

## Ministry Teams Meeting Minutes: 14 January 2015

**Ministry Team:** Communications

**Members Present:** Gail Christensen, Sarah Bernart, Jason Pace, Emilie Sigel, Ben Huckaby

### **Agenda/Items Discussed:**

1. Website request by Outreach re "Pride Packs" (backpack buddies program)
  - a. We got a request from Outreach for setting up some sort of online form for people who are contributing food. The form/table would show the food that is needed for each student and people would sign up for the specific items they want to contribute.
  - b. This program needs more development before we can proceed. Could we just ask the parishioners for cash donations (which also allows them to use it as a tax write-off) and handle the food purchasing through the church? This would also help because Nativity has a membership to one of the buy-in-bulk stores and could get more food for the money with that.
  - i. If we go strictly with cash donations and not food donations then really all we would need to do is make sure that there is a banner on the homepage and possibly a dedicated page on the website with plenty of information on how to support this cause, who to contact, what to expect, etc.
  - c. We need more information from Outreach before we take action one way or another on this, but we will help with this effort.
2. Church Directory
  - a. Alfred Christensen, with Jennie's help, will be sending out an email to request permission from parishioners for adding their email to the printed church directory. This should be sent out by the weekend.
3. Banners
  - a. Banner about Lenten activities needs to be designed. Ben will design this (these?) web banner. Stephanie is the contact for information on this; due date is February 1.
    - i. Need to get link to the program we're using:
      1. <http://ssje.org/ssje/time/>
    - b. Other web banners:
      - i. Environmental Preach-in (Feb 15)
      - ii. Pancake Supper (Feb 17)
      - iii. Ash Wednesday (Feb 18)
      - iv. Spirituality in the Arts (Mar 15)
    - c. A point was brought up that our homepage sliders were getting kind of stale, so we should rotate what static sliders we use. Some photos to consider:
      - i. Stephanie with her arms stretched out
      - ii. Picture with Bishop Curry
      - iii. Picture with the choir
  4. Welcome brochure
    - a. A new one is needed. Should be a joint effort between Communications and Newcomers Teams.

### **Action Items Discussed/Tracked:**

Action Item	Assigned To	Due Date
Get more information from Cheryl Waechter	Gail	2/10/15
Design Lenten Banner(s) for web	Ben	2/1/15
Assign the rest of the web banners	Jason	2/10/15
Welcome Brochure - get in touch with Newcomers Team	Becky	2/10/15
Update photos on website's homepage	Jennie, Jason	ASAP

## **Ministry Team: Worship**

### **Agenda Items Discussed:**

SSJE Web site & Lent Services

Services for Lent:

Ash Wed. 8am, 12pm, 7 (with choir)

Maundy Thursday (7pm with choir)

Good Friday (12pm, 7pm)

Easter Services: Easter Vigil (6:30am), 9 (Baptisms), 11:15

Note: Ask choir and Ruth if they want to do both services

Choir at 9am. Stephanie will visit the choir on Thursday (1/15) to discuss where we are in the process of this decision and to establish feedback on which service they would like to attend.

Seating at funerals. Use of seating on the side to help with the overflow.

Summer Schedule:

Do we want to repeat the schedule we had last year?

