

**St. Alban's Episcopal Church**  
**Minutes of Vestry Meeting**  
**Sunday – October 2<sup>nd</sup>, 2016 – 1:30 pm**  
**Church House**

**Vestry Officers Present:** Laura Ingersoll (Senior Warden), Rich Turner (Junior Warden), Hollis McLoughlin (Treasurer) via phone, Emily DiBari (Secretary) via phone.

**Vestry Members Present:** Adrienne Allison, Julie Clements, Andrea Fraser-Reid, Ivan Fermin, Tom Gustafson, Kristie Hassett, Marcus King, Sandy Kolb, Tomás Montgomery via phone, Ken Patterson via phone, Donna Palmer.

**Call-to-Order:** A special meeting of the Vestry was called to order at 1:30 pm by the Senior Warden pursuant to Article II Section 2 of the Bylaws. A quorum was present. The Senior Warden stated the purpose of the meeting was to take Vestry action relating to the conclusion of the pastoral relationship between the Parish and the Rector. The Rector was aware of the meeting and elected not to be present; accordingly, pursuant to the Bylaws the Senior Warden would preside.

**Establishment of the St. Alban's Parish Vestry Executive Committee:** Approval of Vestry Action 2016-10.01 – establishing a standing Executive Committee as recommended by the Governance Committee – was moved by Sandy Kolb and seconded by Julie Clements; following discussion, all present voted in favor. [VESTRY ACTION 2016-10.01] (Attachment 1)

**Consent to Resignation of the Rector:** Approval of Vestry Action 2016-10.02 – a resolution consenting to the resignation of the Rector and approving the terms of the Agreement Concluding Pastoral Relationship – was moved by Julie Clements and seconded by Marcus King. The Senior Warden summarized the Canonical requirement for Vestry consent to the Rector's resignation, and reminded the Vestry of the terms of the Agreement, which had been previously discussed by the Vestry during informal sessions. Following discussion, all present voted in favor. In addition, every voting lay member of the Vestry, including those not present at this meeting, signed a copy of this Resolution to ratify his or her concurrence in it. [VESTRY ACTION 2016-10.02] (Attachment 2)

**Expression of Appreciation and Support for Associate/Assistant Clergy and Staff:** Approval of a resolution affirming the Vestry's appreciation and support for the associate/assistant clergy and staff, especially during the coming transition, was moved by Tomás Montgomery and seconded by Kristie Hassett; all present voted in favor. [VESTRY ACTION 2016-10.03] (Attachment 3)

Following discussion of the impending transition, and next steps for identifying a suitable Interim Rector, the meeting concluded at approximately 2:30 pm.

Respectfully submitted,  
Emily DiBari, Secretary

## Establishment of the St. Alban's Parish Vestry Executive Committee

RESOLVED: Upon the recommendation of the Standing Committee on Governance, the Vestry establishes an Executive Committee for the following purposes:

- (1) To consult with the Rector on a continuing basis regarding any issues of concern to the Rector or the Vestry;
- (2) To help the Rector maintain a 'pulse of the parish' on a continuing basis, particularly on confidential and pastoral matters;
- (3) To serve as an initial resource for the Rector on emerging or sensitive matters that may ultimately come before the Vestry.

The permanent members of the Executive Committee are the Rector, and the Senior Warden and Junior Warden (who will serve for the duration of their terms of office). Other members will be appointed by each incoming Vestry, as soon as practicable after the Annual Meeting. Membership on the Executive Committee will be reviewed annually by the Rector and Wardens, who will advise and move the Vestry for changes as necessary.

The Executive Committee does not supersede the authority of the Vestry unless the Vestry specifically and by vote requests action by the Committee. If the Executive Committee takes action on behalf of the Vestry, these actions must be recorded in the Vestry minutes.

The following are this day appointed non-permanent members of the St. Alban's Parish Vestry Executive Committee: Standing Committee on Governance chair and Vestry Member Kenneth Patterson; Treasurer Hollis McLoughlin.

VESTRY ACTION 2016-10.01

Approved: October 2, 2016

Consent to Resignation of the Rector,  
and Approval of Terms of the Agreement Concluding Pastoral Relationship

RESOLVED, that:

1. Pursuant to Canon III.9.15(a) of the Episcopal Church, the Vestry consents to the resignation of Deborah Meister as our Rector;
2. The Vestry approves the terms of the Agreement Concluding Pastoral Relationship (Agreement), as signed by the Rector, the Senior Warden on behalf of St. Alban's Parish, and the Bishop of our Diocese; and
3. The Vestry affirms the commitment by each Member of the Vestry under the following provision of the Agreement, at Section 4.b:

*The members of the vestry of the Parish agree that they will not disparage the Rector or her performance as rector or otherwise take any action that could reasonably be expected to adversely affect the Rector's personal or professional reputation. Similarly, the Rector agrees that she will not disparage the members of the current or any former vestry of the Parish or the Parish generally or otherwise take any action which could reasonably be expected to adversely affect the personal or professional reputation of the Parish or current or former members of the vestry of the Parish. Nothing in this section or in this Agreement is intended to restrict the Rector's ability to discuss her experiences in the course of securing new employment or other opportunities, or to restrict the members of the vestry of the Parish in responding to queries arising from such discussion.*

VESTRY ACTION 2016-10.2

Approved October 2, 2016

## Expression of Appreciation and Support for Parish Associate/Assistant Clergy and Staff

RESOLVED: In anticipation of the coming period of transition in our Parish, the Vestry wishes to reassure all the Associate/Assistant Clergy, and all the Staff of the Parish (paid, contract, and volunteer), that they have our deep appreciation, profound gratitude, and unqualified support. We regard each as an integral part of this Parish's ability to function as a dynamic, effective community of faith. And we pledge that as a Vestry, and as individual Members of the Vestry, we will steadfastly support them, and work with them, during the challenges ahead.

VESTRY ACTION 2016-10.03

Approved: October 2, 2016