

– MINUTES –

ST. ANNE'S VESTRY MEETING

MARCH 24, 2020

Meeting held by Zoom videoconference

Present: Fr. Lonnie Lacy, Mary Alice Applegate, Chris Beckham, Nancy Bryan, Sarah Cook, Brenda Doss, Carl Duncan, Donna Falcone, Allen Lamb, Brandon Medley, Linda Moore, Kathy Moreno, Jessica Patrick, Shelly Schmeisser (Treasurer), and Pam Leonard (Clerk)

Absent:

1. OPENING PRAYER – Fr. Lonnie opened the meeting with prayer.

2. FORMATION

- a. In lieu of formation, Fr. Lonnie asked if anyone in the group had or knew of others who had major prayer concerns.
- b. Fr. Lonnie also asked Jessica Patrick for an update from the Tifton medical community. Jessica said the biggest problem is that people are not listening. They are not self-quarantining nor social distancing. In short, they are not taking the situation seriously.

3. DISCUSSION – Parish responses to coronavirus issues:

- a. Worship:
 - i. Fr. Lonnie has conducted Sunday worship by Facebook livestream the past two weeks. The services may also be viewed from the St. Anne's website. Plans are to continue livestream worship. As everyone cannot receive communion, Fr. Lonnie asked for thoughts on using Morning Prayer rather than the Eucharist. Following discussion, the Vestry agreed to use Morning Prayer as the Sunday service. No communion will be provided to individuals except in emergency circumstances.
 - ii. Bishop Scott Benhase has said that even if the ordinances banning groups are lifted, it will be best not to hold Holy Week and Easter

- services. Fr. Lonnie will organize pre-recordings for as many of these services as possible, with Easter Sunday being the highest priority.
- iii. Fr. Lonnie and his family will continue to host livestream Compline from their home each evening at 8:30.
- b. Pastoral Care:
- i. Brandon Medley reports that 40 of the 500 parishioners have completed and returned the need help/can help form. Everyone who listed needs has been matched with a helper. He will continue to monitor and connect those with requests to partners as needed.
 - ii. In an effort to keep our parishioners connected, Brandon is organizing a call campaign. Vestry and Pastoral Care members will call church members to “check in.” Brandon will send a questionnaire by email to see who is willing to assist in this effort.
- c. Outreach:
- i. Mary Alice Applegate shared that a group within the Outreach ministry is sewing masks for medical personnel. There is the possibility of the need for sewing gowns in the future. Mary Alice, Donna Falcone, and Marion Curry are spearheading this effort.
 - ii. The group is brainstorming ideas on how to “social distance” while making food deliveries, as well as the possibility of including additional items in the bags.
 - iii. Per Fr. Lonnie, generous donations have been made to the Rector’s Discretionary Fund.
- d. Youth and Children: Shelly Schmeisser and Nicky Lamb have discussed a Wednesday evening livestream program. Possibilities include a Bible story and crafts such as writing notes or making cards to send to parishioners. Nancy Bryan will communicate with the Youth and Children Committee for more ideas. Sarah Cook suggested using Zoom or Facebook Live for this program so the children see each other’s faces and be more engaged. Work will continue organize this presentation.
- e. Communications:
- i. Sarah Cook asked for suggestions on how St. Anne’s can be more visible on Facebook, so we are not lost in the surge of social media information during this pandemic. She also requested photos for the St. Anne’s page.
 - ii. Zoom is available for any Parish meetings.
- f. Finances: Shelly Schmeisser reports that finances are currently stable.

4. INFORMATION

- a. Rector's Report – no report
- b. Senior Warden's Report – no report
- c. Junior Warden's Report – Allen Lamb shared details on the flooding issue in the Parish Hall. The building is built on a concrete slab with the air conditioning/heating ducts underneath. The ducts have deteriorated over time. With the amount of rainfall experienced over the last weeks, ground water seeped into the ducts and up through the floor vents, which flooded the Parish Hall floor. Bids for repairs to the system are in process.
- d. Liaison Reports
 - i. Adult Formation (*B. Doss & D. Falcone*) – see attachment
 - ii. Communications (*S. Cook*) – no report
 - iii. Mission (*open*) – no report
 - iv. Newcomers (*L. Moore*) – see attachment
 - v. Outreach (*M.A. Applegate*) – see attachment
 - vi. Parish Life (*J. Patrick*) – see attachment
 - vii. Pastoral Care (*B. Medley*) – see attachment
 - viii. Stewardship (*K. Moreno*) – no report
 - ix. Youth and Children (*N. Bryan*) – see attachment
 - x. Worship (*K. Moreno*) – see attachment

5. FINANCIAL REPORTS – Treasurer Shelly Schmeisser presented financial reports for the month ending February 29, 2020.

6. MINUTES – The minutes for the February 15, 2020 Vestry Meeting were approved as circulated by email.

7. CLOSING PRAYER – Mary Alice Applegate closed the meeting with prayer.

— LIAISON REPORTS —

March, 2020

Adult Formation *(Brenda Doss and Donna Falcone)*

Brenda and Donna have selected Sunday School options for Summer and Fall from The Thoughtful Christian and are working on a plan for lining up teachers. Suggestions for curriculum and/or volunteers are always welcome.