Should it be 8:00 and 9am, 8:30 and 10:00, or 8:00 and 9:30

## Ministry Team: Youth (met 2/8/15)

**Members Present:** Sally Bloom, Fran Kenney, Jon Showalter, Paul Grass, Jane Weinberger, Lori Special

### Agenda Items Discussed:

- Top things that Paul should work on before leaving.
  - Recruiting 2015-2016 Youth Class leaders
  - Ideas for the future trip scheme for the new youth group program (replacing the Pilgrimage)
  - Continue developing the EYC curriculum
  - Provide YMT with a brief accounting of how the 20 hours per week were used and feedback on the feasibility of keeping this position as a part time position.
    - On the letter of agreement, Paul's observation is that youth comes last, preceded by quite a bit of administrative tasks.
    - How do we account for time used for weekend trips, or Diocesan event planning?
    - Does a YM have a responsibility to the Diocesan event planning?
    - At 30 hours (?), churches provide health care - which in Paul's mind is very important b/c now the position becomes more of a person being hired to complete a job, instead of working only to a set number of hours.
      - Makes the job more professional
      - Creates a position that is easier to fill.
- Top things the YMT should be doing.
  - Take Paul's feedback from his year with CoTN and refine the YM job description.
  - Stephanie will take the lead on hiring the next YM. She will find the candidates, make some of the initial decisions and then bring those to the YMT.
  - Does YMT job description need to be redefined as well?
- EYC Curriculum Continued
  - EYC will now be considered grade 9-12
  - Theme introduced on a Feast Day (the introduction session for the next month, probably the first Sunday of the month)
  - Week 2 - Work with Lectionary - Bible centered.
  - Week 3 - Service Project/Off Campus activity associated with the theme
    - Idea that this would be fun/active
  - Week 4 - Reflection
    - Clergy attends class to help wrap up the theme
  - Paul feels that this needs to include other churches in our area to help create some standard youth program inside of the convocation.
- Planning Youth Sunday
  - May 17th at the 11:15 service (?)
    - Sally to confirm with Stephanie.
  - It is proving hard to get the senior class nailed down.
  - Congregation needs to hear from this senior class - this is an important tie between the congregation and the youth program.
  - Sally will talk to some of the parents to help influence participation.
- Next YMT meeting March 8th after the 11:15 service.

## Ministry Team: Adult Education (met 2/3/15)

**Members Present:** Nancy Terry, Carl Terry, George Douglas, Stephanie Allen, Diana Hudgens

### Agenda Items Discussed:

- Reviewed Epiphany offerings to date
  - David Lynch - Henry Nouwen's book, Our Greatest Gift: A Meditation on Dying and Caring had attendance of 3 to 4 each Sunday. Diana reported it was a good class.
  - Sacred Parenting going well. Attendance is 14 -20. Nancy and Liz Belmares leading. Two more sessions. Good discussion and sharing. Now meeting in conference room.
  - Bible Study/reflections at 9 led by Imogene for the last three Sundays. She is enjoying the class. Attendance is 4-5 each Sunday. Good discussion. A new participant who is a potential leader was Mary Ann Remmas.
  - February 1, 4th Sunday in Epiphany Sunday, Stewardship program.
- Selma Movie – Youth went to see it and came back to discuss with Waltie, Phyllis, and a cameraman from WRAL who has filmed some of the Marches. Good discussion for youth.
- George brought a suggestion from Jane Vella for next year of having a Seminary for Lay Folks, with a theme to carry throughout the year. Stephanie shared that the Youth are looking at something similar. Will discuss more at future meetings.
- Epiphany classes coming up
  - February 8 -Who is my Neighbor? Beth Crow at 9 and 10:15
  - February 15 -Interfaith Preach In Food, Faith and Climate Change 9 an 10:15
  - Continue to offer Fr. George for Reflections of Lectionary as long as he is available.
  - February 8 and 15 - Sacred Parenting
  - Posters are up promoting the class led by Beth Crow and the one led by Carl Sigel
  - No need to write up anything new for March Glad Tidings.
- Lenten Offerings
  - Written materials will be provided, a booklet by Noven and ----, a one page Lenten calendar, and sign up for the Society of Saint John the Evangelist for personal study with their theme of Stop, Pray, Work and Love. In addition, Lenten in a Bag will be provided for families following the same theme with brief study material and then items for families to do together. Some adults might like as well.
  - Sunday Morning offerings
    - Last Week of Christ Book study – George Douglas – 9 and 10:15
    - Ssje series – Stop, Pray, Work and Love– 9 and 10:15 – Using the video on the website. Leaders will need to be recruited.
    - Reflections by Fr. George will continue to be provided as long as Fr. George is available. Others who have been attending facilitate as well.
    - Evening Program –Liz Balmares would like to lead in a study of the Book “Every Bitter Thing is Sweet” directed more to women. Stephanie will talk with her. If not in Lenten, offer at another time.
    - Posters, etc. other communications,
    - No classes on Palm Sunday or Easter
- Easter
  - Highlighting “Harvest for Hospitality” Episcopal Farmworkers Ministry, a diocesan wide project. Will have mite boxes.
  - Easter 1 and 2 – A home on the Fields – will offer at 9 and 10:15. Imogene can lead the 10:15 but will be preaching the second Sunday so will not be able to lead that one
  - Easter 3 Dr. Ward from St. Augustine's at 10:15 and Lectionary Discussion at 9. Will need a facilitator
  - Easter 4- Trinity Sunday - Rohr series at 9 and 10:15, 10:15 lead by Stephanie. Same Taylor will lead at 9. Fr. George or others at 10:15 Lectionary Discussion

