 I serve on
  - Spiritual Director
  - Commission on Ministry
  - Title IV In-take Officer
  - Mutual Ministry Review Facilitator

### Junior Warden Report

- Building and Grounds
  - AV / IT Infrastructure
    - Replaced Battery Backup in AV Closet. The previous unit's battery had become defective and would not power back on after a power outage.
    - Reorganized equipment in the rack and removed unnecessary equipment.
    - Replaced power supply for the device that creates the video feeds for the monitors throughout the building. We were concerned it was the unit itself, but luckily it was only the power supply.
- Parish Hall Lights
  - I have identified a supplier for new lights for the Parish Hall. They are updated versions of the same models that are currently installed. I assume there would be an additional 7% sales tax added to this number. Here is a link to the quote:  
[https://drive.google.com/file/d/1ktQOSKQYxeijhMi2w5GLTh4EhM\\_ry2LM/view?usp=sharing](https://drive.google.com/file/d/1ktQOSKQYxeijhMi2w5GLTh4EhM_ry2LM/view?usp=sharing)
  - The quote is based on replacing all of the units that appear to not be functioning. However, I want to do some investigation in the ceiling to see if they are installed correctly.
- Feast of St. Francis: Assisted Ben Paden with AV for our outdoor service. A new challenge was incorporating music in our outdoor service, but it seemed to be well received.
- Safe Church, Safe Communities: Continue to onboard new participants into the program and follow up on course completions.
- Men's Ministry: Met with Lee Cahalan and Marcus Dial about another Men's Ministry meeting and scheduling a Fall Cleanup day at the church. The hope is to tackle organizing the shed and the mechanical room.

### Senior Warden Report

- Ministry and Parish Life
  - Welcomed supply clergy for two Sundays in September during Fr. Frank's absence
  - Bishop's visit and reception
  - Feast of St. Francis and Blessing of the Animals
  - Clergy Appreciation Day
- Thanks to all who provided time/talent/enthusiasm to making these events run smoothly creating a wonderful worship experience.
- For Consideration: Food pantry donations continue to be generous. However, we do not have anyone in charge of taking the donations to the Delaware Food Panty. The

task has fallen onto the staff or the occasional parishioner. Is someone from the Vestry willing to take the lead? Willing to ask another parishioner to help?

- Building and Grounds
  - Gerry Brosmer has trimmed and removed debris from all of the bushes and many of the trees around Holy Family. He also removed the dying apple tree behind the shed.
  - Mike Allen Electrical installed two new timers for outdoor lights and repaired the outdoor lights on the steeple and on the east side doors. He will be replacing light fixtures above west entrance doors.
  - Matt Okerson is in the process of purchasing and replacing parish hall lights (see Jr. Warden report).
  - Ice maker in kitchen is not functioning. Gerry Brosmer has made and model information and is researching next steps.
  - Kitchen does not have hot water and Kay will contact plumber.
  - Kay will attend Finance Committee meeting on 10/20/25 and provide updates on current bldg issues and potential costs.
  - Future tasks include cleaning out storage sheds and maintenance room
  - We continue to document building maintenance issues/repairs/costs to inform future needs and budgets

#### Other Business

- Vestry Classes and Rotation
  - Susie Beard
  - Lee Cahalan
  - Kristine Canter
  - Sharon Keller
  - Jessica Largent
  - Emily Morton
  - Kay Mulhall
  - Matt Okerson
  - Bethany Paden
- Follow up conversation - Onyx + East development grant easement
  - Jessica in discussion with developers.
  - Diocesan attorney reviewing agreement, including \$10,000 payment to Holy Family.
- Vote on approving repair costs - \$4,083.85 (+ tax on light fixtures)
  - Replacing parish hall light fixtures, \$1,345+ tax.
  - Hot water heater in kitchen not working (services kitchen and bathrooms). Hope Plumbing agreed to cover warranty as unit is only 11 months old (returning unit to Lowe's). \$2,738.85 quote, including PRV (pressure regulator valve) installation.
  - Motion to approve repair costs of \$4,083.85 (+tax on light fixtures) to replace light fixtures and replace hot water heater. Motion by Jessica, seconded by Kristine. Motion approved unanimously
- Nomination Committee for new Vestry members in 2026

- Kristine, Bethany, Jessica to roll off Vestry, and will serve as nominating committee with Fr. Frank.
- Fr. Frank's philosophy is to present a full slate of 3 nominees, with additional nominees accepted from the floor in annual meeting.
- Committee will draft a brief "job description".
- Formation of a Welcoming committee (Kristine and Fr. Frank)
  - Focus on how to invite, greet, orient, and incorporate new members.
  - Will continue to develop this concept.
  - Tasks
    - Use the model "Gather-Transform-Send" from the College of Congregational Development as a guide for welcoming initiatives
    - How to invite, greet, orient, and incorporate new members
    - Participation in Newcomer Gatherings
    - Review past initiatives such as the "Vestry call tree" checking in on parishioners.
    - Identify potential team members
- Scouts update
  - Fr. Frank has been in touch with leaders.
  - They are in discussion with 2 other parishes about possibly chartering. Committee has not voted yet on option of moving charter to other church, or staying at Holy Family and self-chartering.
  - Holy Family charter is set to expire in November.

**Closing & Adjournment – Compline**

**Next Vesty Meeting: Wednesday November 19 7:00 p.m.**