

Village Chapel of Bald Head Island



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Minutes of 2015 Annual Meeting – January 31, 2016

The Annual meeting of the Board of Trustees of the Village Chapel was held Sunday morning following 8:30 am Chapel service. Vice President Keith Bradley welcomed everyone and opened the meeting with a prayer.

PRESENT Keith Bradley, Bob Porter, Nonie Williams, Lee Wester, Bob Daffer, Elizabeth Beam, F.A. McLeod, and other property owners of the Island.

Vice President Bradley asked if there were any corrections to the January 18, 2015, minutes and, as there were none, the minutes were approved.

Vice President, Keith Bradley recognized the many volunteers and thanked them for their contributions to the Chapel.

Vice President Bradley thanked the members that are leaving the board for all they have done for the Chapel: Betsy Carr is leaving as Chair of the Worship Committee, Clark Pennell is leaving as Chair of the Off-Island Outreach, and Lee Wester is leaving as Chair of the Hospitality Committee.

Pattie handed out a small gift to the leaving members who were at the meeting as a Thank-you to them.

REPORTS:

Altar Guild – Melanie Robbins and Nonie Williams, co-chairs

This year the members of the Altar Guild were: Judy Brawner, Ann Cathcart, Pat Johnston, Pat Lammert, Barbara McQuaide and Shawn Smith. We appreciate all their help and hard work in fulfilling our duties.

The Altar Guild helped serve Communion the first Sunday of each month and at special services, including Easter and Christmas Eve. The Altar Guild monitored the supplies of wafers, wine and candles and reported to Pattie when more was needed. We replaced candles on the altar as needed, made sure the brass was polished, and decorated the chapel for Christmas and Easter. A member of the Altar Guild was present at baptisms, memorial services and special services.

The first Sunday of every month, Communion was served. It was served at both services in June, July, August and September. It was also served on Easter and Christmas Eve. An Altar Guild member prepared the Communion table, offered the wine and cleaned up after the service, disposing of the unused elements in the designated area outside. When necessary, the linens were taken home and laundered.

There were eight baptisms during the year. An Altar Guild member was present each time. At private baptisms, lights were turned on, parents and minister greeted, and the font moved to the front of the chapel. Water was put in the blue pitcher for the minister's use. The parents were given a certificate of baptism, as well as an inscribed shell, and small linen towel.

There were two memorial services. An Altar Guild member was present at each.

The Altar guild prepared ashes for the Ash Wednesday service from palms from previous Palm Sundays.

Palms were placed in large vases on either side of the altar for Palm Sunday. Small palm cross pins, which we made, were handed to worshippers as they entered the chapel.

Six lilies were placed on the altar for Easter Sunday.

Christmas is a busy time for the chapel. An order form for memorial poinsettias was placed in the bulletin in early November. Thirty plants, wrapped in green foil, were ordered through the club and arrived on December 3. The poinsettias were placed on the cabinets, under the altar table and in front of the organ. Candles, with greens and red bows were placed in the windows. A large artificial wreath with red bow was donated to the chapel by Ann Cathcart and Nonie Williams. This was placed on the balcony rail. An advent wreath, made by Pat Lammert and Jane Johnson, was placed on the font in the front of the chapel for the first Sunday of Advent. Cheryl, our landscaper donated a beautiful wreath for the front door.

A small tree was decorated for the condo. A lighted wreath was placed on the condo door.

The poinsettias were watered throughout the month. All decorations in chapel and condo, were removed and put away by New Year's Eve. Poinsettias were available for pick up in Pattie's office.

Looking ahead, it is suggested that we serve Communion at only the 8:30 service in the summer. Manpower is limited. In the past it was served at only one service. We hope to recruit more members to help serve Communion. We will offer a training class in late Spring. We also plan to change the Christmas decorations next year. The window candles were knocked over several times causing concern.

Many thanks to Pattie, who reminds us throughout the year of our duties and of baptisms and special services. She is the best!!!!

