



Forward in Faith: A Plan for Realizing our Vision St. Martin's Episcopal Church 2008-2012

“Where there is no vision, the people perish” Proverbs 29:18

The Vestry of St. Martin's Episcopal Church began its discernment of the work God has set for us during a vestry retreat in January, 2008. We reviewed and revised our mission and vision statements. Our mission statement is: We are called to be disciples of Jesus Christ, ministering to all who experience human suffering, thereby proclaiming God's love for all people. We strive, both individually and corporately, to experience a deeper relationship with God, and, in changing times, to extend Christ's unchanging ministry to one another, our community, our nation and the world.

Our vision statement is: We will nurture and equip one another through worship, learning, sharing and feeding so that we may extend ourselves and our community to those who may know Christ through and with us. With God's help we will:

- Plan faithfully for our future, building upon our legacy of faith, hope, love, and care.
- Equip and challenge ourselves and one another to minister joyfully and faithfully to all who join our journey of discipleship.
- Be faithful and grateful stewards of all that God has given us by nurturing and sharing our gifts and talents.
- Open our hearts, doors, resources and altar to all who seek to worship or commune with us.

Next we thought about St. Martin's future two, three, four and five years from now, using our vision to guide us. We “future builders” listed our hopes for St. Martin's.

During the spring of 2008 we formulated goals to help us reach our visions. We assessed where we are now and then listed action steps that would enable us to reach the goals. Each action step includes who is responsible for accomplishing the work, the resources needed, and the projected timeline. We review our progress at each Vestry meeting and report accomplishments to the congregation via our monthly newsletter, the Cloak. This packet contains the plan to live out our vision.

Forward in Faith: A Plan for Realizing our Vision
St. Martin's Episcopal Church
2008-2012

Vision Point: Equip and challenge ourselves and one another to minister joyfully and faithfully to all who join our journey of discipleship.

Goal I: Expand pastoral care programs and participation so that more people in our congregation are ministered to (outside of Sunday morning worship) and so that more people in our congregation are ministering.

Where are we now?

- The current Pastoral Care Associates group is small and able to meet the needs of acute cases.
- The number of parishioners with long-term needs is increasing. There is a need to recruit more people to be involved in the large PCA group.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Seek funding for Stephen Ministries.	Shirley	\$3452.90	June	Achieved June 08
Recruit new volunteers and identify train-the-trainer candidates and send them to training in Pittsburgh.	New volunteers	Stephen Ministry	Summer 2008	Achieved Aug 08
Work with other Williamsburg churches to provide our own trainings.	Stephen ministers	Training Materials	Fall, Winter 2008/09	Letters out 11/04
Establish the program for the volunteers.	Shirley and Stephen Ministers	Stephen ministers	Spring 2009	

Goal II: Assess St. Martin's information technology needs.

Where we are now?

- We have a website, weekly bulletins, parish-wide mailings, and a monthly newsletter.
- We have parish-wide notifications by e-mail to those who have e-mail.
- St. Martin's owns computers, copy machines, overhead projectors, microphones, ...
- We have a number of manual processes that would be more efficient and effective if supported by IT.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Assess information technology needs.	Andy McNeil	Time with staff	Summer 08	70% 8/21/08
Identify funds and resources needed to improve our current system.	Andy and staff	time	Summer 08	Automated Calendar set up 8/08
Vestry approves funds and equipment is purchased and staff trained.	Andy, Tim, staff	Report/Request 09 budget	December 08	Equipment needs identified

Vision Point: Open our hearts, doors, resources and altar to all who seek to worship or commune with us.

Goal I: Identify and increase transportation opportunities for church and ministry events thereby moving the community to St. Martin's and St. Martin's into the community.

Where are we now?

- We borrowed Bruton Parish's van 4 times in 2007 and once in 2008.
- Four events were cancelled due to lack of enough drivers to transport youth.
- The bus to Chanco was full for fall 2007 picnic.
- There is no organized system in place to provide rides to those in need.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Identify transportation options.	Vestry	People	01/01/09-3/30/09	
Create a transportation ombudsman.	Vestry	Nominating Committee	01/09	
Price transportation options.	Finance	Mike Terrien	03/09	
Identify carpool needs and create neighborhood carpools. (Lois H. created neighborhoods by 12/08; sent to Pastoral Care Find chair persons for each neighborhood group to call members.	Pastoral Care	Neighborhood Groups' Chair	9/15/08 to 6/30/09	ongoing

Goal II: Provide for the needs of young adults, golden-agers, and singles by creating opportunities for intergenerational activities.

