

# Holy Family Episcopal Church

## Vestry Meeting Minutes

### February 25, 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, David Diaz, Kelly O'Shaughnessey, Katie Wondergem, Matt Okerson, Sharon Keller, Kay Mulhall, Susie Beard, Isabella Asmus, Lee Cahalan, Emily Morton, Wendy Luckcuck, Jolene Johnston, Ruth Everett, Scott Wilson (Clerk)

The meeting was called to order at 7:05 p.m.

#### **Formation & Community**

##### **Opening Prayer & Reflection**

#### **Check-In Question:**

*Where have you seen fruit in your life or ministry this week?*

#### **Ministry Updates**

##### **Reports (Brief Highlights)**

- Parish Administrator
  - Rentals: We currently have 4 scheduled and paid for in March and 1 scheduled for June. All but one also include signed agreements.
  - Addressed Paypal Fees
    - Corrected donations in SK for 2026/Ben recording expense of PayPal fees in QB
    - Corrected amounts paid for Trivia Night & Retreat
    - Will submit PayPal fee expense to Ben once all is recorded for both Trivia Night and Retreat
    - Going forward, all PayPal fees will be recorded
  - Processes
    - Donations/payments deposited and recorded on Mondays
    - Invoices/payments going out recorded on Tuesdays and Wednesdays. These will be scheduled for appropriate/timely payment but mostly for approval/payment issued on Friday.
  - Converting Huntington Bank to Chase account
    - Set up 14 new payees
    - Set up 2 recurring payments
    - Switched over 3 autopays so that vendors are not pulling from HNB account and so that we are issuing payment versus the payment being pulled from our account.
  - I've now fully taken on the responsibility of auto locks/Paxten for the church based on church calendar.
- Director of Communications & Children's Ministry
  - Communications
    - Increase in followers and interactions following the "Go Pink for Hailey" Sunday
    - Website minor refresh thanks to review by Diocesan communications staff
    - Window to Worship videos - added new title screens for Epiphanytide and Lent
  - Children's Ministry
    - Baptism Theme

- Began with Gospel at Hogwarts in January 2026 around feast day
    - Godly Play class visit with Father Frank; kids baptized a baby doll in the font
    - Youth Group class visit on Baptism theme
    - Snow day displaced Disciples visit which allowed Gathering at the Font (intergenerational gathering opportunity)
  - Disciples class visit
    - Gospel study
    - Pray Space meditation and prayer intentions
    - Stump the Priest – tied directly to Temptation of Christ Gospel and making good choices
  - YMU progress
    - Vestry support helps fulfill YMU goal of creating the culture of everyone ministering to children and youth (intergenerational church)
    - Increase in volunteers for events and classroom teaching
  - Glow Night February 7<sup>th</sup> – 11 students plus parents
  - Parent thank you email: Hi Jolene, I wanted to send you a brief thank you for helping me to connect to Father Frank recently; and also for helping provide space, through the Glow event, for my family to connect with other members of the church. Event planning is no joke! I wanted to make sure I told you that I have noticed all the consistent care and cultivation you are doing for myself, my family, and the church. I appreciate it. – Marissa Carr
  - Movie Night March 7<sup>th</sup>
- Director of Youth Ministry
  - Activate Outing: Four adults (Father Frank, Paul Okerson, Marty Blake, and I) and five youth attended our recent Activate outing. The group had a wonderful time together, strengthening relationships and building community in a fun and active setting.
  - Shrove Tuesday Pancake Supper: A heartfelt thank you to the Men's Ministry for their continued leadership and organization of this beloved parish tradition. Approximately 70+ people were served during the evening. Seven youth assisted by selling tickets, clearing plates, and helping keep the food line stocked. The event generated approximately \$465 in profit.
  - Friday, March 6-Agape Meal & Handprints on Youth Group Wall: Youth and families will gather for an Agape Meal centered on fellowship and gratitude. During the evening, youth will add painted handprints to the Youth Group wall as a visible sign of belonging and shared faith. A parish Family Game Night will follow (not Youth Group-sponsored).
  - Saturday, April 18 - Spring Social Event: Youth will vote between a Movie Night or Bowling outing.
  - Sunday, May 17-Senior Recognition: We will honor our graduating seniors during the 10 AM Service. Each senior will receive a Bible and a hand-knitted or crocheted prayer blanket/shawl from our Prayer Shawl Ministry.
  - Sunday, July 5-Friday, July 10- Diocesan Mission Trip to Detroit, MI: All current 6th through 12th graders are invited. Participants will work with service partners connected to local Episcopal churches. We will stay at Christ Church Cranbrook. Service activities will be a mix of social and physical, with opportunities to experience the rich culture of Detroit. Registration is due June 1.
  - Father Frank joined the Youth Group during Sunday School to discuss Baptism. His presence and personal reflections were meaningful for the youth and supported our ongoing faith formation.
  - Service Project: "Stamp Out Hunger" Food Drive: Project Deadline: April 24, 2026 - The Youth Group is partnering with the Delaware Township Food Pantry and the USPS/National Association of Letter Carriers for the annual "Stamp Out Hunger" Food Drive.
  - A total of approximately 36,000 grocery bags will be distributed in mailboxes by local letter carriers. The youth are assisting with folding these bags and will staple postcards to them once materials are received.