BUILDINGS & GROUNDS – Keith Bradley

The following is a summary of activities and work completed on the Chapel grounds and buildings, including the Royal James Condo/Ministers Quarters:

- **The renovation of the minister's quarters at Royal James Landing was completed in March. There was extra repairs from deterioration which is typical on the island. The result is a beautiful, modernized facility for our visiting ministers.**

- **Installation of a residential water meter by the Village will reduce water consumption and costs of irrigation.**
- **Necessary, ongoing, “wear and tear” repairs at both the Chapel and minister’s quarters including golf cart repair and tires, electrical and plumbing issues.**
- **Hurricane Joaquin and the flooding in October created a pooling of water in the Royal James garage. Once the water drained/perked, the area was pressure washed/disinfected. “Historic” rainfall amounts since then have left the island very wet; this, along with residual humidity has increased mildew inside the Chapel and will be addressed the first week of February by Masonboro Painting.**
- **Windows in the Chapel that had “fogged” due to seal deterioration were replaced, along with window replacement in the office.**
- **Getting reliable carpenters for our repairs is a real problem. Have finally “nailed down” repair to the bell tower, Chapel front steps, and trash receptacle.**
- **Cheryl McDonald Landscaping continues to do an exemplary job on our grounds. She will be starting repair work on the brick walkways the week of January 18, and will complete the project before Easter.**
- **The security System problems/accounting that Pattie has been fighting have finally been resolved.**
- **A “work day” will be scheduled to tidy up the underside storage of the Chapel and office to rid 25+ years of clutter.**
- **Storm Preparation/following will be addressed and updated.**

Many thanks to Pattie, who is “all eyes and ears”.

REPORT OF THE TREASURER – Robert P. Porter

The Village Chapel of Bald Head Island Report of the Treasurer covering the fiscal year ended December 31, 2015 is composed of 2 documents in addition to this summary letter:

P&L January through December 2015 compared to Budget(unaudited)

Balance Sheet as of December 31, 2015(unaudited)

These two supporting documents have been placed in your file folder at the Chapel Office door.

A few of these unaudited and unadjusted figures will show considerable change when we receive our Auditors Report for 2015 in March 2016.

The auditor calculates and records a yearly depreciation expense to our books which we do not track through the year because it does not affect cash. In 2014 the depreciation expense was \$18,415, but 2015 should exceed that figure inasmuch as we will be adding the first year depreciation of the condominium improvements.

The Auditor will compute and record any change in our Fidelity reserve accounts due to interest received and market performance. The condition of these accounts with Fidelity, and their gains or losses in 2015, will be reported to you by the Investments Committee. In recent years, gains in our reserves have reflected a rising stock market and have tended to cover depreciation expenses. This will not be the case for 2015.

such as the Bell Fund. Some monies are donated for specific items such as the organ and the piano and kneelers that were given to use for those specific items, but those are not legally restricted. The Bell Fund is restricted for keeping the Chapel and the Condo in good condition.

HOSPITALITY COMMITTEE REPORT – Lee Wester

The Hospitality Committee is responsible for Greet and Seat Ministry for the Chapel.

Our volunteers welcome worshippers as well as collect and count all monetary donations.

We also provide additional volunteers for Linger Longer, a group that meets after Chapel service to share time together, welcome new worshippers and fellowship with the minister of the week.

Volunteers are recruited via email and telephone.

We have been struggling to schedule people this past year as many of our regulars have moved or have been off island traveling.

Clark Pennell was invaluable in helping us find the number of people needed for each service for the first half of the year. During the summer months, we have two Sunday services, and we need two people to Greet and Seat for each service. During Easter, our largest day of attendance of the year, we had three services, and there was a total of 14 people who helped us with Greet and Seat for those services.

Brenda Quanstrom came up with a list of new people to solicit for the Hospitality ministry. We sent letters to 12 “new” families and received 2 responses, both of which explained that they can help when they are on the island.

We welcome any person who would like to join us for either Greet and Seat or Linger Longer ministries.

MUSIC COMMITTEE REPORT – Bob Daffer

For services on Sunday, Hymns and Anthems are selected to compliment the scripture readings and the minister’s sermon topics. Twenty-one new Hymns were sung in response to requests from guest. Clergy. Cindy maintains a spreadsheet of Hymns sung throughout the year and typically each hymn is only sung once or twice so to provide more variety.

