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In attendance: Fr. Kresowaty, Fr. Duncan, Fr. Matkin, Sara Beall, Sheryl Fritz, Jody Gittiban, Ron Horton, Doug Hosea, Peggy Pate, Jim Ray, Jim Swann, Stephen Vinson, Nick Garefalos

Absent: Rick Coombs, Darrell Glidewell, Bob Yarger,

Fr. Kresowaty called meeting to order with prayer at 7:06 p.m.

**Approval of Minutes**

Minutes of the June vestry meeting were approved via email. There was no July vestry meeting.

**Rector's Report**

- See new business.

**Newcomer's Report – Peggy Pate**

- The Newcomer's Ministry continues to have visitors every month and most come to the Newcomers meeting after the 10:30 service and go to lunch on the first Sunday of the month.
- A new DVD, "History of the Anglican Church" will be ordered since the videotapes are aging and do not have good sound anymore.
- Two couples have transferred in and one couple has joined and signed up for Inquirer's class. Three singles have also joined.
- The Bridge to Membership group has remained active and the feedback from newcomers is positive.
- Debbie Nelson is helping with a program called Partners in Discipleship that works in teams in which new members are mentored for at least a year. The goal is to increase discipleship in new members. The teams will also encourage hospitality in the parish.

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**Events – Fr. Matkin**

**AUGUST**

- 2 Sock-in for Happening
- 3 Discernment Study ends (Lambeth ends)
- 5 Deanery at St. Vincent's
- 9 **Ordination of Fr. Duncan**
- 10-16 Junior High Diocesan Mission Trip
- 13 Legate due
- 20 Vestry
- 23 Youth Pool Party
- 24 **Rally Day**
- 25 AISD classes begin
- 28 CE Teacher Orientation
- 29 **Jazz for Jesus at Grace United Methodist**

**SEPTEMBER**

- 12 Clergy Day
- 12-13 OSL Healing Mission at Ss Peter & Paul
- 13 **Parish Scavenger Hunt**
- 13 Legate due
- 20 Bp Iker Golf Tournament for Camp Crucis
- 24 Habitat house – FW Clergy
- 24 Vestry
- 25 Duncan baby due
- 28 St. Mike's Reunion at St. Mark's

**OCTOBER**

- 4 **St. Francis' Day Animal Blessing**
- 4 Brown/Neal Wedding
- 11 DOK/Altar Guide Annual Meeting at St. John's, FW
- 13 Legate due
- 15 Vestry
- 26 **Youth Sunday and Trunk n' Treat**

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**Worship Committee –Peggy Pate, Jim Ray, Steve Vinson**

Daughters of the King reported that they did not meet over the summer. The first meeting this fall will be September 13 at 9:00 a.m. There will be an instruction class for new members beginning in November and meeting weekly.

**Christian Education – Sara Beall, Doug Hosea**

- Our CE committee established by vestry liaisons has met twice this summer to consider changes and additions to our program for children and youth.
- We usually have 4 regular classes for children and youth: Prek/k, First through Third, Fourth through Sixth, and YOUTH. Most teachers have 'resigned' for the upcoming year. Many have been contacted by phone and letter as ideally, we need a minimum of 3 volunteers per class or 12 teachers, but preferably 16. There are 3 confirmed for PreK/K, 1 confirmed for First through Third and 1 helper, none for Fourth through Fifth and 1 maybe for Youth. We have 2 dedicated volunteers to teach Early/First Communion this fall.
- Sunday School teacher orientation will be scheduled for the week of August 25.
- Rally Day will offer a chance for parents to register for all CE classes, including Early/First Communion, Youth Confirmation. Adults can register for Adult Inquirer's Confirmation preparation, Living the Good News, and Christian Parenting.
- First day of classes is September 7th at 9:15am.

**Youth Ministry – Fr. Duncan (Peggy Pate, Darrell Glidewell, Jody Gittiban)**

- Fr. Duncan thanked the vestry and parish for the ordination and reception.
- There will be a Pre-Rally Day youth event on Saturday from 4-8:00 p.m. at the Hosea home.
- Fr. Duncan has met with other youth workers in the area to gather ideas and is in the process of creating a youth ministry team. Two parishioners have already volunteered.
- Fr. Duncan shared The Components of Effective Youth Ministry. The plan is to use this and additional input to create a mission statement for the youth ministry at St. Alban's.
- Carnitas will be the name of the 20s and 30s group. The goal will be fellowship and possibly a book study.
- Fr. Duncan described the Theology on Tap program has been used in other Episcopal and Catholic churches. It generally meets at a local pub or restaurant for the purpose of fellowship and discussion.

