

Holy Family Episcopal Church
Vestry Meeting Minutes
January 21, 2026, 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.

Attendees: Fr. Frank, Kristine Canter, Jessica Largent, Matt Okerson, Sharon Keller, Kay Mulhall, Susie Beard, Sarah Beard, Lee Cahalan, Emily Morton, Bethany Paden, Ben Paden, Dan Chillemi, Wendy Luckcuck, Jolene Johnston, Ruth Everett, Scott Wilson (Clerk), Kelly O'Shaughnessey, David Diaz, Katie Wondergem

The meeting was called to order at 7:06 p.m.

Formation and Team Building

Opening Prayer and Reflection

Sharing the fruit of life and/or ministry this week

Staff Matters

Parish Administrator: Wendy Luckcuck

- Solidifying credit card policy
- Planning for Annual Meeting
- Reviewing and digging into the various HFEC software packages

Director of Communications and Children's Ministry: Jolene Johnston

- Greening of the Church was a great intergenerational event!
- Children's sermon for the Christmas Eve service was well received
- Chalk blessing bags are being assembled and disseminated
- Gospel at Hogwarts: 28 total youth/children participants
 - Amazon wish list for costs/materials next year to allow alternate participation
 - Consider timing for different weekend (not MLK)
- Let's Glow Event – Feb 7
- Hatch-a-thon: participation in Diocesan project for faith in the home
- Faith Unfolded: new podcast launched!
- Views and social media interactions are all trending up
 - All are encouraged to interact with social media (share, like, comment) to show support for Trivia Night sponsors
- Trivia Night Feb 28

Director of Youth Ministry: Ruth Everett

- Sarah Beard – last vestry meeting; Isabella Asmus has agreed to be Youth Vestry representative
- Highlighting youth events in the parent chats/posts
- Mission Trip 2026 with Dioceses July 5-10 in Detroit

- Youth outing to Activate upcoming

Director of Music: Bethany Paden

- Christmas music was well received
- Thanks to Heather and Doug Tannas for continued support and involvement!
- Started looking at Lenten and Easter music

Thank You's and Departure of Staff

Financial Matters

Treasurer's Report – Ben Paden

- \$10,000 received from O+E from easement payment. Finance Committee recommended that the money to be moved to the RBC investment account for a “rainy day” fund. Motion by Jessica Largent to accept the recommendation, Lee Cahalan seconded; passed unanimously
- Statement of activity was presented
- Growth in open alms has been a significant contributor in allowing the operating budget to be balanced

Finance Report – 2026 Budget – Dan Chillemi

- 2026 budget will be the first year above 2019 since that time
- The operating budget is balanced (does not include debt service)
- Projecting a capital campaign in the next year to allow a refresh of the church and grounds, as well as retirement of some debt
- 100% caught up on Apportionment
- Kristine Canter motioned to approve the 2026 budget; Bethany Paden seconded; passed unanimously

Vestry Matters

Consent Agenda

Rector's Report

Administration

- Revamped Budget Planning process
 - Form Budget Committee (members include Treasurer and select members from Finance Committee)
 - Establish process for staff evaluations
 - Establish process for annual pay raises
 - Budget presented to Vestry for approval
 - Budget and Stewardship Report presented to Household at the Annual Meeting
- Continue to address issues of administrative process: proactive vs. reactive management of tasks, including proactive calendar management. Looking at software tools and apps that can assist in this.
- Continue to create processes for financial oversight remains a focal point, with new credit card management policies designed to foster accountability and streamline approval processes for expenditures. These changes signify a move towards enhanced financial

forecasting and transparency, matched with a cultural shift in operational management style.

- Ongoing researching and discussions about Church Membership Management Software
- Goal: have a full, accurate list of Parish Membership completed by end of January 2026 (in process)
- Held 2nd meeting with Liturgy Team to pre-plan seasons and holidays (music, rituals, lay servers, media, etc)

Events

- Completed 2026 Budget
- Began new Podcast, *Faith Unfolded*
- Blue Christmas service, December 22
- Christmas Eve (5 PM and 11 PM), Christmas Day (10 AM)
- Newcomer Gathering, January 11 (some new folks at services but did not stay)
- Gospel of Hogwarts, January 17
- Zoom Call with Bishop, January 18
 - Similar to what she did in COVID. These weekly sessions will focus on the national narrative and its possible impact on our local community/churches. Focus is on safety and having good network of support and help in times of crisis.