The Choir was very active with special events. They sang for the Memorial Day service at the lighthouse, a fundraiser for the Old Baldy Foundation at The Club on November 29th and same Christmas Carols for the residents of Doshier Nursing Home on December sixth. The high point this year was the Christmas Concert, “A Joyous Christmas” on December 13, 2015.

In the upcoming year the choir is planning to participate in the Interchurch Fellowship Choir festival on Sunday, May 1, 2016. This is to be held at Sacred Heart Catholic Church in Southport, NC.

The “Audio Visual System” that will permit us to record and play back services, weddings, and special events in the Chapel and also stream them to a 70” screen with high quality audio system in the Association Building’s A.C. Generator room is finally progressing. The delays have been substantial. Resolving Legal issues with the association, the illness of key individuals and other issues beyond our control. The greatest benefit will be on Easter Sunday where we frequently have more people out in the Chapel courtyard than ones seated in the Chapel. This year the overflow congregation will be seated indoors and have both visual and sound of excellent good quality. The project is on track to be operational by Easter Sunday.

Keith Bradley noted that Cindy Sellers has done an amazing job with the “pick-up” choir. Having no idea who will show up every week and still making beautiful music is gratefully appreciated. Keith also said that the Christmas Concert was wonderful. Charlie Himes asked that when we see Cindy that we please show our gratitude for all that she does.

OFF ISLAND OUTREACH – Clark Pennell and Scott Starks

The Off Island Outreach had a good year in 2015.

First Quarter:

We participated in the annual Martin Luther King program at Trinity United Methodist Church in January. We had donation bins put in two locations on the island for collecting food for the food pantry during the Souper Bowl of Caring, we collected over 100 pounds of food and \$200 in cash donations. (We would like to make this an ongoing project). I attended the monthly Southport Oak Island Interfaith Council meetings.

Second Quarter:

We attended the monthly meetings at SOIIFC.

I also attended several weekday Easter services in the area that were sponsored by the SOIIFC, and worked with the SOIIFC to collect money for the Southport Elementary summer reading program. We received a very nice letter from the students at Southport Elementary School thanking us for their books.

Third Quarter:

Along with monthly meeting attendance, we started working on the Interfaith Fellowship Walks dates and times and discussed the Angel Tree Project. We also collected donations to help the New Hope Clinic with supplies and continued our support of the Providence House teen home in Southport.

Fourth Quarter:

After my resignation, Scott Starks agreed to help us with this important mission. The Inter Church Walk was held on Nov 1. We had only a few people that participated in the walk. BHI raised almost \$650. Total amount for the Interfaith Fellowship was \$13,300. In December we once again led worship services at Doshier Nursing Home. There were approximately 20 patients and 12 Chapel volunteers that celebrated the beginning of the Christmas season. Also in December the Village Chapel participated with Brunswick Family Assistance to furnish Christmas gifts to 12 children, adults and disabled people. We also collected cash donations. We had

excellent support from the congregation and I'm positive made a happy Christmas for these people.

I'd also like to note that The Village Chapel of Bald Head Island supports the SOIFC with a monthly monetary donation to provide Brunswick County's underserved population with the food pantry, health care, and housing. A similar donation is made quarterly to Habitat for Humanity for their specialized services.

Keith reiterated Scott's point that in addition to taking care of our own people here on the island, we are also very generous with those people who need our help in Brunswick County via the SOIFC as well as the Habitat for Humanity donations. Charlie Himes mentioned that we could notify the incoming ministers of this when our offering basket is being taken; the minister should mention that we support those in need in the whole county. Scott said that the people who visit Bald Head might take note that Brunswick County has many sobering facts about the poverty in the county. We might mention some of these facts in some of the literature we provide in the Narthex.

