

## St. Andrew's Vestry Minutes

Date: 2/19/2019

Members Present: Christina Ford, Kevin Lowe, Peter Chamberlain, Andrea deCarle, Scott Strouse, Bruce Cramer  
Steven Smith, Tom Dauler, Kathryn Yahner, Jason McCloskey,  
Fr. Jeff Packard, Deacon Joe Delauter

Members Absent: Greg Loviscky, Connie Puckett

Guests:

Clerk: Rick Hoover

Call to Order: 7:01 p.m.

**Note: February vestry meeting originally scheduled for February 12, 2019, but was canceled due to weather.**

- Opening Prayer– Fr. Jeff

**Motion: Steven Smith; Peter Chamberlain 2<sup>nd</sup> – Accept the minutes of the January 8, 2019 vestry meeting as corrected. Motion carried with no abstention or dissension.**

- Rector Report – Fr. Jeff
  - See Attachment I
- Treasurer Report – Fr. Jeff
  - Reports distributed electronically prior to meeting
- Committee Reports
  - Outreach – Steven Smith
    - January was a quiet month
    - Parishioner's Ministry – receives \$650/month from budget plus contributions
    - Out of the Cold – Scott Strouse
      - Proposal to buy a house in Bellefonte now owned by Skills
        - Question of financial stability of program
        - Estimate need of \$84,000/year to operate
        - Borough requires site manager
        - Exploring association with program at Lock Haven University
          - 2 students would live there full time and act as managers
      - Want to have day shelter in State College
  - Adult Formation – Christina Ford
    - Held ministry fair in January before annual meeting
  - Finance Committee recommendations

**Motion – Finance Committee – use funds from 2017 surplus to pay for mini-split replacement. Motion carried with no abstention or dissension.**

**Motion Steven Smith; Kevin Lowe 2<sup>nd</sup> – approve expense of \$2,950 requested by Safety Committee for an AED, AED/CPR training, a bleed kit and updating medical supply kits, and a walkie-talkie communication system, and accept Finance Committee recommendation to use funds from the General Endowment. Motion carried with no abstention or dissension.**

- Safety Committee – Fr. Jeff
  - CPR and AED training sessions scheduled
    - Church will cover cost for staff and ushers
    - Fr. Jeff will open training to congregation at large at a cost of \$50 each
  - Install emergency phone in elevator
    - Must be monitored
    - Monitoring cost to be determined
- Property Committee – list of project proposals see Attachment II
- Discussion & vestry orientation – Fr. Jeff
  - Distributed vestry handbooks to new members of vestry
  - Rector – responsibility for spiritual life of parish: worship, education, pastoral care
  - Vestry – responsibility for financial operations and physical plant
    - Wardens – officers of the vestry
    - Committee Liaisons – vestry member who works with specific committee
      - Communication link with committee
      - Vestry in charge of all committees
- AIR ( Action Item Register) – Fr. Jeff
  - Updates
    - Item 4 – Create/update staff position descriptions – revising treasurer description
    - Item 7 – Safety & security – vestry acted on budget request
    - Item 13 – Feasibility study for A/C church – trying to get engineering study
    - Item 15 – reassign responsibility to vestry until formal committee established
- Election/appointment/employment affirmation of officers – Clerk note
  - Senior (Rector’s) Warden - appointed by rector
  - Junior (People’s) Warden - elected by vestry
  - Clerk - elected by vestry
  - Treasurer - employment affirmed by vestry
    - Essentially responsible for paying bills and overseeing all outgoing funds
  - Financial Secretary - employment affirmed by vestry
    - Responsible for income – deposits, pledges, etc.
- Vestry officers for 2019
  - Fr. Jeff – appoint Steven Smith as Senior Warden
  - Nominations for other vestry officers
    - Tom Dauler; Peter Chamberlain 2<sup>nd</sup> – Kathryn Yahner for Junior Warden
    - Kevin Lowe; Steven Smith 2<sup>nd</sup> – Rick Hoover for clerk
    - Kevin Lowe; Steven Smith 2<sup>nd</sup> – Sue Stephenson for Treasurer (affirm employment)
    - Peter Chamberlain; Christina Ford 2<sup>nd</sup> – Mary Andrew for Financial Secretary (affirm employment)
- **All of the above unanimously elected as a single voice vote of the vestry**
- Committee liaisons
  - As of the end of 2018
    - Adult Formation—Christina Ford
    - Children and Youth Formation--

