

**St. John's Cathedral
Vestry Meeting Minutes
December 19, 2019**

6:00 p.m. – Vestry Meeting begins

Members Present

Bruce Barcelo, Tom Burrell, Martha Cox, Martha Greene, Chris Haley, Jayne Barry Hill, Joe Kincart, Jane Lester, Laura Lane, Claude Moulton, John Sefton, Chris Steilberg, Patricia Young-Jones.

Quorum:

Yes

Chancellor

Steve Busey

Treasurer

Charles Winney

Clergy/Staff Present

Dean Kate, Bob Dannals, Kitty Cash

Devotion/Opening Prayer

Chris Haley

Moment of Gratitude

David Busse is to be congratulated and thanked for such a great job as head of the Finance meeting

Cindy Cooper to be thanked for a wonderful job as Chief Development Officer.

Meghan Cochran for managing the Angel Tree

Choir for their Christmas season music

MMR process

Approval of Last Meeting Minutes

Bruce Barcelo made a motion to approve the minutes for the 11/21/19 meeting. Jane Lester seconded the motion. With no further discussion and no objection, the minutes were approved.

Finance Report

Dean Kate and Charles Winney reviewed the current financials with the group.

Budget Draft Review

The group reviewed the 2020 preliminary budget draft line by line.

Items mentioned were:

- Look for alternative revenue sources
- No change for charges for our Six finger partners but other ancillary charges, i.e., police security will increase as their fees increase.
- A request was made to have a monthly report on the financials/trends of the Saint's Fund
- Claude Moulton suggested trying to balance the budget without the Saint's Fund and to do that the Cathedral would need to reduce expenses.
- A suggestion was to have a mid-year budget review instead of just once a year.
- Martha Cox presented another overview of the budget in another format in an effort to understand if budget increases reflect the church's goals.
- It was mentioned that having the budget review this earlier than the Annual meeting was helpful.

Council Report with Metrics

- Reports were waived due to the length of the budget review. Parish Council submitted their report in writing.

CDJ Board member approval

- Sydney Gervin's biography was presented as an application to join the CDJ Board. Bruce Barcelo made a motion to approve the appointment. Jane Lester seconded the motion. With no further discussion and no objection, the minutes were approved.

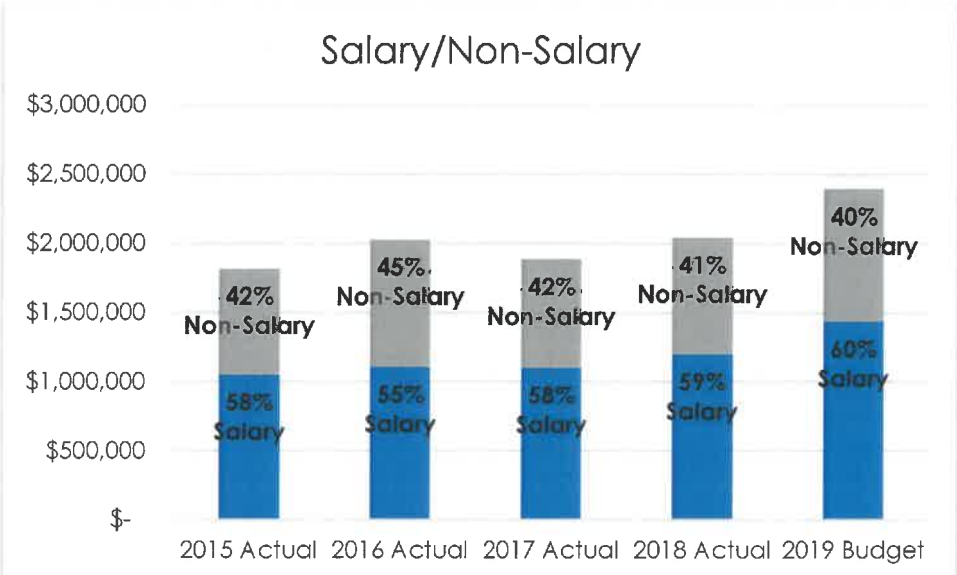
Closing Prayer and Prayer Requests

Prayers were requested for Terry Hunt, Tea & Elise Higbee.

With nothing further, the meeting was closed in prayer.

Minutes submitted by Kitty Cash.