ON ISLAND OUTREACH – Submitted by F.A. McLeod

Education Ministry (Ann Cathcart, Pat Miller, Rev. Garrett Albertson)

Evening Bible Study: (Tuesday 7:00-8:30 p.m. at On-Island homes). This fall, the group started its study of Martin Copenhaver's book, Jesus is the Question, facilitated each week by different volunteer group members. Members took a short detour from this during Advent for Ann Cathcart to lead a special review of Why This Jubilee?, reflections on Christmas carols, by James C. Howell. They returned to Copenhaver's book in January.

Women Exploring the Bible: (First and third Tuesdays of the month 10:15-11:30 a.m) The ladies are studying Max Lucado's book, Acts: Life Lessons. They now meet at the Association Center and share facilitating duties.

Men's Bible Study: (Meetings first and third Fridays of the month 8-9 a.m. in the Association Center) The group resumed in November, after a brief hiatus. Reverend Garrett Albertson is leading the members in discussions centered on Ephesians.

Prayer Ministry (Judy Brawner and Pattie Caban) The Prayer Chain continues to support those requesting such through the leadership of these ladies and the invocations of the 24 committee members.

Community Service Ministry (F.A. McLeod and Susan Himes)

Food and transportation support have been given to the Quanstroms. Medical errands were run for Carol Sauder. Others with needs were contacted to see if they wanted any support, but they declined.

Chapel AV Ministry Bob Daffer, John Fisher, Don Sauder and Dana Quanstrom are working on providing an AV connection to the Association Center from the Chapel to be ready for Easter.

Outreach (Susan and Charlie Himes) Susan and Charlie continue welcoming new Chapel attendees after services each week and visit Island residents in need.

Pastoral Care (Rev. Dr. Gary Albertson) Reverend Albertson continues his ministry to all Island residents and visitors as well as his prayers for these. He wants folks to know he is available for hospital visits, just contact him.

Narthex Materials Pattie refreshes these materials, which are available to all Chapel visitors. Pattie also continues to provide Chapel note cards for sale. This enterprise pays for itself as well as augments outreach funds.

Rosary The Chapel approved that Island Catholics interested in saying the rosary one day a week at the Chapel may contact F.A. McLeod to arrange a date and time. Several residents have participated in this ministry.

WEBSITE TECHNOLOGY SUPPORT – Dick Johnston

Elizabeth, her daughter Sarah and I put together a plan for the website that also included Jane Baldrige.

Jane has been working hard with input from several of us including Pat Miller, and now the new site is live! We'll call this Version 1.0. We encourage everyone to take a look, explore and let us know what you think.

The website will include input from all committees as well as Chapel goers on the island. Currently we are mentioning the Sunday guest Ministers, Friends of Music events and updated forms and guidelines for weddings.

John Fisher is working on getting a PayPal account set up and active on the Website for both wedding payments and online donating.

This will be a great tool for us in many ways, and we are especially looking forward to using this asset for our 30th Anniversary celebration that is taking place starting this Easter weekend.

Elizabeth Beam asked those in attendance to please look for pictures that we could post on the website. It's very important to keep the website updated and active.

WEDDING GUILD ANNUAL REPORT – Elizabeth Beam

The wedding season began with the annual Guild Coffee in March, graciously hosted by Shirley Everhart. Valuable discussion was helpful in reviewing procedures and planning the volunteer duties for the year.

Between April and December, 2015, there were as follows:

23 weddings facilitated by 13 Guild volunteers equally more than 115 hours of service.

- 19 weddings were on non-property owners'

- 4 weddings were of property owners.

Income from the weddings was \$32, 500 which is \$13, 000 over projected income of \$19, 500.

The trend in having fewer weddings scheduled per year is continuing.

During the year, the following changes have occurred:

- The policies and procedures were reviewed and edited.
- A revised informational packet was put in place
- A Pinterest account was added for Village Chapel Weddings
- A few Facebook accounts for the Chapel that were already in place on the internet were claimed and now include information on the Chapel.