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**Pastoral Care – Peggy Pate, Darrell Glidewell, Jody Gittiban**

- A Shepherd Team has been added to the list of Newcomer's ministries. The Shepherd Team consists of three Leaders and 39 team captains. The entire parish will be contacted by this team at least twice a year. Rilla Altman in charge of the Ministry and Rae Huffstetter, Cathy Ekholm and Debbie Nelson are the team leaders. The first calls will be made in August. The purpose is to:
  1. Inquire about the family/individual
  2. Ask if any prayers are needed.
  3. Inform them of any upcoming events
  4. Offer to meet them
  5. Report any changes to the office.
- Stephen Ministry has not met the months of July and August and there have not been any new referrals, but work continues.
- One of the leaders, Jane Blackburn, has been hospitalized for some time, and there is a Prayer Chain among the members to pray for her recovery.
- Hope to meet in September and begin our new year with enthusiasm!

**Outreach and Mission – Peggy Pate, Darrell Glidewell, Jody Gittiban**

- The Life Shelter ministry currently has four teams of four each who have agreed to prepare dinner the third Saturday of each month. Food costs have been an average of \$200.00 per month, and have now gone up to approximately \$275.00. The ministry needs more donations per month to continue in the services we provide. This is due to the increase in the cost of food. The vestry discussed the potential of taking up a special collection each month or so for one of the church's outreach ministries such as the Life Shelter ministry.

**Treasurer's Report – Nick Garefalos**

- Pledge and Plate income for July was \$35,989.00, slightly less than the budgeted amount of \$36,236.00.
- July expenses were \$58,557.00, less than the budgeted amount of \$63,010.00.
- The church has begun receiving lease payments from the oil and gas lease and there was discussion of where this money should be placed. It may be placed in the operating fund.

**Stewardship Committee – Stephen Vinson, Jim Swann**

- Meetings were held July 17 and August 14.
- The July meeting was a brainstorming session to consider program approach.
- The material purchased from RSI, called *Revealed*, concerns a five-week teaching approach to help change the culture of giving in a parish. A full review of the program has not been completed, but it would require more personnel than we currently have on the committee. This program would be more appropriate for a Spring Christian Ed class rather than a stewardship/pledge effort.
- The concept of hand-delivery of the pledge package to each family was discussed. To accomplish this task, we each need to recruit several new committee members. Rally Day

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presentation materials were considered and discussed. No action taken at August meeting, as it was a meeting of only two.

- An additional pledge was received recently.

**Junior Warden's Report – Ron Horton**

- The gas was turned on today and that was considered to be the cause of the gas smell, but there is actually a leak coming off the boiler. Ty Head will be here to investigate in the morning.
- A door and 4 locks were replaced due to the damage from the break in.

**Communications Committee – Sara Beall and Jim Ray**

- The Communications Committee met on July 20, 2008.
- The committee discussed additional information that could be placed on the website, such as information about the "Ministry of the Month" on the home page.
- Rilla Altman reported on the Shepherd Team. Team members will be making calls to parishioners 3-4 times a year, in order to help parishioners stay connected to our church community.
- The committee thanks Carol Tieman and Sue Hogg for decorating the message board outside the narthex door.
- The committee discussed the need for a new picture church directory.
- The Communications Committee offers the following recommendation on the development and use of a business directory for the benefit of St. Alban's parishioners.
  - The business directory will include parishioners and non-parishioners.
  - Donations are strongly encouraged from all businesses included in the directory.
  - The business directory will be included in the Legate on a regular basis (3 months) as space permits using a business card size advertisement and on a business directory page on the website.
- Sara Beall contacted David Weaver on the appropriate disclaimer of liability to include in the business directory. David Weaver recommended that the following notice should be included in 9 or 10 point type (which is smaller than the type used in the body of the newsletter and/or website), but it should appear on the first page of the newsletter and on the home page of the website.

>>NOTICE: St. Alban's Episcopal Church deeply appreciates the support of those whose advertisements appear herein; however, neither the vestry, staff nor clergy of St. Albans officially endorses the products and services advertised.<<

- Preliminary information about the business directory was included in the August Legate.
- Parishioners will have the opportunity to sign up for the business directory at a booth on Rally Day.
- Fr. Kresowaty said the Communications Committee needs to develop a written policy on what types of ads the committee is willing to accept. Sara Beall will contact David Weaver for additional guidance on developing this policy.

