

**St Timothy's Episcopal Church Danville, CA Vestry – Draft 1**  
**Saturday, February 8, 2023 – 10:00 am – Grace House**  
**Meeting Minutes**

Attendees: Todd Bryant, Susan Geissler-O'Neil (NV), Joe Grant, Eric Parnell, Dick Firth (NV), John Yow, Kathleen Murphy, Taiwo Ojetayo, Teresa Rajaratnam, Cathy Wickboldt, Scott MacDougall, and Kris Manning (NV),

Absent: Teresa Kim

1. **Opening Prayer** – Pastor Todd
2. **Review and Confirm Agenda**

*For most vestry meetings, there will be a series of reports and the minutes of the previous meeting for the vestry to review prior to the meeting and approve at the meeting. There will also be an agenda item about welcoming guests and naming who they are.*

**3. Ministry Roles**

- **Senior Warden – Eric P**
- **Facility Management – Scott M.**  
Jr. Warden, facility management, facility assistant, and property team.
- **Administration – Cathy W.**  
Best business practices, administration, contract review, and by laws
- **Finances / Stewardship – Dick F.**  
Finances and stewardship treasurer, finance committee, possible vestry member, ex officio senior warden, and seasonal stewardship lead.
- **Multigenerational Support – Joe G.**  
Multigenerational support families, formation, youth ministry, and pastoral Care.
- **Outreach – Teresa CK**  
Outreach and Social Justice. Support the variety of ministries for outreach
- **Community Engagement – Kathleen M.**  
MIT: Vital + Thriving and Vestry lead for our “Missional Challenge.” One or two more vestry and other church members will join.
- **Fellowship / Worship – Teresa R**  
Sunday and other worship and fellowship after services
- **Preschool / Groups – John Y**  
Hosted groups: AA, TOPS, Scouts, Future Preschool
- **Clerk – Kris M.**

- Prepare meeting packet, record meeting minutes, and manage lockup and meeting prayer duties.

#### **4 Meeting Mechanics**

- Meet 3<sup>rd</sup> Wednesday of every month 6:30-8:00 (except July) in Grace House. Quarterly meeting will take place on Zoom.
- 2<sup>nd</sup> Monday of month clerk will send report reminder to members
- Members to send clerk report via email by 2<sup>nd</sup> Friday of month
- 3<sup>rd</sup> Monday clerk will send out meeting packet to members- Please review.
- Meeting will be run according to Roberts Rules of Order
- Vestry Handbook distribution  
Keys distributed to new members
- Occasional ad hoc meetings in addition to monthly meetings

#### **5. Vestry Member's Duties**

- Each member is asked to be responsible for locking up the church six times each year. Sign up @ [Church Lockup](#) Training for lockup was provided by Karen Anderson after meeting.
- Each Member is asked to be responsible for sharing a closing prayer one time per year. Sign up @ [Meeting Prayer](#)
- Campus lockup training 2/9/25 Kris will also help on your first lockup.

**6. Closing Prayer** – Rev. Susan

**7. Adjourned:** 10:50