

**St. Gregory's
Vestry Retreat
March 3, 2007
Minutes**

Present: Father Todd Sorensen, Gary Schanbacher, Randi Ruscetta, Sue O'Dell, Jeff Hasse, Kay Buturla, John Manta, Jim Tierney, Harvey Frank, Bonnie Frank, and Shaun Laughlin. **Absent:** Scott Kingsbury and Tim Dennis.

Roles of Vestry Members

The Executive Committee consists of Father Todd, the Treasurer, the Senior Warden, and the Junior Warden. We do need to have the current By-Laws printed and distributed since this has not been done since the last time the By-Laws were amended.

The Treasurer and Clerk are appointed by the Vestry. Each parish is required to have an internal audit of financial records annually, which is then reported to the Diocese. Jeff suggested we do need a back-up to the treasurer. He also suggested we might consider making Treasurer a paid position because of the heavy time requirement for the position.

One important role of the vestry is the oversight of various ministries. Vestry meetings are open, as are most committee and ministry meetings. Oversight should include communication with the people involved and attendance at meetings (at least once). Oversight should be proactive, not crisis mode.

After a lengthy discussion on the roles of the vestry members and how best to utilize everyone's individual talents, the consensus was that a formal re-organization is not needed. Members will be elected to the vestry, then areas of oversight will be allocated based on each individual's talent and interest.

Vestry assignments for the current year are: Spiritual Growth: Gary Schanbacher, Fellowship: Tim Dennis, Outreach: Jim Tierney, Facilities: Sue O'Dell, Resources, Randi Ruscetta, Worship, Jeff Hasse. These areas tend to be a light work-load: Spiritual Growth, Worship, and Outreach. Fellowship was considered to be medium, while Resources and Facilities are the heavy responsibility areas. Resources is more seasonal. Jim and Gary have agreed to help Sue with Facilities. Jim will be the "understudy: to take over Facilities during the second year of his term. Tim has offered to help Randi.

Each vestry member should write a job description of his/her role. Also everyone needs to communicate with the new member who has replaced him/her to lessen the learning curve for the new vestry.

Communication

As Junior Warden, John Manta is responsible for communication. He expressed several concerns. Accuracy of information being passed on is a concern. The web site is not user friendly. He will investigate the possibility of changing the web site. Cost and usability will be the major considerations. Gary suggested organizing a phone tree to improve communication with individual parishioners. We also need to consider a back-up or understudy for Carole Cross for The Chant.

Organizational Chart

Jeff suggested posting the organizational chart with pictures of the Vestry members so parishioners will know who to approach about specific concerns. John offered to try to create a Power Point presentation based on the current organizational chart, which could be enlarged to include pictures.

Pro-Active Maintenance Planning

This would include information on what needs to be done and when for routine maintenance and would include owner's manuals and who to call for repairs and emergencies. Knowing when equipment needs maintenance or replacement will help with budgeting. Sue and Jim will be working on this. Perhaps Bonny Champion can help to locate the manuals and other records pertaining to equipment maintenance in the past.

Leadership Training

Terry Burns and Father Todd are planning to present training for leadership for small groups to raise more leaders. Shaun indicated he might be able to help occasionally with this (depending on his travel schedule) and also suggested that Matt Dickey would be able to help in this area.

The meeting adjourned in prayer at noon.