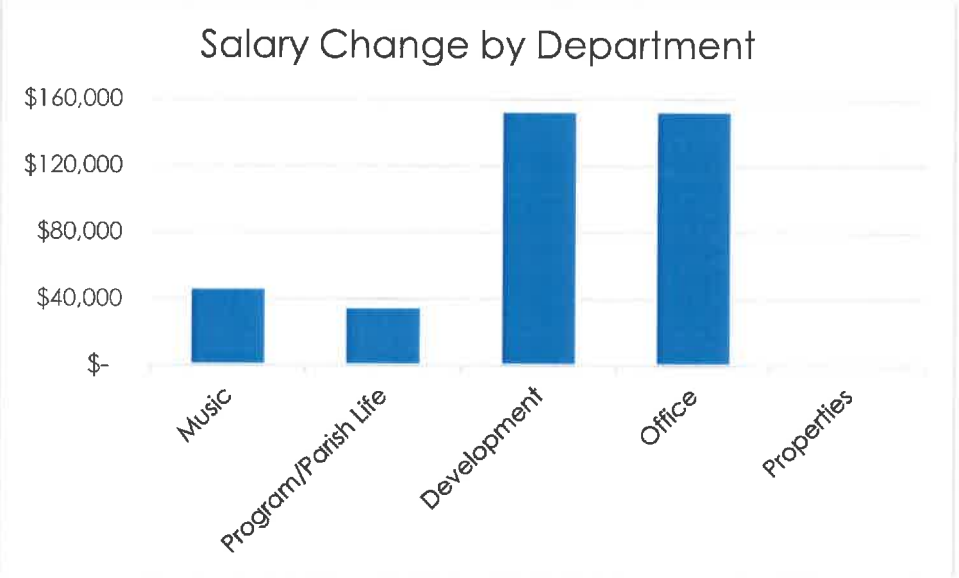
Budget Analysis – Draft



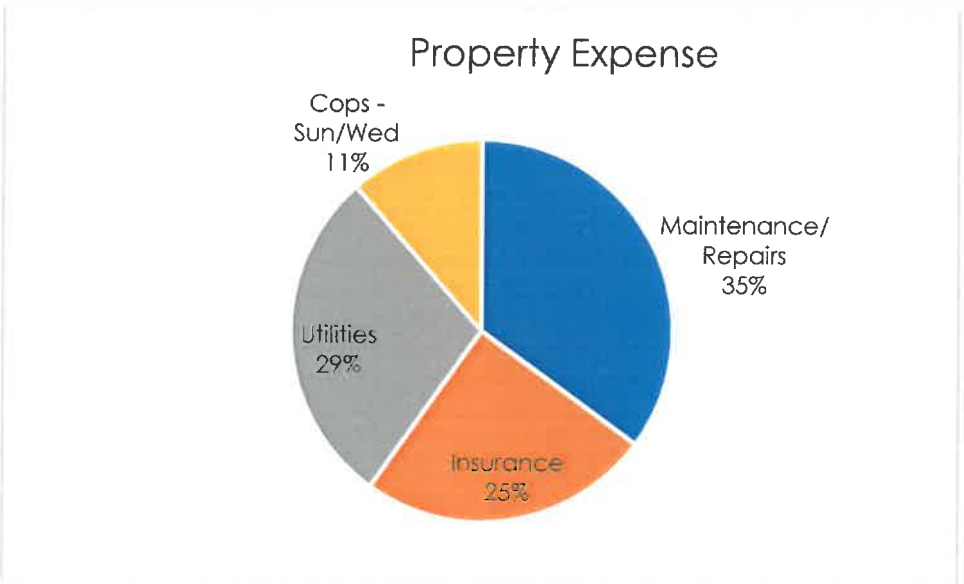
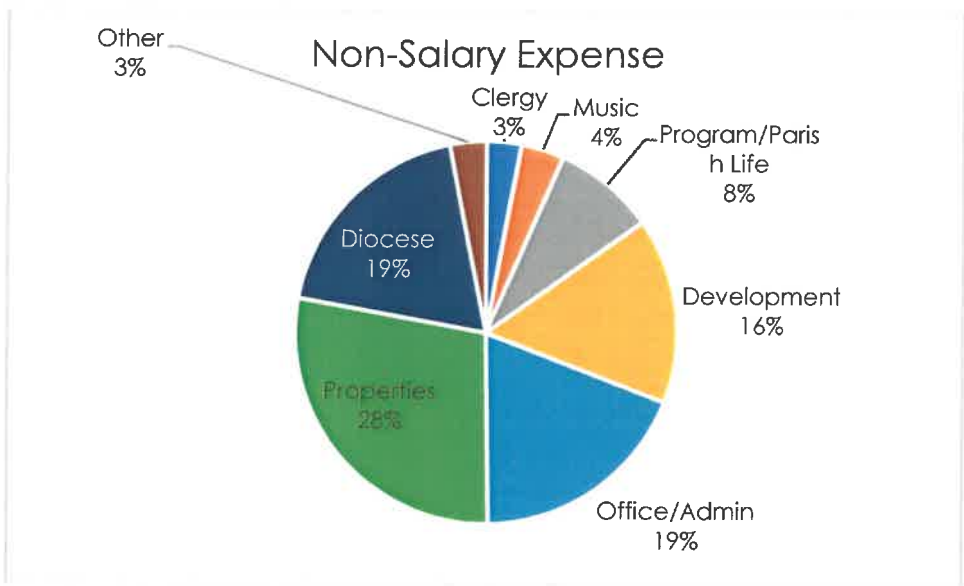
- Budget allocations (salary vs. non-salary) consistent over time