Where are we now?

- We enjoy these activities when they come along.
- Fellowship Commission does not exist.
- The youth are involved in the life of St. Martin’s in worship, teaching, preaching

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Initiate Fellowship Commission. Dani formed a group and intergenerational activities began fall 08	Dani Jaworski	Cloak article	8 /08 - ongoing	9/08 begun
Survey parishioners’ desires.	Fellowship Commission	Bulletin survey Ministry Faire	9/08	
Assess costs, space needs, and transportation.	Fellowship Commission	Targeted events	Fall 08	
Families adopt older congregational members or W&M students.	Fellowship Commission	Lists of adopters and adoptees.	Fall 08	

Goal III: Enhance Worship and Faith Formation Opportunities

Where are we now?

- The Forward in Faith Survey results indicate that more Bible study is wanted
- Survey results indicated high satisfaction with worship at 7:45 and 11:00 services
- Some tensions arise from 9:00 service which serves 4 distinct population
- We have few 20 – 30 year olds

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Survey 9:00 population re: satisfaction	Shirley	Paper survey	January 09	
Communicate the changes in the 9:00 service that will be tried during Lent	Shirley	announcements	January 29	
Explore ways to add more Bible study	Ann Meyer and Faith Formation Commission	Bible study materials Fall schedule	By May 09	
Study area churches’ approaches to serving 20-30 year olds	Sven and Shirley	Contacts	May 09	

Collaborate with others to make room for all who want to worship with us	Shirley, Worship Commission	Results of study of approaches used in area	Fall 09	
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Goal IV: Enhance our sound system

Where are we now?

- The back half of the church has poor acoustics.
- Many congregants cannot see or hear the children during the children's sermon.
- We cannot record and reproduce our music to the internet.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Arrange an acoustical evaluation of our buildings	Andy McNeil, call Phaedra	Whitlock Group	By 03/19/09	
Act on the findings of the evaluation	Vestry	Money	Fall 09	

Vision Point: Plan faithfully for our future, building upon our legacy of faith, hope, love, and care.

Goal I: Determine projected space needs of our community.

Where are we now?

- We have maintenance issues with the current 40+ year-old zigzag building. The flat roof and wooden siding are in poor condition. The 1960's vintage electrical wiring and panels make repairs difficult.
- Current usage is limited for office or meeting rooms due to the zigzag building's condition and disjointed location from the main facility.
- There are problems and/or issues with how our current parish hall is utilized.
- We do not have a focus on envisioned and/or potential needs.
- Mold is present in zigzag building. The carpets smell.
- Bathrooms are not accessible without going outside. This is a problem for the youth meeting at night.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Determine how large we want to be. <i>Survey showed the desire to remain at about 800 communicants. We can add 50-75 more per Sunday.</i>	Vestry and Congregation	People Educational information	9/08-12/08	Done 1/09
Appoint a Needs Assessment Team to assess physical plant maintenance and growth needs.	Gary O, Doug, Lloyd and others	Data on growth	8/08-1/09	11/08 done

Conduct a needs assessment (current needs and 5-year forecast). Talk with all of the groups who use our facilities. Determine the needs for education, music, spiritual development, etc.	Needs Assessment Committee	People	9/1/08 – 12/1/08	
Review past building process of Parish Hall.	Vestry, Finance, and Building Committee	People	10/08 – 12/08	
Appoint a Building Committee	Vestry	People	06/09	
Hire a building inspector to assess electrical and mold problems in the Zigzag and suggest remedial plans	Jean Dickey Jim Yatzck	\$350.00 for fee	By Feb. 18, 09	

Goal II: Develop expansion plans based on Needs Assessment.

Where are we now?

