Saint Timothy's Episcopal Church Vestry Meeting Minutes
Saturday February 6, 2026 @ 9 AM

Attendees: Todd Bryant, Susan Geisler-O'neil (NV), Eric Parnell, Kathleen Murphy, Joe Grant, Scott MacDougall, Teresa Kim, John Brandt, John Hager

Absent: John Yow, Barbara Avolocino, Liz Knape (NV).

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 – Barbara A. Best business practices, administration, contract review, and by laws
   - Finances / Stewardship - Liz K. Finances and stewardship treasurer, finance committee.
   - 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.
     - Was discussed that the Vital + Thriving program is being shelved by Bishop Austin.
   - Fellowship / Worship – Teresa R Sunday and other worship and fellowship after services
   - Preschool / Groups – John Y Hosted groups: AA, TOPS, Scouts, Future Preschool
   - Clerk – John H. • Prepare meeting packet, record meeting minutes, and manage lockup and meeting prayer duties.

4. Meeting Mechanics • Meet 3rd Wednesday of every month 6:30-8:00 (except July) in Grace House.
    - Vestry agreed to move the March Vestry meeting to March 19, 2026, 6:30 PM.
    - February 2027 Vestry meeting to be determined later in the year.
    - 2nd Monday of month clerk will send report reminder to members
    - Members to send clerk report via email by 2nd Friday of month
    - 3rd 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. Pre-School building lease opportunity progressing.
    - Offer to potential lessee being drafted.
    - Celene Simon of Tri Commercial Real Estate Services continues to list the property.
        - Expect a number of updates to the Pre-School Building including addition of doors to outside, AC to all classrooms, painting, refresh and Asbestos remediation.

7. Opened an Official Meeting at 11:22 to discuss Meeting Minutes from January 21, 2026 and February 1, 2026.
    - Confirmed Quorum exists for both January 2026 Vestry and February 1 Vestry.
    - Entered January 21, 2026, minutes
        - Scott MacDougall moved to approve and Kathleen Murphy 2nd. Meeting Minutes approved.
    - Entered February 1, 2026, minutes electing and appointing members
        - John Brandt moved to approve and Joe Grant 2nd. Meeting minutes approved.
    - Closed Official meeting at 11:25.

8. Closing Prayer – John Brandt

9. **Adjourned**: 11:30

Submitted by John Hager