

**St. Peter's Episcopal Church**  
**Vestry Regular Meeting – December 15, 2025**  
**AGENDA**

1. Adoption of Agenda

***Formation***

2. Order for Evening Prayer

***Discussion***

3. Approval of Minutes

4. Treasurer/Finance Report

5. Interim Rector Report

6. Nominating Committee

***Action***

7. Approve Interim Rector Housing Allowance Resolution

***Information***

8. Liaison Reports

9. Junior Warden Report

10. Senior Warden Report

11. Key Upcoming Dates:

a. January Vestry Meeting – January 26<sup>th</sup> @ 5:30 pm in Room 201

# St. Peter's Episcopal Church

## Vestry Regular Meeting Minutes

December 15, 2025

**Members Present:** Fr. Doug Hodsdon, Ken Saitow (Senior Warden), Jim Carpenter (Junior Warden), Leigh Coulter Beal, Annette Bell (Clerk), Rob Hicks, Jayne Jeney, Diane LoCastro, Connie McDaniel (Treasurer), Laura Lee Skillman, Tracy Smythe, Beth Thornton, Diane Woodside

**Absent:** Kevin Green

Fr. Doug called the meeting to order at 5:30 pm. Quorum was met.

**Adoption of Agenda:** Ken asked to add an update on the search committee results and the new rector to the agenda. Beth moved and Leigh seconded a motion to adopt the amended agenda. Motion carried.

### FORMATION

Fr. Doug presented the Order for Evening Prayer.

### DISCUSSION

**Approval of Minutes:** Diane L moved and Jim seconded a motion to accept the November Vestry Meeting minutes. Motion carried. Tracy moved and Jim seconded a motion to accept the December Special Vestry Meeting minutes. Motion carried.

**Treasurer/Finance Report:** Connie prepared and submitted six financial statements, along with an analysis document, in advance of the meeting. A discussion on how to change pledges through Realm was held. Connie, Ken, and Lee will review this and communicate with the parish. Connie proposed moving funds from the Bereavement Luncheon restricted account to the Parish Life Fund restricted account. Beth moved and Leigh seconded a motion to move all but \$1,000 from the Bereavement Luncheon restricted account to the Parish Life Fund restricted account.

Ken reported that the *Parish Financials: Where We Stand/Where We Are Going* meeting held on Wednesday, December 10, 2025 was well received by those in attendance. Ken recommends that we continue to present the church's financial status to the parish each year. He hopes others take advantage of the video of the session that is posted on our website. A letter encouraging people to watch the video will go out to the parish, as well as a *Thank You* from Fr. Doug for allowing him to serve as our interim rector.

**Interim Rector Report:** A document summarizing the Episcopal Church USA canons, the Episcopal Diocese of Florida canons, and the St. Peter's Episcopal Church bylaws regarding

Vestry membership was distributed (see attached). The ECUSA canons state, “Members sixteen years of age and over are to be considered Adult Members.” Our current church bylaws specify, “A member of the Vestry shall be no less than eighteen (18) years of age at the date of selection.” A proposed amendment would redefine an adult as sixteen years old and revise the language to permit church members aged sixteen or older to serve on the Vestry. Bylaw changes require a four-week waiting period; therefore, an amendment cannot be implemented in time to affect the Vestry composition for 2026. Although the Episcopal Church USA canons stipulate that members sixteen years old and older are to be considered, each church retains discretion over Vestry composition. The challenges of including youth on the Vestry were discussed. It was noted that youth currently hold leadership positions at both the church and diocesan levels. Fr. Doug will inform Mtr. Sarah, who will determine how to proceed.

**Search Committee Update:** Ken shared an update about our new rector. Fr. Justin Yawn, President of the Diocese of Florida Standing Committee, has signed the Letter of Agreement. Mtr. Sarah will start at St. Peter’s on Monday, February 10, 2026, and her first Sunday will be February 15, 2026. Fr. Doug’s last day will be Sunday, January 18, 2026.

**Nominating Committee:** Ken presented the list of candidates for at-large membership on the Vestry and the Diocesan Convention Delegation Nominating Committee. All candidates received unanimous approval from the Vestry. It was noted that nominating committee members are eligible for Vestry nomination. Fr. Doug led the group in prayer, after which the names were placed in a bowl and three were drawn at random. The selected members are Ken Blair, Carol Stephenson, and Bob White. Additional Nominating Committee members include Chad Wyckle, former senior warden; Linda Lentjes, former junior warden; and Ken, who serves as the committee convenor and facilitator.

## ACTION

**Approve Interim Rector Housing Allowance Resolution:** The St. Peter’s Episcopal Church, Fernandina Beach, Florida Housing Allowance Policy for 2026 was distributed to the Vestry (see attached). The 2026 document is standard and unchanged from the previous version. Laura Lee moved and Diane L seconded a motion to adopt the policy. Motion carried.

## INFORMATION

**Liaison Reports:** None submitted.

**Junior Warden Report:** A detailed written report was distributed and reviewed prior to the meeting. An opportunity for questions and discussion was offered with none held. Vestry members reported that Tim McKee requested a light over the keyboard, and a parishioner requested a light on the lectern. Options for addressing these requests will be investigated. Members also noted receiving positive feedback regarding the new lights in the church.

**Senior Warden Report:** None submitted.

**Other Items for Discussion:** Fr. Doug reported that Mike Suddes of the Campus Security

Committee recommended that a male usher accompany the children and leaders to and from the children's chapel at the 9 AM service, and that this change will be implemented. Vestry members questioned whether the chaperone must be male and whether a third chaperone is necessary given that two adults are already present. The addition of a third adult is considered to provide an additional deterrent. Vestry members requested that ushers be informed of the rationale for this change and their specific responsibilities.

Ken has initiated discussions with Mtr. Sarah regarding his transition from the role of senior warden. Mtr. Sarah has requested Ken's assistance during the transition period. Further details will be provided as they become available.

**Key Upcoming Dates:**

- i. January Vestry Meeting – January 26<sup>th</sup> @ 5:30 pm in Room 201
- ii. Coffee with the Vestry – January 28<sup>th</sup> after the 9 AM service
- iii. Belonging beyond Differences - January 25<sup>th</sup>

Ken moved and Jim seconded a motion to adjourn the meeting. Motion carried.

The meeting adjourned at 6:58 pm.

Respectfully Submitted,

Annette Bell, Clerk of the Vestry