Newcomers *(Linda Moore)*

I have met with Fr. Lonnie for some preliminary strategizing on moving the Invite-Welcome-Connect program forward. I am in the process of forming a small group with the purpose of determining the steps in the IWC process that are St. Anne's centered. Our organizational meeting will probably be just after Easter.

Outreach *(Mary Alice Applegate)*

Highlights from the February 18, 2020 meeting minutes:

- **BUDGET:** The Outreach budget is \$7,900, with \$7250 approved by the Vestry. The remainder will come out of the dedicated budget.
- **ST. ANNE'S YOUTH IN OUTREACH:** Nikki Lamb has talked to Sheila O'Neal about involving the youth in Outreach projects once a month. For Valentine's Day, the youth provided babysitting services, with the cost of one bag of groceries for the Outreach Closet. Other possible Outreach collaborations were discussed, including participation in Adopt a Mile, Relay for Life, Loaves of Love (including selling them at the Wiregrass Farmers Market), the summer baking program, and in the gleaning program of the Society of St. Andrews.
- **POLICY FOR HANDING OUT EMERGENCY FOOD:** Emily Guerry has requested guidance for repeat visitors requesting emergency food bags. The Outreach group agreed on this policy: If a person requests food at the church office more than once in a 30-day period, or twice within a 90-day period, we encourage him/her to sign up to have a larger bag of groceries delivered once a month. We will ask Emily to get their contact information and pass it on to the Food Box Ministry.
- **SECOND HARVEST APPLICATION:** Linda Moore contacted Second Harvest about submitting the St. Anne's application. Training has been completed, and the Outreach room has been rearranged to accommodate a second refrigerator. By partnering with Second Harvest, we will be able to purchase fresh foods, frozen meats and luncheon meats. There will be a need to monitor the refrigerator temperature.
- **FOOD BOX:** Jimmy Felton asked about adding Meals Ready to Eat (usually used for disasters) to the emergency food bags. The group agreed it was good to use them before they approach their expiration date.
- **KNOTS OF LOVE:** There has been more requests recently. The group has completed two donations for the St. Anne's Got Talent event.

- LOAVES OF LOVE: The Valentine's Bake Sale brought in over \$300.
 - CANCER CARE: The indoor yard sale raised over \$1000 for Relay for Life. The group will meet again on March 1 to plan the sale of "Date Night" raffle tickets with the grand prize being movie passes, restaurant meals, car washes and Wild Adventures tickets.
 - ADOPT A MILE: Kathy Moreno will schedule a cleanup soon.
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Parish Life *(Jessica Patrick)*

Lenten Prayer Partners had 45 participants this year, twice as many as last year. We are gearing up for the 2021 Parish Retreat. If you know anyone interested in volunteering for the committee, please have them contact Jessica. Many are asking about Foyer Groups. We are revamping, but hopefully will have a sign up in the near future. We are always looking for volunteers to host social hour or assist with the kitchen ministry. Those interested can contact Peggy Clements.

Pastoral Care *(Brandon Medley)*

Brandon and Fr. Lonnie have established a system for tracking and communicating pastoral care needs. The Pastoral Care Team will meet on April 26 to better define roles and expectations. Brandon is working on expanding the pastoral care team to better reflect age diversity of the parish.

Youth & Children *(Nancy Bryan)*

March 1, 2020 Summary of Youth Formation Committee Planning Meeting:

Updates

Formation – Joy Yost

- Godly Play continues to go well.
- Sunday School continues to go well.
- Joy has been contacting current leaders/teachers and some are coming back, some are not sure quite yet. She will be keeping on this to be prepared for recruitment this summer.
- Nursery worker targeted search has not produced anyone to date. Discussion ensued about placing an ad and steps to properly hire someone. Chris Beckham will check in with Lonnie.
- Last date for Godly Play will be Pentecost. Last date for Sunday School will be May 24th.

Community – TBD

- Wednesday Night Pre-EYC and EYC continues to go well.
- Search for a leader has not produced one to date. Discussion to approach Lana Hendrix. Nicky Lamb will check in with her to see if she is willing to serve in this capacity.

