

Approved

**Advent Episcopal Church
Vestry Meeting Minutes
November 27, 2016**

Present - Timothy Dombek, Dianne Diaz, Paula Bachman, Herb Norton, John Long, Pat Kindle, Pat Stewart, Sharon Paine, Joe Marquis, Sharon Navratil, Flavia Nomicos, Bob Fletcher (by phone).

Absent - Russell Flack

1. Call to Order – The meeting was called to order at 11:35 by Sr. Warden, Dianne Diaz.

2. Opening Prayer – Pat Stewart gave the opening prayer.

3. Bible Study – Timothy led us in a Bible study based on Luke 10:1-9.

4. Approval of Minutes – Paula moved, it was seconded and passed that the Minutes of the October 23, 2016 meeting be approved as printed.

5. Rector's Report – Timothy Dombek

a. Stewardship Annual Response - 300 packets were sent out to members of the parish giving them the freedom to commit funds when they want to rather than having a “campaign”. Each letter was personalized – viewed as very important.

b. Pledge Analysis of 2015 – Timothy will provide the analysis at a later time. He did explain that based on total dollars pledges can't be averaged as some people give generously and others are low.

c. Ray Joseph Bequest – Several needs were discussed which resulted in the following motions, the money to be taken from the Bequest from Ray Joseph:

Pat Stewart moved, it was seconded, and passed that we update the sound system which includes the body pack receivers, 3 new microphones and receivers plus 1 handheld all of which are compatible with the system in Paine Hall in the amount of \$5,028.78.

Paula Bachman moved, it was seconded, and passed that we purchase matching communion vessels and engrave them with Ray Joseph's name. This includes 4 chalices, a ciborium & paten, a lavabo bowl and a small one for gluten free wafers in the amount of around \$18,000.

John Long moved, it was seconded, and passed that we purchase a canvas labyrinth for around \$3,000 to see how many people will actually use a labyrinth instead of investing in a permanent one.

6. Sr. Warden's Report – Dianne Diaz

a. Scheduler – Dianne explained how the “scheduler” will work as proposed by Nita Martin. Nita will take on the scheduling of all worship ministries and Russ Brumagin will be trained as her back-up. We have a 6-month unconditional guarantee so if we buy in November the initial charge would be \$360.00 and then we would be charged an annual fee of \$372 in May.

Pat Kindle moved, it was seconded, and passed that we purchase the Ministry Scheduler Plus and the expense will be taken from office expense. (Attachment 1)

b. Termite – Terminix Vote – Termites have been discovered in Paine Hall and the office area. 11 people responded to the email Terminix vote with 8 in favor. Flavia did not go out to bid because we are in the middle of a contract with Terminix.

c. Ministry Reports – Annual Meeting - Vestry members were reminded that they must prepare their Ministry reports for the Annual Meeting in January. A sample of last year's reports was distributed for members to see. There is a link on the website. The reports should be to Carrie no later than the first week in January.

7. Jr. Warden's Report – Flavia Nomicos (Attachment 2)

- a. Flavia shared Johnny Slovak's report on what he discovered in checking the church and grounds. (Attachment 3)
- b. Terminix will treat the termite problem on Nov. 28 for \$6,151. (See 6 – b.)
- c. Air flow vents have been installed in all three doors leading into the East hall. A beautiful job was done in the library.
- d. Kitchen ovens are not commercial grade and 3 of the 4 are way off; also hard to turn on.
- e. The storage room is now empty and available.
- f. A light fixture has been installed – on the fan in the Library.

Old Business: Old business was tabled until the treasurer report due to the recommendations from the finance committee.

8. Secretary's Report – Paula Bachman

No Report other than 1 person dropped from running for Vestry so need to replace.

9. Treasurer's Report -- Russell Flack (absent) (Attachment 4) Reported by Sr. Warden

a. Competitive Bids/Greater than \$5,000 – The finance committee forwarded their recommendation that any work that needs to be done with a cost greater than \$5,000, that competitive bids be obtained. Sharon N moved, it was seconded, and passed.

b. Concrete in Front of Church – The finance committee forwarded their recommendation to put in the 1200 sq. ft. of concrete in front of the church, without the use of the memorial bricks at a cost of \$7,840. The vestry discussed the use of the memorial bricks in conjunction with the new concrete and felt the bricks should be placed during the concrete which reduced the cost to approximately \$6,000. S. Navratil moved, it was seconded and the motion passed to approve the 1200 sq. ft. of concrete with the memorial bricks.

c. Pony Wall – The finance committee forwarded their recommendation to paint and repair 3 pony walls at cost of \$1,900 – to be taken from Major Maint.

Pat S moved, it was seconded, and passed

d. Beautification of Grounds – Landscape lighting (26 LED spots, 16 LED area lights transformer & labor at cost of \$7,400 – Finance recommended that the Gift Planning Committee look into a donor to provide the monies to do this project. No Motion (Attachment 5)

Russell has resigned as Treasurer. He will continue his duties through the end of the year.

10. Ministry Reports

a. Financial Stewardship – Herb Norton (Attachment 6)

Transfer of assets from Vanguard to Schwab has been completed.

b. Christian Education/Worship – Pat Kindle (Attachment 7)

EfM in danger as need 6 people for class on only have 2. Russ Brumagin being trained to assume direction of EfM. We have 81 volunteers in various Worship committees.

c. Communication - Sharon Paine (Attachment 8)

Mary Jo Anderson concert attended by 70 people with \$248 collected in free will offering – Fee was \$150.

d. Functions & Fellowship – Joe Marquis

No report – has ongoing medical issues.

e. Parish Growth & Development - John Long (Attachment 9)

Newcomers event scheduled for Sunday, Jan. 15 at 2 p.m.

f. Pastoral Care – Pat Stewart

Sharon Mather and Karin Williams are excellent at Pastoral Care. Char Steel will take over as head of Parish Visitors.

g. Outreach – Sharon Navratil (Attachment 10)

First Lunch & Laughs attended by 25 people

Advent tree up on Nov. 27 -80 tags for headstart children in Bylas

The clothing from the warm clothing drive for Apache community in Bylas is all bagged and in the van that was fixed by Timothy's friend Dave (a mechanic) at no charge. (The van was donated by Ray Joseph's family)

h. Parish Stewardship – Bob Fletcher – (present by phone)

Bob thanked Timothy for stepping up when Bob had surgery.

11. Old Business – None

12. New Business

a. Revised Mission, Vision & Tag Line – Recommendation forwarded to the vestry from the Strategic Planning Committee to change the Mission, Vision & Marketing Tag Line to the following:

New Mission Statement – “Welcoming all on our journey of faith in Christ, living out God’s call to a full life of loving, sharing and caring.

New Vision Statement – “Advent – a bridge to a better life through Christ in the Northwest Valley

Expanded Tag line – “Feel the Connection – get involved”

Paula B moved, it was seconded and passed to accept the revised Mission, Vision & Tag line.
(Attachment 11)

b. Motion to made Timothy Dombek the permanent rector of Advent

Bob Fletcher moved, it was seconded and passed (with one objection by Herb Norton) that this Vestry approve a long term contract to make the Rev. Canon Timothy Dombek the full time and permanent Rector of Advent Episcopal Church in Sun City West, Arizona with our Senior Warden, Dianne Diaz, to draw up the contract in accordance with Canon Law for as long as Timothy Dombek chooses.

13. Closing Prayer – Pat Stewart

14. Adjournment

John L moved, it was seconded and passed to adjourn the meeting at 1:36 p.m.

Respectfully submitted,

Paula Bachman
Clerk of the Vestry

Next Meeting – Annual Meeting January 22, 2017