Challenges for the year included:

- Here is increased difficulty for wedding couples to find sponsorships as some businesses and entities on the island are now reluctant to continue assuming liability as sponsors. The Board agreed that sponsorships are preferred but an active credit card number may be given in lieu of sponsorship. In addition, Mark Prak reviewed the situation and provided a liability release and indemnification statement for weddings without sponsors that is now part of our wedding packet.
- As is it often difficult for Guild facilitators to contact the bride the week of the wedding, it is now preferred that the facilitators contact the bride upon assignment of the wedding. This means that the Chapel administrator will handle the booking and the financial aspects of the weddings, the Gild Chair will contact the brides and approve the music, and the facilitators will be the contact person leading up to the time of the ceremony.

WORSHIP COMMITTEE REPORT – Betsy Carr

Each year we usually have 11 special services:

National Day of Prayer

Ash Wednesday

Maunday Thursday

3 Easter Services

July 4th

Thanksgiving Day

2 Christmas Services

New Years Eve

We also are glad to offer special Catholic services as needed, and we have just added the Rosary being said at least once a month.

Our Committee is in charge of rating our weekly ministers, and deciding who should receive a first or second letter of invitation to join us the following year. This meeting is held in April each year. Invitations are sent out in May and we ask that cards be returned in June. We ask our

ministers to give us three preferred dates that fit their schedule. Usually, our highest rated ministers receive their first or second choice date.

The winter months are always our most difficult to fill, as well as Easter and Christmas. As of now, our calendar for 2016 has been filled.

I have enjoyed working with everyone involved in this Chapel and wish everyone the very best...I am very happy to have Mary Jo Walker be your new Worship Chair.

Many thanks to my committee and especially Pattie Caban.

PRESIDENTS REPORT – E. Richard Johnston

The President's report has traditionally been a review of the past year. This will be that brief review, but also a look forward ... A look to the next year and possibly to the next thirty years.

January can be a bridge between the old year and the new, so it's appropriate that we look back. It is also that 2016 can be a bridge between the first thirty years of our wonderful Chapel and the next thirty years!

Thirty years ago this Easter Weekend ground was broken for this wonderful place of worship. Thirty years before Easter weekend of 2017, the first service was held in the new Chapel!

An ad hoc committee has been formed to coordinate our planned one year Anniversary Party ... Easter 2016 to Easter 2017! We hope that each 2016 Board Member will focus their committee activities toward building on what the Chapel Leaders of the past have built so we can continue to be a vibrant impact on the Spiritual life of the Bald Head community.

Some examples of thoughts and plans in process as we go forward are:

- **The long awaited new web site is up and running! It is up to us to enhance and add content for this to be the cornerstone of our new electronic communications.**
- **New Audio Visual System - 70 inch HD TV / Quality Audio system to be installed in BOA building ... Used with feed from BHI Chapel for high demand services including Easter, Memorial services, weddings, etc. BHI Board has agreed for this use and will be able to use equipment for their use as appropriate.**
- **On Line Giving and Transaction Processing ... You have heard that giving has declined and is not meeting annual operational needs (we operate at a loss). When up and working, all Chapel constituents can make on line contributions on regular or one time basis. Many of us including those that attend services when on island don't always have checks or the cash they would like to give ... They can set it up to be painless! Wedding families can pay effortlessly if desired.**
- **Catholic Services are welcomed as our Catholic friends find appropriate.**

There will be other different approaches tried ... I completely understand "We don't do change well" ... But if we don't find some new and hopefully better ways to do things ... We will atrophy.

The first thing is to replace our three retiring Board of Trustee Members with the best and brightest we can find. Our Nominating Committee of Betsy Carr and Bob Porter have done a wonderful job of doing that.

Our retiring Leaders that "Can't be Replaced":

- **Betsy Carr - Officer, Executive Committee Member and long term Chair of Worship ... Thank you Betsy for ALL you have done over many years.**
- **Clark Pennell ... Has also served as Officer, Executive Committee Member and Chair of Off Island Outreach ... Thank you Clark ... Come back to see us.**
- **Lee Wester - Lee was recognized at the last Board Meeting for her many contributions over ALL these years. Lee, we will see you during our 30th. activities and anytime you can join us! We love you ... AND Thad.**

Our new board members:

Robin Prak

- **Robin is an active member of our Choir when she and Mark are on Island from their Raleigh home. Robin has agreed to take on Hospitality**

Scott Starks

- **Scott is a retired Orthopedic Surgeon and lives on island with his wife, Becky. Scott is stepping into a job that fits his passion ... Off Island Outreach, and is already working hard and filling Clark's shoes.**

Mary Jo Walker

- **Mary Jo has worked as an Event Planner and now lives on island with her husband, Howard. Mary Jo will work to fill Betsy's shoes with Worship I'm convinced she is up to the challenge!**

All three of these folks are involved and showing the energy we welcome.