Looking ahead to summer - Will offer the Lectionary Discussion between the two services.

- Harlan Hagge will join us as the Vestry Liaison. Will need to find a time that we can meet to accommodate his work schedule.
- Thanks Diana for all your contributions and support to the Adult Formation Ministry Team

- Next meeting – Was set for April 7 at 1 p.m. We will need to change.

<b>Action Items</b>	<b>Assigned to</b>	<b>Date Due</b>
Talk with Harlan about a meeting time for Team Leader for A Home on the Fields at 9 a.m. Lectionary Discussion Leader for 4/26 at 9	Nancy Stephanie/Imogen Nancy	February 15 March 22 April 12

## Ministry Team: Children's Formation

**Members Present:** Becky Showalter, Kellam Gaddy, Bobbie Feraco, Megan Douglas

### Agenda Items Discussed:

1. Sunday School
  - Mid-year Teacher's Meeting to get feedback and swap ideas scheduled for January 25. Also see how they feel about 10am vs. 10:15am start time.  
**Action Item: Plan Agenda. Send Out Email Reminder. Write agenda and discuss learner leaflets. Definitely mention we're looking for a co-coordinator! (Becky)**
2. Community Service Project Idea – Food Shuttle trip scheduled for Saturday, February 21 at 11:30. Open to all 2<sup>nd</sup>-5<sup>th</sup> grade students with parents.  
**Action Item: Someone to organize – one of us or a parent? Ask Jenn Lias. If not, perhaps Kellam Gaddy.**
3. Nursery
  - Starting January 4, Nina moves over to the Education Building at 11am to provide care in the Preschool room, bringing the kids into the service at 12pm. Sign-Up Genius has been created for a youth helper for her and will be sent out to the youth this week.  
**Action Item: Continue checking to see that youth are signed up for each week.**
4. Vacation Bible School
  - Input from some potential volunteers last year was that picking a weekend early is helpful as they are willing to block out the weekend if they know. What do we think?  
**Action Item: Sarah and Bobbie have confirmed. Perhaps June since Bobbie is due in August or early July.**
5. Who will take my place? If not from this group, brainstorm who we would ideally want. Put out feelers.  
**Action Item: Brainstormed on folks we might ask. Kellam has indicated that she might be a co-coordinator, so might be looking for someone to work with her. Ideas floated: Michelle and Rod McElrath, Sarah O'Connor, Tivey Clark, Dargan Gilmore, Cynthia Hazell.**

## Ministry Team: Buildings and Grounds

**Members present:** Marc, David, Chris, Riley, Ken and Alfred

### Agenda Items:

- Follow-up on last meeting's action list.

