**St. Brendan the Navigator**

**Minutes of the Vestry/Renewal Team Meeting**

**January 31, 2019**

Present: Lis Ingoldsby, Pete Dane, Tom van Buren and Barbara Kourajian. Miriam Antich and Meg Graham called in.

 Senior Warden Lis Ingoldsby called the meeting to order at 1:04 p.m. Lis opened the meeting by reading the St. Brendan Prayer for Discernment.

**Review of Criteria for the Make-up of the Search Committee**

 Lis commented we have reached a milestone: meeting Goal #5 of our Renewal Plan. She expressed her excitement about this and also her excitement about the make-up of the Search Committee. The following criteria were used to select the committee:

* Representative of Parish make-up
* Invitations extended to those not having the opportunity to serve on the previous St. Brendan Search Committee
* Collaborative/team players: good listeners open to diverging views
* Organizational and leadership skills
* Respectful/mindful of the importance of maintaining confidentiality
* Connected to the spiritual life of St. Brendan’s

Lis said Michael Ambler, Canon to the Ordinary, supported and affirmed the process

we used to determine the Committee.

**Review/Confirm Proposed Appointments to the Search Committee**

 Pete moved we appoint Martha Dane, Curtis Flowers, Barbara Kourajian, Judy Miller, Bill Scaife, and Luke Williams as members of the Search Committee, and Tom van Buren as an alternate, only when and if someone is unable to serve. Meg Graham seconded the motion. The motion passed.

 Barbara will serve as convener for the Committee. The Committee will decide on their chair or co-chairs when they meet and will be in touch with Michael Ambler to move ahead with the search process.

 The Worship Ministry is charged to plan a special Commissioning Service for committee members in the near future.

**Vestry’s Charge to the Committee**

 We reviewed a Model Charge to the Search Committee found in the Diocesan’s *A Guide to Clergy Transitions.* Several edits were made. We agreed on the following Charge to the Committee:

1. Enter into a prayerful discernment process in accordance with the Diocesan

 *A Guide to Clergy Transitions.*

1. Develop and publish a prayer to be used regularly by the Committee and congregation.
2. Determine rules for confidentiality and establish a covenant among the Committee members for maintaining discretion with respect to those matters that should remain with the Committee.
3. Submit a budget for proposed work to the Vestry. If additional funds are needed, request a budget adjustment before such additional funds are spent.
4. Work with the Canon to the Ordinary to complete the OTM questions and prepare transition-related material for the congregation web site, based on substantial input from and consultation with the congregation.
5. Explore and assess all options including yoking with another search and checking in with our supply priests as to their interest in the position.
6. Communicate regularly with the congregation through the newsletter, bulletins, and Sunday announcements.
7. In consultation with the Canon, establish a clear and consistent process for receiving applications, screening, and interviewing candidates.
8. Determine a consistent decision making procedure, such as majority, unanimous, or by consensus (consensus is strongly recommended).
9. Prayerfully select one candidate to be presented to the Vestry. It is the Vestry who will elect and call the Rector or Priest-in-Charge.
10. Destroy all materials regarding candidates at the conclusion of this process.

 Barbara will send a copy of this Charge to Committee members.

 The meeting recessed at 1:54 p.m. to reconvene at 2:00 p.m. with members of the Search Committee.

 Barbara Kourajian,

 Clerk

**St. Brendan the Navigator**

**Minutes of the Special Meeting of the Vestry/Renewal Team**

**& Search Committee**

**January 31, 2019**

Present: Lis Ingoldsby, Josephine Jacob, Pete Dane, Tom van Buren, Barbara Kourajian, Martha Dane, and Luke Williams. Miriam Antich, Meg Graham, Judy Miller, Curtis Flowers, and Bill Scaife called in.

 Senior Warden Lis Ingoldsby reconvened the meeting at 2:06 p.m. Miriam opened the meeting by reading the St. Brendan Prayer for Discernment.

**Introductions of Search Committee Members**

 Lis welcomed the members of the Search Committee and offered her sincere thanks and appreciation to them for their commitment. Each member introduced him/herself and shared what moved him/her to take part in this process. Lis shared that informal conversations with members of the parish and discussions at several Vestry meetings helped us determine the committee. We also based our selection on the following criteria:

* Representative of Parish make-up
* Invitations extended to those not having the opportunity to serve on the previous St. Brendan Search Committee
* Collaborative/team players: good listeners open to diverging views
* Organizational and leadership skills
* Respectful/mindful of the importance of maintaining confidentiality
* Connected to the spiritual life of St. Brendan’s

 She informed the Committee they were formally appointed at the earlier Vestry meeting. The Commissioning Service for the Search Committee will be planned by the Worship Ministry. Lis will forward the names of committee members to the Canon to the Ordinary and the Bishop.

**Vestry Charge/Expectations of the Search Committee**

 Barbara read the Vestry Charge/Expectations approved at the earlier meeting to the Committee. Lis stated that Barbara will be the convener for the first meeting.

**Review/Discuss *A Guide to Clergy Transitions* and Next Steps**

 The Committee has received the Diocesan publication *A Guide to Clergy Transitions* and will receive links for the Office of Transition Ministry. Lis mentioned the whole process is simpler and there is more freedom. She stated Michael Ambler is standing ready to help us organize a Q & A (OTM Party) with the Parish. The purpose of the OTM Party is to start the process of answering a series of questions which will comprise part of our OTM Portfolio. She said we will also want to connect with seasonal people to get their answers as well.

 Lis encouraged us to expedite what needs to be done. We have the energy, interest, and Spirit behind us.

 A question was raised on how we define the duties of a 1/3 time priest. Pete will provide information on this based on Vestry’s earlier discussions.

**Communication around Announcement of the Search Committee**

 Lis will announce the Search Committee in this week’s eNewsletter.

 The Search Committee will meet on Wednesday, February 6th at 1:30 p.m. The next Vestry/Renewal Team meeting will be Tuesday, February 12th at 2 p.m.

 We closed the meeting by reading the Prayer of St. Brendan together. The meeting was adjourned at 2:40 p.m.

 Barbara Kourajian,

 Clerk