Education and Formation

- Completed Adult Forum series, *Saints or Sinners?*
- Our first (official) Intergenerational Event, December 14
- MINI-stry Fairs planning
- Worship ministry training, continuing

Healing and Trust Building

- Pastoral care, hospital and home visits
- Regular posts to Newsletter and weekly video trailers for worship

Liturgy

- Average Sunday Attendance (ASA): January 1 – December 31, 2025: 108
- Total Christmas (3 services + Blue Christmas): 226

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, and one Postulant

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
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Follow Up Conversations

Review Final Draft for the Annual Meeting (*sent as attachment*)

- The day will include:
 - 9 AM Holy Eucharist
 - Updating Membership Information (Matt, Wendy)
 - Two tables will be set up as people leave the sanctuary before they get their food.
 - Food tables in hallway
 - Meal in Parish Hall
 - 10: 30 AM Annual Meeting in Parish Hall

Vestry Retreat

- Saturday, January 31, 9 AM – 2 PM
- Parish Hall

Update on Building Repairs (Kay and Matt)

Sr. Warden Report

Ministry and Parish Life

- Working with Fr. Frank and Matt to develop plans for annual meeting
- Connect the Asset Mapping Committee with Partners for Sacred Places. Asset Mapping Committee: David Emerson, Katie Hamon, Teresa Conroy-Roth, Wendy Blumenthal, Gary Snyder
- Participated in Hogwarts event
- Provide announcements during 8 am services

Building and Grounds

- Hope Plumbing completed the repair of the men's urinal on 1/5/26
- Will work with Gerry Brosmer on cleaning and reorganizing the mechanical room in January.
- Update repair spreadsheet with recent repairs and add sheets developed by Gerry to create a system that captures regularly scheduled building maintenance, vendors and future capital requirements

Met with AADCO 1/16/26 (Fire alarm system) due to error code. One of the backup batteries was not holding a charge. The technician replaced both batteries with larger 12 V batteries. The back up system is required by code to maintain a 24 hour charge in case of a power outage. Total cost for trip, assessment/repair and batteries was \$200. We currently use two providers for our system: Koorsen was the original system who tested smoke alarms, pull stations, fire extinguishers, etc. prior to the building extension. AADCO installed the fire monitoring panel. We may consider moving to AADCO to provide all our fire system services if that could streamline vendors and save money.

Junior Warden Report

Ministry and Parish Life

1. Planning Annual Meeting with Fr. Frank and Kay

- a. Helping update member information before and after 9am service for the Annual Meeting
- 2. Gospel at Hogwarts
 - a. Helped as a “Kitchen Elf” - serving students, staff, and parents and helped prep snacks before the event
- 3. Trivia Night
 - a. Helping manage registration for folks who want to participate but do not have the numbers for a full table.
- 4. Announcements
 - a. Started to do announcements during 10am service

Technology

- 1. Fixed an issue with the Admin Door not following its auto unlock schedule in the Paxton Security App
- 2. Currently evaluating church management solutions (CHMS)(possibly replacing Servant Keeper)
 - a. Process Improvement (regardless of change in CHMS)
 - i. Working to document and standardize our definitions of Parishioners at Holy Family.

Building and Grounds

- 1. Parish Hall light replacements
 - a. They have been ordered and I am waiting on delivery. Once they arrive I will install them.
- 2. Researched coffee makers for possible replacement of our current units.
 - a. Delivered findings to Fr. Frank and Kay for future consideration

Update: CBCP 2.0

- *New Team!* FF, Kay, Matt, Teresa Conroy-Roth, Katie Hamon, David Emerson, Gary Snyder, Wendy Blumenthal

Planning for Weather Issues – Annual Meeting

- Fr Frank and the Wardens will discuss a backup plan if the meeting needs to be postponed

Closing & Adjournment

- Thank you to outgoing Vestry members Kristien, Sarah, Jessica, and Bethany!
- The meeting was adjourned at 9:05 p.m.
- The Vestry sang Sanctuary together.