Parish Events – Shelly Schmeisser

- Shrove Tuesday plans went well with income of \$1250, approximately \$500 more than last year. It was noted that a \$100 tip from some generous customer was quite helpful.
- Easter Egg Hunt is the next event and Shelly has a big box of plastic eggs from previous years so non-chocolate candy will be requested of the parish.
- Pentecost plans are in the works (March 31) with preparation for reservation of outdoor system for the kids. Discussion included possibility of a non-water alternative.
- VBS curriculum decision was made by consensus and will be a “Knight” theme out of the Cokesbury options. Shelly will be providing Allen, VBS Director, with a volunteer list. She will also go ahead and reserve outdoor play system for the Friday night event.

Worship – Chris Beckham

- New robes are in and at his home to be laundered.
- New acolyte schedule is being created and Chris is looking at all youth to check in to see about possible new acolytes.
- Two trainings are coming: one for beginners and one for more intermediate level tasks. He is looking at possibly the AM of March 14 for these.
- Possible acolyte masters: Tina O’Day and Lindsey Roberts (post wedding)
- Possibly bringing back role of Acolyte Captains to approach: Susie Peters, Abbey Hendrix and Jackson Beckham to serve in this capacity on assigned Sundays.

Diocesan Events – Allen Lamb

- New Beginnings in March (27th – 29th)
- Summer Camp opportunities to be communicated ASAP

Mission/Outreach – Nicky Lamb

- First projects to be on campus with
 - Support of Moe and the landscape needs of the campus to prepare for Easter.
 - After Easter nursery clean up and trashing of old toys.
- Other ideas for projects include: P B & J Project, nursing home visit, animal shelter work visit.
- ASP mission trip to Johnston City, TN was presented and was approved by the group for older youth. This is to be June 15 – 19. Scholarships would be offered to the extent possible.

Financial Report – No new report here. Funds are there and ready to be used!

Action Items and Upcoming Dates

- Joy to continue following up with volunteers for GP and SS.
 - Chris to check in with Lonnie about hire process for nursery worker.
 - Nicky will check with Lana Hendrix about Community leadership and let Nancy know results.
 - Shelly to order outdoor activities for Pentecost and VBS.
 - Chris will set up acolyte trainings and follow up on masters and captains’ possibilities.
 - Chris will communicate all the business we need to share regarding Diocesan events, acolyte training, Tennessee mission opportunity.
 - Nancy will communicate with Pam on committee report, VBS updates and next meeting notice.
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Worship (Kathy Moreno)

This month, I finished meeting with the leaders of the worship volunteers. They all independently identified the same three areas of need:

- Scheduling
- Training
- Recruiting volunteers

Currently in Place

- Scheduling
 - Worship leaders in each of the 6 areas of worship independently make out a quarterly schedule. That means kids may be scheduled to acolyte during one service and the parent scheduled to read during another.
 - I am working with Emily to produce a Master Schedule
- Training
 - 2/16/20 In person EM and MC training provided by Lonnie
 - Publications
 - Acolyte Handbook (at least 5 years old)
 - EM Handbook (revised 8/18)
 - MC Sunday Duty Cheat Sheet (revised 2/10/20)
 - Microphone Sheet (completed weekly by MC or Rector)
 - Thurifer Duties (revision: ??)
 - Usher Sunday Morning Duties (revised 3/24/19)
 - Lectors Power Point (old and not in use)

Worship Volunteers Schedule Need

- 4 MCs once/month
- 6 Ems every 3 weeks+ 4, especially on Wed PM
- 15 Lectors every 3 weeks+ ≥ 6
- 27 Ushers every 2-3 weeks+ 4
- 15 Greeters once/month
- 1 (reliable) Acolyte Master every week, all day+ 3
- 20 (reliable) Acolytes varies always need more
- 3 Media Volunteers every week+ 5 & a leader

Current Needs:

- Immediate need for volunteers: 3 Acolyte Masters and 5 Media Volunteers, including a Media Leader
- Training:
 - somebody (bodies) to make videos, especially for acolyte-specific roles
 - Greeter Sunday Duty Cheat Sheet
 - Vestry Person of the Day Sunday Duty Cheat Sheet
- Recruiting Volunteers: need help of all Vestry members

Next Step:

- **Kathy:** Solicit suggested Worship Volunteers from Vestry members, with focus on immediate need for more Acolyte Masters and Media Volunteers
- **Kathy:** Work with Worship Leaders to map out a schedule for training and have Emily put schedule on St. Anne's calendar
 - MCs quarterly
 - Ems semiannually
 - Lectors annually
 - Ushers semiannually

- Greeters annually
 - Acolyte Masters immediately and as needed
 - Acolytes multiple times/yr and using multiple methods
- ??: Develop training videos
- **Kathy:** Work with Worship Leaders to update training publications
- **Kathy:** Greeter Sunday Duty Cheat Sheet
- **Kathy:** Vestry Person of the Day Sunday Duty Cheat Sheet