

Holy Family Episcopal Church

Vestry Meeting Minutes

May 20, 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, David Diaz, Kelly O'Shaughnessey, Katie Wondergem, Matt Okerson, Kay Mulhall, Susie Beard, Isabella Asmus, Lee Cahalan, Emily Morton, Sharon Keller, Wendy Luckcuck, Jolene Johnston, Ruth Everett, Scott Wilson (Clerk), Jacob Spangler (Finance Committee)

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

Formation & Community

Opening Prayer & Reflection

Check-In Question:

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

Staff Updates

Staff Requests

- Fr. Frank has communicated with staff the importance of asking for support and assistance when demands of the "every day" are overwhelming or of high demand. This will also help identify

Reports

- Parish Administrator - Wendy Luckcuck
 - Events are strong this time of year: Goddard Graduation; memorial celebration; graduation party
 - 5 paid events on the calendar through November
 - YTD Income \$2700; 67% of full year goal while only 42% into the year
 - Heavy use is creating pressure on the facility, chairs, and carpet
 - need deep cleaning and some repairs for chair "feet"
 - consider not allowing renters to use the table cart as it is not being used properly
 - Some events have very large set up needs. Consider having a call tree/text group/email thread for parishioners who are willing to help with set up
 - New computer up and running...thanks Ben!
 - Emails and filing are up to date
- Director of Communications & Children's Ministry – Jolene Johnston
 - Children's Ministry
 - Events - April Easter Egg Hunt (reducing number of plastic eggs); Earth Day Picnic & Walk; May Game Night collaboration; spring semester performances
 - Holy Week & Baptisms - integrating youth acolytes into as many serving roles as possible
 - Children's Sermons - intentionally planned for principal feast days, moving to intergenerational with children/youth at the center
 - Toy Inventory & Purge – working with Emily; classroom toys rotated seasonally, the rest will be offered for donations to Children's Ministry programming; classroom refresh
 - Faith Formation Roundtable - celebrate and discern where God is leading our formation ministries; 3 staff, 6 adults, 1 child; Hannah Tannas also submitted ideas in writing

- Communications
 - Welcome audit with Kelly O'Shaughnessey
 - Welcome folder updates: add photo directory for staff & wardens, prepared materials for folders (welcome desk and newcomer gatherings)
 - Website staff/wardens page update
 - Website update for "I'm New" photos including improved landscaping at front doors, sanctuary font with water, St. Francis minister description
 - Summer plans with Father Frank to review and refresh language to reflect our current direction with worship, formation, etc.
 - Welcoming Bryan Furuness, Intern - May 31st
 - Website addition
 - Email
 - Office (shared with wardens)
 - Staff Calendaring Day - June 1
 - Formation Planning Day - June 15
- Director of Youth Ministry – Ruth Everett
 - Bible and prayer shawl given to 3 graduates on Graduation Sunday
 - Serve and strike day bowling event; prepped 8,100 bags!
 - Thanks to Sharon Keller for organizing/making connection with Delaware Township Trustee Office/Food Pantry
 - Attending performances, events, sporting events, choir and orchestra concerts, 4-H project shows that Holy Family youth are participating in...attended over 30 events year to date!
 - Some extra funding allocated by the Vestry for covering cost of attending these events
 - Matt O suggested setting up notification process/group for those without kids to participate and support Holy Family youth
 - Diocesan Mission trip at the beginning of July; no Holy Family participants as of now
 - Invited to Game Nights on Wednesdays (6:30-8:30 PM) with St. Christopher's Youth Group (June 10th-August 5th)

Debrief

- Recent events
- Key upcoming announcements

Thanksgiving & Departure of Staff

Stewardship & Financial Oversight

Treasurer's Report

- Notes
 - Pledge is currently at 46% of budget though we're 33% of the way through the year
 - Nearly \$10k of 2025 Pledge was finished this fiscal year
 - Open alms is currently below expectations at only 11% of budget, so we need to focus on new attendees
 - Building use fees are at 36%, right on target
 - Net Revenue is looking great so far and is nearly where it needs to be to service debt
 - Expenses through 4 months is right where it should be at 34% of budget
- For Discussion
 - Transfer of Treasurer responsibilities to Jacob Spangler

- Request to move future Committee Meetings to 6:30 (personal request, but also to benefit Jacob who works on the South side)
- New Chase Loan
 - Motion to approve new loan from Kay, second from Sharon; unanimously approved
- New Chase Credit Card: option with no annual fee
 - Motion to approve new card from Emily, second from Katie; unanimously approved
- Proposal to move some funds (\$100K) in RBC account to higher risk/higher yield investments
 - Motion to approve moving funds from David, second from Matt; unanimously approved
- New Reimbursement Policy and Procedures
 - Motion to approve new policy from David, second from Lee; unanimously approved
- Financials
 - Cash on hand: \$25,874.13 as Huntington will be officially shut down in the next week or two
 - Investments
 - \$500k in the construction project
 - \$290,449.92 in RBC (still have not yet had to touch funds)
 - \$68,703.41 in Diocesan Account (as of end of March)
 - \$859,153.33 Total
 - Debt
 - \$604,349.04 Chase
 - \$39,063.74 Diocesan Loan 1 (paid through May '26)
 - \$58,048.53 Diocesan Loan 2 (paid through May '26)
 - \$701,461.31 Total

Motion to receive the Treasurer report from Kelly, second from David; unanimously approved

Governance & Oversight

Consent Agenda – Motion to approve: Susie, second from Kay, passed unanimously

Rector's Report

Administration

- Continue creating and revamping Policies and Procedures
 - Personnel Handbook
 - Records Retention
 - Social Media Standards of conduct Policy
 - Technology and Device Use Policy
- Continue 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 Asset Mapping initiative

