

Vestry Meeting Minutes
Holy Comforter Episcopal Church, Spring, TX
October 18th, 2023

Members Present: Fr John Soard, Walter Foyt, Don Esposito, Shawn Hennes, Gwen Aldridge, Teresa San Miguel, Rick Harris, Richard Coull, Gwendolyn Wright , Sylvia Hulshof, Chris Legrand (Treasurer), Andrew Davis (Clerk).

- A. **Prayers:** The meeting began with prayer requests; Fr John led prayers of intercession and thanksgiving.
- B. **Vestry Care Guide:** Discussion was held surrounding the Appendix section of the Vestry Resource Guide. It was noted that the job descriptions offered in the section could prove useful. Fr. John stated that he would post resources to Teams which would help guide such a process. Also of note was the Vestry Covenant. Gwen stated that this was something that she could lead to create a similar type covenant statement. Fr. John also stated that he would post to Teams other resources moving forward, starting with some information on endowments.
- C. **Approve Consent Agenda:** The attached agenda was subsequently endorsed unanimously without any objections.
- D. Review Previous Matters/Action Items**
 - (a) **Vestry Elections:** An update was made on the status the Vestry Elections. It was stated that there was no interest from candidates other than from Wes and Ed. There was some further discussion regarding possible other candidates and some discussion concerning what to do if only two candidates came forward. One option was to leave the third seat open and other was to reduce the size of the vestry by one seat.
- E. New Matters for Discussion**
 - (a) **Discussion of Items Moved from the Consent Agenda:** There were no items moved from the consent agenda.
 - (b) **Assisted Listening Devices:** Fr. John displayed a product offering from a company website showing an example of an assisted listening device for purchase. The page showed a cost of between \$1,000 to \$1,100 or a basic package consisting of four listening devices and with earbuds and some extra earbuds. Some discussion was held concerning how to clean the earpieces after use and also how to manage distributing and collecting them. The need was emphasized by Fr. John. A motion was made to set aside \$1,200 and this was unanimously approved.
 - (c) **Diocesan Council Delegates:** Fr. John stated that it was time to begin finding delegates for the upcoming Diocesan Council which will be held in Waco. There as some discussion as to how this was generally done in the past. Fr. Joh stated that he would make an announcement to the congregation and the process would follow the same process used for the last Council, whereby interested parties fill in a short application and the vestry approve.

(d) Fire Alarm Call List: A conversation took place concerning the fire alarm call list. It was noted that the call list had not been updated for some time and still had Fr. Jimmy listed. It was agreed that the call list would consist of Linda Barry, Gwen Aldridge and Gwendolyn Wright.

(e) San Mateo: Fr. John stated that San Mateo Church had requested an offering to help support their ministry. Walter stated that he would talk to Amber about setting up a contribution and it was agreed that someone from San Mateo should come by and give a short introduction and a brief description of their ministries to the congregation.

F. **Review of Action Items List:** the clerk read out the list of action items.

G. **Dismissal:** the meeting was adjourned

H. **Next Meeting:** November 15th at 7:00 PM

Action Items List from September 20, 2023 Vestry Meeting

Person or Group Responsible	Task	Due Date
Gwen A	Work on the covenant as shown in the Vestry Resource Guide	
Walter and Don	Continue recruiting for the Vestry Election	
Fr John	Further research assisted listening devices	
Vestry	Start asking around about Council Delegates	
Walter	Speak with Amber about the San Mateo contribution	
Don	Ensure that Linda, Gwen and Gwendolyn are on the fire alarm call list	
Vestry	Bring cupcakes to the Thanksgiving celebration	

Consent Agenda for October 18, 2023, Vestry Meeting

Issues for Approval

- A. Approve the minutes from the September 20, 2023, meeting.
- B. Approve the collection of a love offering to go to Bob Lowry in honor of his retirement.
- C. Approve Sylvia Hulshof as the vestry member of the Tackle Life Board until the end of her vestry term.

Information Received and Read

- A. Financial reports from September 2023.
 - a. Current Pledges for 2023: 73 pledges for a total of \$305,190.96
- B. Church Events/Activities
 - a. October 15-November 5, Pledge Campaign "One Body, Many Members"
 - b. October 29, Trunk or Treat
 - c. November 1, All Saints at 7pm
 - d. November 12, Vestry Elections Day, "Thanks for Giving" Lunch
 - e. November 19
 - i. 8am Morning Prayer
 - ii. 10am Bishop Fisher will be here for confirmations
 - f. December 24
 - i. 8am: Morning Prayer
 - ii. 10am: Holy Eucharist, Advent IV
 - iii. 11am: Decorate the church
 - iv. 5pm: Holy Eucharist Christmas Eve
 - v. 8pm: Holy Eucharist Christmas Eve
 - g. December 25: Christmas Day 10am Holy Eucharist
- C. Rector Report
 - a. In process of doing annual staff reviews. Should be completed by the end of the month.
 - b. John will be on vacation November 21-24.
- D. Wardens Report
- E. Ministry Reports from September 2023