- Father Frank and I discussed establishing a specific goal for the Youth Group's contribution to this effort. The youth have enthusiastically set a goal of folding 10,000 of the 36,000 bags. One youth has even asked to take bags home to continue folding outside of scheduled meeting time, demonstrating initiative and ownership of the project.
- Filled bags will be collected the second weekend in May
- Impact (Delaware Township Food Pantry):
  - Serves residents within the HSE school district.
  - Distributed 77,804.5 pounds of food in 2025 (up from 65,248 pounds in 2024).
  - Serves approximately 500 people per month.
  - 90% of clients are families with children, senior citizens, or both.
  - The local food drive typically generates approximately 8,000 pounds for the pantry.
  - An additional 12,000-15,000 pounds are donated to other area pantries.
  - Participation declined during COVID (2020-2021 cancellation) but continues to rebuild.
  - This project provides youth with hands-on service that directly benefits families within our own community.

**Presentation: ChurchTrac (Church management software system) – Matt**

- Current system is Servant Keeper, with limited functionality, causing multiple entry of the same data and risk of errors/conflicting data.
- Evaluated options such as Realm (used by the Diocese)
- ChurchTrac will allow a single system at a lower cost
  - Web based
  - Allows management of families and members; parishioners can access a version of the application and update their own information
  - Group and ministry management
  - Worship roles can be scheduled (Ushers, Lectors, Chalice, etc.)
  - App with messaging and notifications
  - Giving and pledge management
  - Budgeting, accounting and finance
- Lee asked if there has been any contact with other churches using the application. Matt – Not yet, but we can do that.
- Next Steps – vote of approval for moving forward with entering data into the system to evaluate this year in parallel with Servant Keeper
  - Motion to move forward: David D, second from Katie W, passed unanimously

**STRAAP – Strategic Action Planning – Charles Foreman**

- In early stages of reviewing first steps for developing the next version of the strategic plan for Holy Family
  - Surveys
  - Discussion groups
  - S.W.O.T. analysis (Strengths, Weaknesses, Opportunities, Threats)
- Committee has been formed: Charles Foreman, Jessica Largent, Lee Cahalan, Kay Mulhall, Gary Snyder, Wendy Blumenthal, Katie Wondergem, Scott Wilson
- Goal will be to determine key tasks and actions to fuel the next stage of growth at Holy Family

**Thanksgiving & Departure of Staff**

**Stewardship & Financial Oversight**

**Treasurer's Report**

- Income & Expense January 2026
  - Revenue: \$39,837.49

- Expenses: \$31,931.05
- Income: \$7,906.44
- Building and maintenance still a key cost driver
- Motion to receive report: Kay M, second from Sharon K, passed unanimously

## **Governance & Oversight**

**Consent Agenda** – Motion to approve: Lee C, second from David D, passed unanimously

### **Rector's Report**

#### Administration

- Completed new Vestry Handbook
- Creating and Revamping Policies and Procedures, and reformatting Bylaws
  - Credit Card Policy
  - Authorization for Repairs
  - Financial Policies and Procedures
  - Reimbursement Policy
  - Gifts Policy
  - Kitchen and Food Storage Policy
  - Baptism
  - Wedding
- Continue to refine administrative and support staff processes.
- Working with Finance and Treasurer to create processes for financial oversight, budget format, and roles/responsibilities to foster greater accountability and communication.
  - These changes signify a move towards enhanced financial forecasting and transparency, matched with a cultural shift in operational management style.
- Providing oversight to CBCP initiative
- Providing oversight to STRAAP committee