- We currently have no formal expansion plans.
- We lack adequate office space. The administrative assistant’s work space is in the choir room. Space for an OEP will have to be shared with volunteers.
- We need more small meeting spaces such as the library and choir room. Small groups often have to meet in Miles Hall when the smaller spaces are in use or would be more appropriate.
- The Whitehall property, adjacent to the church, is for sale.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Provide a summary of our needs assessment.	Needs Assessment Committee	Gary	Feb 09	
Assess parish financial resources.	Finance Committee and Vestry	People	Jan 09 - ongoing	
Develop a plan for meeting the Parish’s future space needs and an implementation process.	Building Committee	People	Jan 09 - ongoing	
Develop architectural and site options.	Building Committee	New Committee and architectural budget.	June 09 - ongoing	
Small group to tour Whitehall property and decide if we should continue exploration of purchasing it	Larry, Jean, Shirley, Carolyn	Realtor, people	Jan 09	Done 1/25/09
If St. Martin’s is going to pursue purchase, write a letter to Bishop re purchasing process. Write Bishop and Mission Committee re: expansion desires.	Shirley	Recommendation of Executive Committee	End of Jan 09	By Easter 09

Goal III: Develop a Plant Maintenance Plan.

Where are we now?

- We have buildings of varying ages such as the zigzag building which is 41 years of age, the church which is 36 years of age (enlarged 7 years ago), and Miles Hall which is 7 years of age.
- Each building has equipment and infrastructure of varying ages requiring some form of maintenance.
- There is no overall maintenance plan for mechanical systems.
- There is no replacement plan for mechanical, electrical and roofing systems.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Determine and log ages of current infrastructure systems such as HVAC, electrical, plumbing, roofing, etc.	Building Committee Kent James	Tim, Gary, Doug others, blueprints	8/08 – 2/09	In process
Identify and log systems that have current warranty protection.	Building and/or Finance Committees	Tim, Gary, Doug Industry standards for infrastructure	8/08 – 2/09	In process
Identify and log current maintenance plans held with outside vendors.	Building and/or Finance Committees	Tim, Gary, Doug Parish records	8/08 – 2/09	In process
On log of major systems identify replacement and maintenance cycles based upon industry standards.	Building and/or Finance Committees	Tim, Gary, Doug Parish records	8/08 – 2/09	In process
Create plant maintenance plan which records data from items 1 – 4 and which estimates future maintenance and replacement costs.	Building and/or Finance Committees	Tim, Gary, Doug	8/08 – 2/09	In process

Goal IV: Explore ways to alleviate parking problems at peak times.

Where are we now?

- Cars are often parked on sides of driveway
- Cars are parked by playground fence
- We are unsure of the agreement with the office park for parking on there on Sundays
- Not everyone knows there is parking at office park and shopping center
- Parking lot needs repair (\$7,500 – \$10,000)
- Some people carpool

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Explore restriping when parking lot is repaired, making parking places smaller and “islands” smaller, and creating parking places behind the zigzag building	Larry and Jean	Contractor advice,\$	Spring 09	
Explore ways to tell people about overflow parking: signs, maps, announcements	Ginger, Hospitality Commission	Information, parking lot guides	Spring 09	
Post No Parking Signs on Co-op fence and on the sides of the driveway	Larry, Jean	signs	Spring 09	Sign quote
Try rescheduling 11:00 to 11:15 to see if it helps. Consult with congregants who live in facilities for whom the time change would cause hardships	Shirley, Hospitality	People to call	Spring 09	
Monitor size of groups using St. Martin’s so that the group’s parking needs can be accommodated.	Shirley, Tim, Executive Comm.	Guidelines for Facility Use	Feb 09	

Vision Point: Be faithful and grateful stewards of all that God has given us by nurturing and sharing our gifts and talents.

Goal I: Develop a year-round stewardship approach that utilizes time, talent and treasure and engages the congregation’s (and the community of Williamsburg’s) involvement at multiple points during the year.

Where are we now?

- The Stewardship Committee is in the final stage of developing a 3-point charter 1) Fall pledge campaign, 2) endowment (for planned giving), and 3) the time and talent inventory (survey).
- We focus on Stewardship year round.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Complete the development of the 3-point charter.	Stewardship Committee	Staff, Shirley	6/08	Completed 6/08
Refine and use new member follow up process. Train greeters.	Hospitality Commission Tim, Roma, Nancy Pierce	Names of newcomers	10/08	In process

Prepare for Ministry Faire	Stewardship Committee Ann Meyer	All relevant groups Stewardship, Shirley	8/08	Completed 10/08
Prepare for launch of endowment	Stewardship Committee Jim Pierce	National Church Info personal experience	Winter 09	In process
Develop, distribute, and tally Time/Talent instrument	Stewardship Committee	Survey instrument	Lent 09	

Goal II: Expand giving to the diocese.