Action Item	Assigned To	Due Date	Comment
Finish stairs off the back of the church	Alfred and Chris and Sam	12/1/2014	We may have to install handrails – the stairs are being used each Sunday. Rails not yet installed.
Bids for concrete walkway	Sue		Done
Bids for taking down dead tree	Sue		

- **B&G workday follow-up**
  - Power washing concrete areas in front of the church building.
    - It was just too cold to power wash, so that activity has been postponed till warmer days return.
    - To be scheduled for the spring B&G workday.
  - Install extensions to condensation pipes outside Estill House.
    - Fitting, extension pipes and cement needed.
    - Tools needed: fine saw.
    - To be scheduled for the spring B&G workday.
- **Start Detail planning of B&G activities in 2015**
  - Start doing some HVAC system replacement research so we are prepared when one of the old systems fail.
  - Come up with new ideas on how to address the squirrel problem in Estill House.
  - Further clean-up of the area the last trailer was located in – clean underbrush, prune trees and bushes, etc.
  - If the playground needs a new layer of mulch, let us use the leftover mulch from the fall workday.
  - Sue Young is soliciting bids for taking down the rest of the dead oak tree near the entrance.
  - Consider how to use the area between the new memorial garden walkway and Estill House. Grass, picnic area, trees, shrubs, etc.
- **Long-Term maintenance plan**
  - Start looking into a long-term maintenance plan for Nativity – which rooms to be re-painted when, what interiors to be updated when, etc. This will provide input to a long-term budget planning process.
  - Let us try to identify the elements of a long term maintenance plan, such as painting specific rooms or areas, flooring replacement, roof re-screwing, paving, striping on parking lots, furniture replacement, etc.
  - Following is Marc's list with a few additions:
  - Re-screw roof of Estill House
  - Replace stained ceiling tiles in Estill house (after re-screw of roof)
  - Install Low-E type window film on East facing windows of education building
  - Bi-annual door and window tune-up to ensure all are lubricated, closing and are in good working order and repair
  - Sanctuary ceiling repair and paint
  - Tune-up HVAC
    - Digital wireless thermostats throughout
    - Air handler routine maintenance – ensure belt replacement (as in all) is planned for / to ensure quiet operation
    - Monitor to see if we are able to get the emergency efficiency we are looking for.
  - Timer on hot water heater
    - Sacristy
    - Choir room
    - Estill house
  - Check & tune-up church building roof insulation
    - Do a blower door test and fix holes
    - Consider spray foam of roof - a MUST to consider BEFORE replacing HVAC systems (as a tighter building envelope requires less cooling or smaller equipment – MUST ensure equipment

installed is NOT OVERSIZED / oversized equipment cools the air too quickly and does not dehumidify the volume of air (as is also a function of air conditioning).

- Plumbing:
  - Tune-up water closets (all flappers, guts as needed)
  - Tune up faucets throughout, new washers
  - Add a sprayer handle to kitchen faucet
- Carpentry:
  - Add a cabinet bottom to kitchen sink base cabinet
  - Rails on new stair at rear of church building
  - Retrofit cabinet above range & microwave with cabinet doors
- Clean and wax education building corridor and Corlett Hall
- Schedule routine cleaning of entrances of cob webs, etc.
- At end of parking lot extension, posts with a yellow chain instead of timbers laying down
  - We could add some reflective tape to the posts if preferred instead
- Pulling of stakes at old education trailer locations
- A panic bar exit device on Estill house entry door (that could be dogged down)

Replacing carpet in Estill House hallway and rooms off the hallway.



**Ministry Team: Pastoral Care**

**Members Present:** Ann Burts, David Lynch, Tammy Jenkins, Susie Holmes

**Agenda Items Discussed:**

1. Discussed funeral procedures and people involved.
2. Will call parishioners to see if they can help with pastoral care meals, also check in with parishioners. Susie will meet with Stephanie to review list of parishioners.
3. Discussed meals. Check on containers for people to use for meals.
4. Reviewed parishioners in need of care

**Action Items:**

<u>Action</u>	<u>Assigned to</u>	<u>Date Due</u>
Find out what the funeral procedures are	Susie	2.15
Meet with Stephanie to derive list of calls	Susie	1. 21.15
Check on containers for meals	Susie	1.15.15
Call parishioners	Tammy, Susie	3.15