Events

- Continuing weekly Podcast, *Faith Unfolded*
- Fellowship on the Road (Clergy New to a Call), *May 7*

Education and Formation

- Concluded 2025-2026 Adult Forum series, *Reflections on Africa*
- Continuing Confirmation 2026
- Baptism planning

- Formation Roundtable, *May 16*

Healing and Trust Building

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

Community

- Monthly Multi Faith breakfasts (Fishers Multifaith Community for Compassion FMCC) and building relationships
- Offering Spiritual Direction to one lay person, two aspirants, 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
- Mentoring seminarian for yearlong internship at Holy Family (Bryan Furuness)

Diocesan Responsibilities/Committees that I serve on

- Spiritual Director
- Commission on Ministry
- Title IV In-take Officer

Sr. Warden Report

Ministry and Parish Life

- Welcomed supply priests during Fr. Frank's vacation.
- Worked with Wendy and Jolene to manage rental issues during Fr. Frank's vacation.
- Visited St. Paul's Indy to learn about their experience with community asset mapping and sharing their building spaces with community groups.
- Attended HFEC Finance Committee Mtg 5-11-26

Building and Grounds

- Main entrance plantings have been mulched. We are waiting on the remaining hydrangeas await to complete the front beds.
- A new mailbox was donated and installed.
- Gerry Brosmer and friends removed/disposed of the basketball hoop in the parking lot.
- Gerry Brosmer cleaned up the area where the flag disposal box had been removed.
- Onyx & East will be completely removing old and resurfacing the parking lot beginning on May 19.
- We have been working with Onyx and East to get a resolution to the holes/stumps that were left after the city removed trees for over a year. Eric from Onyx & East has offered to fix the issue (they were not responsible for the tree removal). They will have their contractors grind the stumps and grade/reseed the areas.
- I am in the process of getting a bid for grounds maintenance from Goodin Ground Maintenance.
- Update Building and Grounds spreadsheet.: I will be working on an estimate of potential building needs that can be anticipated in the next several years. Potential replacements include kitchen garbage disposal, new water heater in attic and older lights in parish hall.

Jr. Warden Report May 20, 2026

Ministry and Parish Life

1. Attended bi-monthly Finance Committee Meeting
 - a. Most positive financial outlook that I have heard while attending these meetings

2. Participated in Men's Ministry
 - a. Attended dinner outing
 - b. Supplied Muffins for Mother's Day Brunch
3. Attended Bible Study "Evening with Fr. Ben Wyatt"
 - a. Q&A session for Fr. Ben, the author of the latest bible study book. (not to be confused with the bible)
4. Participated in Liturgy
 - a. Firecrafter for the Easter Vigil service
5. Buildings and Grounds
 - a. Gardening
 - i. Helped put down mulch in the front flower beds
 - b. Repair and Maintenance
 - c. Investigated and offered a recommendation for replacement of coffee machines

Discernment & Action Items

Continuing Matters

- Additional Leadership Oversight Fr Frank
 - Building and Grounds Kay

New Matters Introduced

- Summary Report on Priority Goal #3 – Fostering Pervasive Hospitality Kelly
 - Move newcomers from first-time guest to active belonging
 - Ushers/Vestry identify newcomers and connect them to Welcome Committee
 - Provide personalized Welcome Kits (info folder, priest note, homemade item)
 - Host Newcomer Coffee Hour (2x/year or quarterly)
 - Use Ministry Templates to guide involvement
 - Promote opportunities via ministry fairs and website
 - The Ministry Template is the most impactful recommendation for improving engagement and clarity
 - Friction points to address
 - Facility Appearance: Exterior/grounds create mixed first impressions
 - Unclear Volunteer Roles (Major Issue) – Implement a standardized Ministry Template to:
 - Clarify roles, expectations, and time commitments
 - Align ministries with church mission
 - Simplify onboarding and leadership transitions
 - Increase participation across visible and behind-the-scenes ministries
 - Consolidate ministries under clear leadership structures
 - Motion to approve the report from Kay, second from David; unanimously approved
- Replacing Coffee Machines (Matt)
 - Current units are owned by Aramark; machine is free as long a coffee is purchased
 - Not actively buying coffee from Aramark, so they will not be maintained by Aramark
 - Purchasing four new machines, rack, and water filter approximately \$2,200, with filter replacement approximately \$50 every 6 months
 - Motion to approve purchase of new full set up for coffee from Lee, second from Susie; unanimously approved
- Discuss potential changes to Building Rental Agreement Fr Frank and Kay
 - Rental information online was temporarily paused to revise form, removing permission for alcohol being served

- If an outside event has alcohol, even with insurance and indemnification, there is liability for Holy Family
 - Subject matter expert consulting with Holy Family made recommendation to remove any permission for alcohol to be served
- Parishioner event is not a “church-sponsored event”
 - Policies related to this means of space usage will need to be created
- Proposal to start work on modifying policy to address serving alcohol at an event
 - Motion to begin process for updating the rental agreement to address alcohol use from David, second from Kelly; unanimously approved
- Buildings and Grounds
 - Current process is Warden-centric and reactive vs. responsive; often burned out volunteers
 - Initially, severe lack of documentation; now identified and updated better via tracking spreadsheet with dates, costs, volunteer participation, etc.
 - Restructure to Building and Grounds Committee, with Vestry member leading. The committee would be responsible for oversight, meeting 4-6 times per year, but not do all of the work themselves.

Closing & Adjournment

- The meeting was adjourned at 9:44 p.m.
- Next Meeting, June 17
- The Vestry sang “Sanctuary”