- Salary increases have been in Lay Staff



- Increases in salary expense for Development and Office



Parish Life Council – Sunday, 12/15/19

Meeting was called to order by Bonnie Hardman, Council Leader

Opening Prayer given by Jayne Hill

Giving thanks – Council thanked Father Jon and staff for arranging lunch for the Council.

Review of Council Purpose – Bruce Barcelo, Bonnie Hardman and Jayne Hill

The Council exists to empower and support the in-reach ministries of our parish that nurture the development of an engaged and flourishing Christian community.

Activities of the Council include

1. Report on Activities
2. Share needs for help
3. Provide a forum for ministry leaders to surface ideas and concerns
4. Foster social connection and fellowship
5. Be on the outlook for pastoral needs
6. Facilitate congregation around and participation in the ministries

Guiding Principles

- Laity led; don't wait on the staff; decide and do
- Report to leadership as appropriate
- Surface leadership, recruit, delegate, and support

Meetings are monthly following the conclusion of 11 am service

January 19	February 16	March 22	April 19
May 17	June 21	July 19	August 16
Sept 20	October 18	Nov 22	December 20

Rally Day De-brief - Susanne Swan noted the full council had not debriefed on Rally Day.

Positives:

- Containing Rally Day inside activities to Taliaferro Hall
- Extended hours facilitated parishioner attendance from all 3 services (8:30 – 1:30)
- Ministry booth set up around outer walls of Taliaferro Hall provided ample space
- Food choices – portable, finger food
- Decorations

Considerations for next Rally Day:

- Name tags for ministry booth representatives and all participants (not fancy)
- Narrow Rally Day focus to Lay Ministry opportunities; reduce space for non profits selling items

- No outreach has been made to parishioners who signed up at the booths.

Recommendations to Staff, Clergy, Parish Life Council & Vestry:

- *Father Jon will send emails to Ministry Contacts with names of parishioners signed up to participate. Although late, ministry contacts can indicate they are planning for 2020, want to be sure to include the parishioner, etc.*
- *Father Jon and Bruce Barcelo will send an email to Ministry Contacts asking for their feedback and learnings from Rally Day. For example, The Brotherhood of St. Andrew picked up 3 new members.*
- *Recommend a Rally Day Committee be established for next event and that planning begin earlier in the year.*
- *Follow up with those who signed up at booths should be conducted within 2 weeks of Rally Day event.*
- *Father Jon and Staff should memorialize their planning and communication documents including food, physical layout, emails/instructions to lay ministries.*

Ministry Highlight – Brotherhood of St. Andrew, George Booth. Current ministry is baptismal faith chests, hoping to be able to add name of the baptized to each chest, request that gifts for each box be solicited in advance from the congregation. Brotherhood is also now into brewing beer. They are looking for an event in order to publicize, recruit and display their ministry. Laura Eldredge, George Booth and Father Jon will discuss a possible event in 2020 and will report back to Council.

Future Fellowship Events – Susanne Swan suggested several ideas for fellowship, fundraising and engagement. Council agreed that before recommending ideas, we need some guidelines to follow to prioritize ideas, align with other church events, etc. Jeff Davis will work on and report back to Council at January meeting. Goal is to consider criteria, prioritize events, recommend to clergy/staff/vestry, and engage a chairperson to run the event.

Review Parish Life Council Members – Jayne Hill recommends distinguishing Parish Life Council Members separate from Ministry Groups & Contacts. Council is happy to consider additional members. Interested members can reach out to Bonnie Hardman, Bruce Barcelo or Jayne Hill. They should review the 2020 meeting dates and be prepared to do the work of the Council in addition to other various activities, groups in which they participate.