#### Events

- Continuing weekly Podcast, *Faith Unfolded*
- CBCP Asset-Mapping, February 23
- Gathering at the Font, Lenten Forum, February 22
- Ash Wednesday, February 18
- Shrove Tuesday Pancake Supper, February 17
- Dinner Group, February 15
- ACTIVATE! Youth Group Outing, February 14
- Diocesan Commission on Ministry, February 12-13
- MINI-stry Events, February 8, 15, 22, and March 1
- Acolyte Training, February 8
- Altar Guild meeting with new members, February 7
- Glow Night, February 7
- YMU (Youth Ministry University) check-in meeting, February 2
- Annual Meeting (rescheduled), February 1
- Vestry Retreat, January 31

#### Education and Formation

- Beginning new Adult Forum series, *The Shape of Our Baptism*
- Kickoff for Lenten Baptism Forum, *Gathering at the Font* Intergenerational Event
- Classroom Visits, February 8, 15, and 22

- 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 2026 95\*
  - \*This includes an online Zoom service due to winter storms
- Ash Wednesday attendance 81
- ASA total to date 103\*
  - \*This does not include Ash Wednesday

#### 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, two aspirants, and one Postulant

#### 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 I serve on

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

### **Sr. Warden Report**

#### Ministry and Parish Life

- Presented with Fr. Frank and Matt at the Annual Parish Meeting
- Asset Mapping Committee with Partners for Sacred Places. Held the introductory Zoom with Partners on Feb 2. Next meeting is Feb 23 where members have been asked to bring names of community members they would invite to the Asset Mapping event.
- Participated in Vestry Retreat
- Participated in Finance Committee meeting
- Hosted the Delaware Township Food Pantry table at MINI-stry event
- Provide announcements during 8 am services

#### Building and Grounds

- Worked with Wendy to schedule snow removal from major snow event. In the future, snow will need to be pushed to the north side of the parking lot as the east side is no longer available due to land sale. Due to snow piles, the dumpster had to be temporarily moved outside the paddock so the truck could reach it.
- Gerry Brosmer and I did an initial review of the mechanical room. Items were inventoried, and photos were provided to staff to discern what could be discarded/recycled. Some obvious materials were discarded. There are multiple bottles of chemicals that will need to be recycled. Our cleaning staff does not use any of the items in the mechanical room as they bring their own products.
- Provided minor assistance to Matt and Stephen Hendrickson as they replaced multiple light fixtures in the parish hall. Many thanks to their expertise and time!

- Update Building and Grounds spreadsheet with updates. I will be working on an estimate of potential building needs that can be anticipated in the next several years.

## **Junior Warden Report**

### Ministry and Parish Life

1. Annual Meeting
  - a. Participated in a panel with Fr. Frank and Kay - reflecting on the past 12 months and looking to the future. Thank you to Scott Wilson for facilitating that discussion.
2. Attended first Asset Mapping Committee Meeting
  - a. The energy behind this committee is exciting and I am looking forward to the fruits of this labor.
3. Attended bi-monthly Finance Committee Meeting
  - a. Presented ChurchTrac Church Management Software and received their recommendation of moving forward with adopting the software.
4. The Okerson Family had our Hospitality Sunday on February 15th. It was fun to be able to do that with my dad!

### Technology

1. Continued to investigate and evaluate replacement church management software. We have come to a consensus and I will present our findings.
2. Working with Ben Paden on troubleshooting the non-working monitor in the alcove next to the meeting room. The TV failed first and now the video signal is also not-working. We definitely need a new TV and will have to do more work diagnosing the video signal issue.
3. The TV on the portable cart has been replaced with a new 4K model. It is now a smart TV that supports Apple Airplay.

### Buildings and Grounds

1. Parish Hall Lights
  - a. Huge thank you to Kay and Peter Mulhall and Stephen Hendrickson for helping replace 3 non-functioning LED lights in the Parish Hall. We purchased 4 replacement units, and have installed 3. We are evaluating which fixture would be best replaced with our final unit.
2. Smart Thermostat in the Sanctuary

The thermostat in the Admin Hallway failed and needed to be replaced. Instead of replacing that one with a new model, we moved the thermostat from the Sanctuary to the Admin Hallway and installed a new smart thermostat in the Sanctuary.