Where are we now?

- Our current pledge is \$40,000 and has been for a number of years.
- We are among the highest level of financial supporters within the diocese.
- Our 2008 diocesan request was \$49,878.06 and our 2009 request is just about \$50,000.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Develop our position on why we believe we should support the Diocese and identify how the Diocese uses the funds.	Stewardship Committee	Diocesan materials	11-12/08	
Adopt a policy regarding our Diocesan pledge.	Vestry	Resolution	Fall 2008	
Increase our pledge by the Vestry-determined percentage per year until we reach the targeted level.	Treasurer, Finance and Stewardship Committees	Vestry and parish education	Oct-Dec for 2008 pledge campaign	Pledge increased 10% 12/08

Goal III: Increase the number of meals we provide and distribute.

Where are we now?

- We currently provide meals in three ways: From His Hands Ministry (to Grove Christian Outreach), Thanksgiving and Easter Meals (Kerry Armbruster), and some parish meals after church on Sunday morning (Fellowship).
- We have adequate kitchen facilities.
- We have a small, committed, and expanding group of volunteers for this effort.
- We do not have a Fellowship Commission for Dani Jaworski to be a liaison to.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress

Continue to increase the number of meals St. Martin's makes and provides through From His Hands Ministry through Grove Christian Outreach.	Skip Floyd's team-Food Squad	More volunteers, vestry, Shirley	Summer 08-spring 09	
Increase participation in Thanksgiving and Easter meals.	Kerry Armbruster	volunteers time/talent survey	Summer 08-spring 09	Ministry Faire
Provide quarterly parish meals after church on Sunday morning: select dates, build production team, develop message plan.	Dani Jaworski Fellowship Commission	Shirley, Ann, Dani Jaworski	Fall 08	

Goal IV: Form an art guild to produce community outreach events, to schedule performers, to publicize such occasions, and to budget for these.

Where are we now?

- Currently there is no Liturgical Arts Guild.
- Talented individuals within the congregation share their musical gifts before, during, and after services.
- Talented members create fiber arts, paint, etc. and are familiar with vendors.
- St. Martin's sanctuary and Miles Hall are used by musical organizations for performances.

Action Steps	Assigned to:	Resources Needed	Projected Timeline	Progress
Form a Liturgical Arts Guild to assess needs, make recommendations to the rector, identify resource people for appropriate projects and supervise work.	Nellie, Lynette	TBD	April 09	
Schedule performers, provide budget, do publicity and do event production.	Phaedra, Nellie	Phaedra	07/08	Summer music

Note: We hereby affirm the need to adopt "green" practices throughout our buildings, our business, and our worship. We did not have enough time to craft the goals, where are we now, and action steps portion of this work, but we will address this important work during the year.

FORWARD IN FAITH

By Gary Osborn

We have formed a “Needs Assessment Committee” whose function is to receive input from the congregation relative to our plans for the future of St. Martin’s. This group is tasked with reporting to the vestry the physical needs that should be addressed in affirming our course of action for the future so that we can fulfill the vision and mission of SMEC. It is important to remember that this group is tasked with determining “need” and not solutions. We ask you to please contact any or all of the members of this important commission with your thought and recommendations.

Gary Osborn
(804) 758-5103
g.j.osborn@att.net

Lloyd Woods
(757) 229-9493
lloydandjan@aol.com

Doug Finch
(757) 565-1859
douglasfinch@cox.net

Lois Headden
(757) 229-1911
lheaden@cox.net

Ed Pease
(757) 220-0948
ewpease@wm.edu

Carol Wilson
(757) 253-6540
ctwitch@aol.com

Meredith Poole
mpoole@cwf.org
(757) 220-2703

Shirley Saunders
(757) 258-5150
saunders30@verizon.net

Shirley Smith Graham

Carolyn Ito