Parish Life Council Members:

Bonnie Hardman – Leader

Bruce Barcelo – Vestry Liaison
Jayne Hill – Vestry Liaison
Fr. Jon Baugh – Clergy
Nancy Purcell – Staff
Laura Eldredge - Staff
George Booth
Chery Bowen
Jeff Davis
Barbara Fiser
Lewis Hunt
Michael Swan
Susanne Swan

Review Ministry Groups & Contacts – Jayne Hill recommends that the network of Ministry Groups & Contacts continue. This network can be leveraged for communication, newcomer linkage, volunteer opportunities, etc. The Parish Life Council will invite a Ministry Group to share their goals and needs at monthly meetings. Shepherd Ministry discussion ensued. This ministry is defunct but needed. Father Jon briefly updated Council on Martha Cox’s Guild of the Good Samaritan idea made to Vestry.

Recommendations to Staff, Clergy, Parish Life Council & Vestry:

Council recommends Martha Cox or Vestry seek input from Don and Joan Burchell, past Shepherds who dedicated themselves to their ministry - they can provide ideas of what works, challenges, setting boundaries. Father Jon supported recommendation.

Other ideas/concerns - Jayne Hill mentioned the importance of using REALM. Discussion of ways to increase congregation usage. Nancy Purcell clarified name of app is Realm Connect. Further opportunities to use the Group Function to connect with Ministry Groups & Contacts, Parish Life Council members. Laura Eldredge mentioned her new role effective January, part time. Role is to work with visitors and new members streaming them into ministry (small and one time volunteer opportunities. Bonnie Hardman suggested Laura connect with Newcomer representatives Cheryl Bowen or Lewis Hunt to ensure awareness.

Next Parish Life Council meeting: Sunday, January 19 immediately following 11 am service
Busey Conference Room (Bonnie to request Devanne
Jones to reserve room for all 2020 meetings)
Opening Prayer – Barbara Fiser

BRIEF BIOGRAPHY FOR:

SYDNEY A. GERVIN III

4751 Long Bow Road

Jacksonville, Florida 32210

PROFESSIONAL

June, 2017 – Present

Retired

December, 1989 – June, 2017

Asset Manager for Southcoast Capital Corporation: managed and expanded the real estate portfolio for the Radford D. Lovett family in Jacksonville, Florida. Responsibilities included: finding investment opportunities; establishing development teams (construction, engineering, architectural and legal); overseeing construction and remodeling disciplines through completion (if required); obtaining financing (if needed); and overseeing management of the asset until liquidation.

1984 – 1989

Development Manager for Unit Capital Corporation: responsibilities included finding appropriately zoned sites for the development of large warehouse distribution facilities in states across the country, including California, Georgia, Texas, Illinois and Florida; working with the

Construction Manager to interview and select general contractors for each project; working with Finance Manager to obtain construction and permanent financing for each project; and negotiating leases with various tenants, if necessary.

1979 - 1984

Real Estate Property Manager for The Haskell Company, Jacksonville, Florida:– managed The Haskell Company’s real estate properties that were owned in limited partnerships by key employees.

1975 – 1974

Construction Manager (2 years) – Stockton, Whatley, Davin and Company (SWD), Jacksonville, Florida: oversaw the completion of 67 foreclosed homes in Pensacola, Florida that were securing construction loans issued by SWD, monitored this process until each home was sold and each construction paid back to SWD.

Loan Officer and Area Manager (3 years) – produced loans for single family homes in Jacksonville. Opened the SWD Daytona Beach Branch Office and brought it to a monthly loan production level of a \$1 million until returning to Jacksonville.

PERSONAL

Born: January 9, 1948 in Jacksonville, Florida

Graduated from Episcopal High School in Alexandria, Virginia in 1966

Graduated from University of Virginia with a BA in Economics in 1970

Served in the US Navy under Admiral Tazewell T. Shepard 1970 – 1971

Married Deborah Drennon of Jacksonville, Florida in June 1976

Father of three sons: William, Syd and Hunter

Prior President of the Duval County American Cancer Society

Prior member of the Executive Committee for Episcopal High School in Virginia

Current Chairman - Regional Selection Committee for Jefferson Scholarships for the
University of Virginia

Current President of Jacksonville Alliance for Kipp Schools

Member: Timuquana Country Club, Ponte Vedra Club, and St. Mark's Church