

2018 Saint Andrew's Annual Vestry Retreat  
St. Columba Episcopal Conference Center  
January 19–20, 2018

Friday, January 19, 2018

5:00 PM: Fellowship

Prayer

6:00 PM: Dinner

6:50 PM: Evening Prayer: Fr. Jeff

7:05 PM: **January Vestry Business Meeting** called to order

Present: Fr. Jeff Marx, Cynthia Carpenter (Parish Administrator), Martha Lendermon (Financial Administrator), Jane Mills (Treasurer), Rachel Stolzle (Family Life Coordinator), Mary Walton Allen, Hunter Carruthers, Vince Clemmer, Chris Coughlin, Charles Hall, Gina Harden, Lisa Hawkins, Joe Lee Rape, and Lydia Stoner.

Absent: All present

Election of Officers:

- Sr. Warden: Hunter Carruthers
- Jr. Warden: Chris Coughlin
- Treasurer: Jane Mills
- Clerk: Vince Clemmer

Minutes of December 13, 2017 Vestry Meeting were approved as presented.

2018 Annual Budget Review: Jane Mills, Treasurer

Treasurer's Report: Jane Mills

December 2017 Financial Statement Reviewed

December 2017 Pledge Offerings

MTD 52.10%

YTD 91.73%

December 2017 Non-Pledge Offerings

MTD 299.86%

YTD 147.57%

December 2017 Cash Offerings

MTD 220.64%

YTD 135.75%

Liaison and Committee Appointments

Finance Committee:

Jane Mills, Treasurer

Martha Lendermon, Financial Secretary

2018 Vestry Liaison Appointee: Chris Coughlin

2018 Vestry Liaison Appointee: Mary Walton Allen

Bill Kitchens, 3-year term ends 2019

One 2018 1-year Appointee: Sally Carruthers

One 2018 1-year Appointee: Matthew Monette

Historical Committee:

Lucia Outlan, term ends January 2020

John Loftin, term ends January 2021

Margaret Stewart, term ends January 2022

Suzanne Plyler, term ends 2023

David Marsh, term ends 2024

One 2018 1-year Vestry Liaison Appointee: Charles Hall

Memorial Committee:

Lucia Outlan

Suzanne Plyler

Barbara Jones

One 2018 1-year Vestry Liaison Appointee: Lisa Hawkins

Saint Andrew Foundation:

Jill Broer

Bill Felton

John Loftin

Lucia Outlan

Suzanne Plyler

Fr. Jeff Marx

One 2018 1-year Vestry Liaison Appointee: Hunter Carruthers

Saint Andrew's Endowment Committee:

Jay Walne, 3-year term ends 2020

Suzanne Plyler, 2-year term ends 2019

Bill Kitchens, 1-year term ends 2018

One 2018 1-year Vestry Liaison Appointee: Hunter Carruthers

Building and Grounds Report: Lydia Stoner

- New church signage is scheduled for 2018. A supplier has been identified. Designs and available color selections were provided in 2017.
- The Town of Collierville is in the process of replacing the fencing around the parking lot to the south of the church.
- Discussions are needed with The Town of Collierville to determine the possibility of paving the parking lot.

Vestry "Eyes On" and Involvement with Lay Staff Roles and Duties: Fr. Jeff

- Vestry members to observe staff to determine the responsibilities of each position.
- Assist in developing updated job descriptions.
- Identify possible opportunities to improve efficiency.

Associate Rector Search: Fr. Jeff

- There was zero response to the first posting.
- The position will be re-posted in late January or February.

Outreach Concerns: Fr. Jeff

- Discussed how the current outreach recipients were determined over the years.
- Any changes need to be discussed soon so recipients can receive advance notice of any negative impact.

8:30 PM: Business Meeting Adjourned

Saturday January 20, 2018  
Saint Andrew's Episcopal Church Vestry Meeting

8:45 AM: Morning Prayer: Fr. Jeff

9:00 AM: **2018 Retreat and Goal-Setting Meeting**

Present: Fr. Jeff Marx, Mary Walton Allen, Hunter Carruthers, Vince Clemmer, Chris Coughlin, Charles Hall, Gina Harden, Lisa Hawkins, Joe Lee Rape, and Lydia Stoner.

Absent: Cynthia Carpenter (Parish Administrator), Martha Lendermon (Financial Administrator), Jane Mills (Treasurer), and Rachel Stolzle (Family Life Coordinator).