## **Discernment & Action Items**

### **New Matters Introduced**

- Elect the Junior Warden
  - Matt Okerson nominated by Kelly O'Shaughnessey; Motion to elect Matt O from David D; second from Katie W, elected unanimously
- Review and Approve Parochial Report
  - Report will be updated to include Parish Hall rental income in section 12a
  - Motion to approve: Susie B; second from Sharon K; passed unanimously
- Discuss and Adopt new Vestry Handbook
  - Adopted by unanimous consent
- Discuss and Adopt new Policies
  - Policies reviewed and discussed
    - Authorization of Repairs
    - Baptism Policy
    - Financial Policies and Procedures, vetted and recommended by Finance Committee

- Credit Card Policy, vetted and recommended by Finance Committee
- Kitchen Food Storage and Donation Policy
- Wedding Policy
- Motion to approve all policies: Katie W; second from David D; passed unanimously

## **Review Priority Goals (from Vestry Retreat)**

### **Summary**

In 2026, Holy Family will:

1. Grow spiritually beyond Sunday.
2. Strengthen intergenerational belonging.
3. Foster a pervasive Hospitality
4. Foster financial and environmental integrity.
5. Deepen partnerships with our neighbors.

### **1. Grow Spiritually beyond Sunday**

**Priority:** Move beyond Sunday-only faith formation and create new pathways for spiritual growth.

#### **2026 Actions:**

- Identify and designate at least two additional campus spaces (indoor or outdoor) for prayer, study, hospitality, or formation.
- Review all current formation offerings and present a clear plan for expansion or refinement.
- Track participation and report to vestry twice annually.

### **2. Strengthen Intergenerational Belonging**

**Priority:** Ensure everyone from our youngest children to our elders, feels seen, known, and essential to our common life.

#### **2026 Actions:**

- Learn about Intergenerational Ministry and engage the Diocese's *Centering All Children in Worship Initiative* and evaluate applicability.
- Identify 2 concrete adaptations (programmatic or spatial) that support intergenerational life.
- Develop and communicate a clear statement of how Holy Family values all ages in its common life.

### **3. Foster a Pervasive Hospitality**

**Priority:** Move newcomers from first-time guest to active belonging.

#### **2026 Actions:**

- Create a seamless newcomer path "from parking lot-to pew-to follow-up communication."
- Eliminate at least five friction points.
- Implement a clear 3-step Welcome → Connect → Engage pathway with named leaders responsible for each step.
- Establish a consistent follow-up process within one week of a first visit.
- Strengthen online hospitality to ensure digital visitors also experience belonging.

### **5. Foster Financial and Environmental Integrity**

**Priority:** Steward our financial and environmental resources faithfully, aligning financial freedom and facility stewardship with mission impact.

#### **2026 Actions:**

- Conduct a facilities and grounds health assessment with prioritized next steps.

- Identify at least 2 ministry opportunities currently constrained by debt.
- Implement at least one environmental stewardship improvement (energy efficiency, waste reduction, grounds care).
- Communicate how financial integrity supports our mission and campus vision.
- Work closely with Treasurer and Finance Committee to discuss a clear debt-reduction and financial sustainability plan for the parish.

## **5. Deepen Partnerships with our neighbors**

**Priority:** Carry the warmth of Holy Family into our neighborhoods.

### **2026 Actions:**

- Support the Strategic Planning Committee (STRAP) in completing a parish-wide survey to understand where there is energy for participation.
- Move from “doing for” to “doing with” by conducting at least six strategic listening conversations with local leaders and neighbors. (e.g., counselor Abby Tomsci at Fishers Elementary, Food Bank leadership, immediate neighbors).
- Communicate quarterly updates to the parish about the impact of these partnerships.
  - Align our facilities and partnerships with long-term mission impact by engaging in the Diocese’s Church Buildings and Community Partnerships (CBCP 2.0) process.

### **Closing & Adjournment**

- The meeting was adjourned at 9:14 p.m.
- The Vestry sang “Sanctuary” together in closing.