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**Development Committee Report – Doug Hosea, Darrell Glidewell, Sheryl Fritz**

- At the June Vestry meeting, the vestry voted to move forward with the replacement of the columns at the entrance of the church, not to exceed \$1,800 for the cost of the columns and labor. Installation estimates were not in at that time, but were received in late July and were more than expected. Doug Hosea moved that the vestry increase this amount to \$1500.00 for the installation of the 4 columns. Senior Warden, Jody Gittiban seconded this motion. Nine vestry members approved. The funds will come from the Capital Campaign.
- The Development Committee met on Monday, August 18.
- The contract for the Marsee Memorial Garden has been signed and is waiting for completion of the roof repairs to begin construction. There is about a 3" water main running underground where the Garden is going to be placed that needs to be replaced during the Garden Construction. There is also concern with the continued delay driving up material cost.
- Peggy Pate made a motion that Judy Marsee proceed with advance payments for the purchase of some materials for the Marsee Memorial Garden to contain rising costs. Jim Ray seconded. After vestry discussion, the decision was made to get a quote for the materials purchase. Peggy Pate withdrew her motion. After the quote is obtained, an email vote will be taken.
- There is a contract with AZ Painting for the painting of the outside of the entire church building. This is pending completion of the church roofs. The columns at the entry to the church have been ordered and the installation will be scheduled once a delivery date is received. The final cost on the columns was \$2,573.76
- The church has received three bids for the Sanctuary Lighting project. Full Circle General Contractors submitted bid for \$42,600. The Connection Company submitted at bid of \$48,900. Fox Electric submitted a bid of \$70,000. Based on interviews with the electrical contractors and experience with our lighting consultant, the development committee is making the recommendation to award the project to The Connection Company with a total of \$50,000. The additional funds may be needed to bring the current wiring up to code.
- Stephen Vinson moved that the vestry authorize the senior warden to execute a contract with The Connection Company for up to \$50,000 for the installation of new lighting in the sanctuary. Jim Ray seconded. All approved. This will cover the cost of lights, installation, permits, etc. Separate work will need to be done to repair the damage done to install the lights. Work may begin as early as the last week of August.
- The telephone system was approved at the June Vestry Meeting and everything has been installed and is working well.
- Steve Altman has completed the Request for Proposal on the Parish Hall and asked the architects on the committee (Ron Horton and Don Wheaton) to review before it is sent out. No further action was taken with this project in August.
- The wind driven water claim has been settled at a loss of \$19,615.20. The loss was primarily associated with the Narthex floor and ceiling as well as some ceiling tiles throughout the church. St. Albans has received a check from Philadelphia Insurance in the amount of \$3,988.56 and \$9,000 from the Fort Worth Diocese for the separately insured part of our \$10,000 deductible. Philadelphia withheld \$5,626.64 for depreciation, which will be paid out when we repair the loss. St. Albans will only incur a \$1,000 expense from this loss. The current estimate on replacing the flooring is \$9,698.40.

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- The design and style of the Narthex floor recommended by the development committee was presented to the Vestry. By changing the floor in the Narthex, the foyer will have to be repainted to compliment the flooring. The red carpet in the foyer will also have to be replaced.
- Sara Beall moved that the vestry authorize the senior warden to move forward with the purchase and installation of tile flooring in the narthex. Peggy Pate seconded. All approved.
- CMR and Philadelphia Insurance Co. have settled on the claim for the damage associated with the hail storm damage. The final figure was \$415,000. The flat roof over the upstairs classrooms was not classified as a total loss and thus will be recovered with an elastic polymer and then heat sealed. The lower portion of the flat roof will be refurbished with a two layered "mule hide" material that is heat sealed as well. All warranties will be confirmed prior to installation. Refurbishing this portion of the flat roof instead of completely replacing it will allow CMR to fix other areas of the church roof that are in need of repair, but not due to the hail damage.
- The sloped roofs over the parish hall, Cawthorn Hall and Canterbury House will be replaced with a dimensional 3 tab roof with a 30 year material warranty. Some structural repairs will be needed over the parish hall and then radiant barrier decking will be used to cover about 25% of the parish hall. The remainder of the parish wall will have a radiant barrier applied on top of the existing decking.
- The final decision on the sanctuary roof is pending a feasibility report from a licensed structural engineer on whether the roof structure can support a natural slate roof. This report is due by August 22, 2008. The slate roof is the preferred option of the development committee.
- Two fully automatic defibrillators have been donated to the parish. The development committee recommends placing one of these units just inside the foyer leading into the sanctuary on the left side and the second unit on the wall adjacent to the CE office entrance across from the parish hall. Fr. Kresowaty will make a final approval on the placement of the automatic defibrillators.
- Capital Campaign Financials are below:

Donations received as of August 13, 2008	\$364,883.09
Expenses paid as of June 15, 2008	\$179,612.69
Balance in CC Fund as of June 15, 2008	\$193,270.40

**Nominations & Personnel – Jody Gittiban, Jim Ray**

- The Committee members met on August 4th to discuss the process for the selection of candidates for Vestry and Delegates for upcoming term beginning January 2009. The next meeting will be in September.
- Committee members include Jody Gittiban, Darrell Glidewell, Rilla Altman, Jeanette Hamilton, Jim Rhea

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**Secretaries Report – Fr. Matkin**

- Average Sunday attendance for 2008 YTD: 408
- Transfers in: 2
- Baptisms: 4
- Marriages: 0
- Transfers out: 1
- Births: 0
- Deaths: 2

**Old Business**

- 1) Development Committee recommendations and actions needed – see Development Committee report.
  - a. CMR/Roof
  - b. Floor in Narthex
  - c. Lighting
  - d. Other

**New Business**

- 1) Pest Control Contract – we have a contract with A Pest Control at a cost of \$124.00 per month. We have a bid from Pest Master Service for \$350 initial fee and quarterly treatments of \$100. Since the school is gone, the church may not need a monthly treatment. After the first year, there will be a cost savings of \$1,088 annually. Peggy Pate moved that the vestry authorize the junior warden to investigate the questions the vestry have and if the proposed contract meets with his satisfaction, he sign it. Doug Hosea seconded. All approved.
- 2) Babysitters – the babysitters who have been here for 8 years quit in July citing the cost of transportation. The sitters were effective, well known and liked in the parish. Parishioners have been filling in. Pat Sparks has contacted sitting companies and gathered cost information. Sara Beall moved that the vestry authorize senior warden, Jody Gittiban, to negotiate, through Pat Sparks, up to \$11.00 per hour with a 2-hour minimum and to contract with Babysitters of Dallas if the previous sitters do not return. Sheryl Fritz seconded. All approved.
- 3) Funds from new carpet from Capital Campaign or Repair and Maintenance – The vestry discussed where the funds should come from for the replacement carpet in the parlor. The cost for the new carpet is roughly \$600. Stephen Vinson moved that the vestry take funds from the maintenance budget to pay for this. Peggy Pate seconded. All approved.
- 4) Raising Housing Allowance for Rector/ Curate's Housing Resolution – Fr. Duncan proposed that \$24,000 be designated as housing allowance under section 107 of the IRS code. Jim Ray moved that the vestry accept the proposal. Sara Beall seconded. All approved.  
Fr. Kresowaty proposed that \$60,000 be designated as housing allowance under section 107 of the IRS code. Jim Ray moved, Doug seconded. All approved.
- 5) Rally Day will be this Sunday, August 24. On Rally Sunday, Fr. Kresowaty will make a slide show available on the mission trip the Kresowaty family took to France this summer.
- 6) CMR Recover Proposal – see Development Committee.
- 7) Security around St. Alban's - A truck was stolen from the parking lot after a funeral on August 20. Previously a forced break-in took place in the Christian Education room and the



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computer and projector were stolen at a cost of \$2,650. The insurance deductible was \$1,000. People have been found in the building that should not have been there. The vestry discussed the potential purchase of a camera system that would feed into the office. Doug Hosea, chair of the Development Committee will investigate.

8) Fund Raising Committee – Jim Swann was appointed by the rector as chairman of this committee.

9) Organ Contract- Sheryl Fritz moved that the senior warden be given authorization to execute a new contract for building a cabinet to house the swell of the organ. Sara Beall seconded. All approved. The church has received \$15,000 in donations toward this expense.

**Closing Prayer and Adjournment**

Fr. Kresowaty closed with prayer at 10:18.

Respectfully submitted by,

Carolyn Dobbs