Opening Remarks and Instructions: Fr. Jeff

Vestry Focus in 2018

Worship  
In-Reach  
Out-Reach

Vestry Vision in 2018

To be developed independently and corporately  
Develop goals to effect concrete changes (Improve, Omit, Add)

Overview of Goal Setting Process

Examine strengths, weaknesses, opportunities, and threats. (SWOT analysis)  
Small Breakout Groups for Discussions

Report on Individual Goals (details to be developed and presented at the February Vestry meeting)

Lydia Stoner: (In-Reach) Develop and establish a young married couples group to include classes, forum discussions, dinners, etc.

Charles Hall: (In-Reach) Improve church safety through training in first aid, fire/weather evacuation, and security.

Joe Lee Rape: (In-Reach) Partner with Charles Hall in safety efforts and begin research and discussions regarding paving of the parking lot.

Vince Clemmer: (In-Reach and Out-Reach) Improvement of the church website and mobile app. Add functionality, update photos, and provide mobile app training and support.

Hunter Carruthers: (In-Reach) Serve as endowment fund liaison to support and promote fund utilization and growth. Work with Martha Lendermon for the “Eyes On” initiative.

Gina Harden: (In-Reach) Improve the utilization of the time and talent forms distributed as part of the annual stewardship campaign. Develop mission statement for current church committees. Work with Cynthia Carpenter for the “Eyes On” initiative.

Lisa Hawkins: (Out-Reach) Develop a mission statement for out-reach and in-reach efforts. Look at global and local opportunities with a view toward possible realignment.

Chris Coughlin: (In-Reach) Develop a class for the study of the Book of Common Prayer.

Mary Walton Allen: (Out-Reach) Develop and plan social activities at the Collierville Square to increase the exposure of Saint Andrew’s to the local community.

## Calendar Reminders

- Friday, January 26: Fellowship Event in the parish hall at 5:30 pm (dinner provided)
- Saturday, February 3: Page Robbins Gala at The Peabody
- February 4: ‘Souper Bowl’ Sunday
- Sunday, February 4: Bishop’s Visit/Confirmations/Reception to celebrate confirmands
- Wednesday February 7: Vestry Meeting at 7:00 pm
- Saturday, February 10: LBTR hosted by the Men’s Club (at The Quonset)
- February 13: Shrove Tuesday pancake supper hosted by EYC (5:30-7:30 pm)
- February 14: Ash Wednesday services (6:30 am, 12:00 pm, 7:00 pm)
- Fridays, February 16: Reflections on Daily Office following Morning Prayer (9:30 am)
- February 16-18: Happening Weekend
- Saturday, February 17: Dinner out at Mortimer’s as a parish (6:30 pm)
- Friday, February 23: Reflections on Daily Office following Morning Prayer (9:30 am)

- Friday, March 2: Reflections on Daily Office following Morning Prayer (9:30 am)
- Sunday, March 4: Parish Lenten Retreat from 11:30 to 3:00 pm (with lunch at 11:30 am) Stations of the Cross after lunch and before the Retreat (presented by EYC) Children's Retreat upstairs, as well as nursery care
- Wednesday, March 7: Vestry Meeting at 7:00 pm
- Friday, March 9: NO Reflections on Daily Office following Morning Prayer
- Sunday, March 11: Daylight Saving Time begins at 2:00 am
- Sunday, March 11: Alternative Christian Education for Youth
- March 12-16: Spring Break for Collierville Schools
- Friday, March 16: Reflections on Daily Office following Morning Prayer (9:30 am)
- Friday, March 23: Reflections on Daily Office following Morning Prayer (9:30 am)
- Thursday, March 29: Maundy Thursday services (12:00 pm, 7:00 pm)
- Friday, March 30: Good Friday service (12:00 pm)
- Friday, March 30: Stations of the Cross (in the sanctuary after the Good Friday service)
- Saturday, March 31: Easter Vigil (7:00 pm)
- Sunday, April 1: Easter Day services (9:00 am in Sanctuary, 9:00 am in parish hall for children, 10:30 am in Sanctuary) (no Sunday school on Easter)
- April 1: Easter Potluck in the parish hall after the 10:30 am service

11:30 AM: Meeting adjourned.

Minutes prepared and submitted by Vince Clemmer