A few additional comments on 2015 milestones are:

- We completed and occupied the much needed and Greatly Appreciated Minister's condo. Dana Quanstrom was the initial moving force to get this project started and we are thankful for his leadership. Keith Bradley was the go to guy for the successful completion of the project along with Steve Henson's very professional team. Melanie Robbins worked tirelessly bringing her decorator's eye and a true Wow Factor. I still believe that this resource is key to our most valuable Ministry ... These Ministers need ministering and the 6 days of Bald Head R & R meets that need.

- Bob Daffer along with our great Organist / Choir Director Cindy Sellers provide the leadership for music. The Chapel Choir continues to amaze us all!

- Bob Porter leads finance and we appreciate hard work and clarity he brings to the role. We are on sound footing even as Bob gently reminds us that giving can use a boost. One plan to help is the on line giving that Pattie with leadership from John Fisher will introduce.

- Pattie is invaluable to Bob and to me with all she does! She understands her excellent performance has allowed me to step up to a third year!

- Weddings continue to be a beautiful part of our ministry with Elizabeth Beam's and Pattie's guidance. The new web site and Social Media focus by Elizabeth will add to this wonderful tradition over all of our thirty years.
- Altar Guild leadership by Nonie Williams and Melanie Robbins always adds to our life and continuing traditions. Thanks to both and all the volunteers that make it happen.
- On island outreach is wonderfully led by F A McLeod. The many aspects including Gary Albertson's Pastoral Care (we can change after all ...) are critically important to our spiritual life. Please consider joining one of our Bible Studies ... You will be glad you did!

Thanks to all that are part of our invaluable tradition of the Spiritual life of our Village Chapel.

Join us to make it another fantastic thirty years.

Keith passed the meeting over to Bob Porter who collected the Ballots for the new Board Members.

Bob reviewed the process of nominating someone for the Chapel Board. He said that the Committee was focused on finding some new people who haven't served on our board in the past, but were spiritually tied to the Chapel.

NOMINATING COMMITTEE – Bob Porter for Betsy Carr.

The Nominating Committee nominate these three people as board members to fill the vacancies for 2016:

Scott Starks
Mary Jo Walker
Robin Prak

Bob noted that none of these people have served on the board, and they are very welcome. Elizabeth Beam has also said that she will serve for the next three year term.

Keith welcomed them and asked them to join him at the Board of Trustees meeting being held immediately following this meeting.

The President of the Board, Dick Johnston, will contact them and discuss their duties for their committees.

Charlie Himes made a statement that Christianity was previously known as a “type” of denomination such as Presbyterian, Lutheran, etc. He wondered why we do not have a Catholic priest on the rotation, or at least ask a priest come and do a mass periodically? It was explained by F.A. McLeod, that the current priest over in the Southport Parish will not allow a priest come to the Island at this time. The Raleigh Diocese's official response is that they cannot force this priest to allow this, although they would allow it if he would approve it.

OLD BUSINESS:

NEW BUSINESS: There will be a 30th Anniversary Celebration from Easter 2016 through Easter 2017. There is an ad hoc committee consisting of John Byrne, Pat Miller, Elizabeth Beam and Dick Johnston. We hope this Celebration will be a bridge for the next 30 years of this Chapel. Elizabeth also asked that everyone please remember to search for any pictures of the Chapel and those who helped start the Chapel, please bring them in to include in the Anniversary Celebration.

There being no further business, the 2015 Annual Meeting of the Board of Trustees of the Village Chapel of Bald Head Island was adjourned.

Respectfully submitted,

Patricia Caban
Executive Secretary

E. Richard Johnston
President