Evangelism/Newcomers-- Peter Chamberlain

Finance--

Outreach—Steven Smith

Parish Life—Kevin Lowe

Pastoral Care--Tom Dauler

Property--

Planning & Development--

Stewardship—Kathryn Yahner

Worship— Greg Lovisky

- Committee list to be distributed by Fr. Jeff for consideration by members
- Assignments to be noted at March meeting
- **Appointment of Parishioner's Ministry Stewards – Fr. Jeff; Peter Chamberlain 2<sup>nd</sup>**
  - **Pam ferguson, Don Hopkins**
- Kistler Trust – Fr. Jeff
  - St. Andrew's is named beneficiary of a trust that owns property downtown
    - 1.56% ownership
  - A company has made offer (see document distributed electronically by Fr. Jeff)
  - Current owners want to proceed with sale
  - Note: several vestry members expressed concern and dismay that the property would likely be developed as another student housing high-rise
  - Note: Anytime a church encumbers property or debt, action must be approved by diocesan standing committee
    - Fr. Jeff opinion – no diocesan approval needed because St Andrew's doesn't own anything – only beneficiary of trust that owns property – will check with standing committee

**Motion – Steven Smith; Kevin Lowe 2nd - accept offer presented for Kistler Trust Property. Motion carried with no abstention or dissension.**

- Parochial Report – Fr. Jeff
  - Several errors were noted and will be corrected

**Motion – Steven Smith; Kathryn Yahner - Approve the Parochial report as corrected. Motion carried with no abstention or dissension.**

- **Next vestry meeting – Tuesday, March 12, 2019, 7:00 p.m., room 324**
- Closing prayer - Fr. Jeff

Adjourn 9:18 p.m.

Respectfully submitted,

Rick Hoover, Clerk

## Attachment I

Rector's Report to the Vestry  
St. Andrew's Episcopal Church  
Tuesday, February 19, 2019

1. Pastoral: 5 home/hospital Communion; 2 Funerals—Zimmerer 1/10 & Reich 2/9; 1 planned—Rader, 3/9; 1 Wedding prep ongoing; 1 Baptism, 1/13, 3 planned 3/3
2. Average Sunday Attendance: 165 (188 when adjusted for the low Sunday due to weather)
3. Newcomers Committee meeting, 1/12
4. I was sick with food poisoning, 1/14-15
5. Canceled the 8AM and 5PM services on 1/20 due to weather, had 29 at the 10AM service
6. Greeted the student volunteers here working on MLK Day, 1/21
7. Palm Sunday Peace Walk planning, 1/23
8. Safety Committee, 1/24
9. 'Still Alice' Friday Film, 1/25
10. Annual Meeting, 1/27
11. Week off, 1/28-2/3—Churchill Pinder supplied at 8 7 10; Gene Tucker officiated at Evensong
12. Property Committee, 2/4
13. Finance Committee, 2/6
14. Worship Committee, 2/6
15. Trivia Night, 2/8
16. Communications Committee, 2/8—Discussed internal and external communications, will develop print items such as letterhead, business cards, etc.; will create a comprehensive signage plan for building, inside and out; redesign pew cards to include welcome visitor card, prayer card, and online giving card; possibly redesign web page; first task work on basics of message for presentation
17. The State College Presbyterian Church did not have heat on Sunday, 2/10. They had a session (like our vestry) meeting planned for that evening. I allowed them to use our Canterbury Hall. It seems that they have repaired the problem.
18. Bishop McNutt Endowment—this is a project I am working on at the diocesan level. We're planning on establishing a fund in honor of Bishop and Mrs. Charlie McNutt (whose son Ford is a member here, and who ordained me a deacon). The fund will support campus ministry in the diocese. We met 1/25.
19. Community Café Board of Directors: currently working on a written policy to cover anyone who creates a disruption or causes another patron discomfort. We recently had a diner who had a sign on his backpack that was offensive—racist, etc—he was asked to put the sign out of sight. He complied.
20. Parish Discernment Committee for Ted Christopher: Training was held on 2/13. The committee is working now. A PDC works with someone to help him/her discern a call to ministry. They will report to me when they have completed their work. If Ted wishes to go forward in the ordination process, the report will go to the vestry and vestry will be asked for an endorsement before he goes to the next level.
21. Treasurer update: There's been delays in getting the position description updated. It was intended to be done by now, but it isn't. As soon as it is complete, I will begin search and interviews. Sue is very graciously continuing to serve as treasurer, but she's ready to step down. Thank you, Sue,!
22. Confirmation Class: I have 4 people signed up. First class didn't happen because most people couldn't make it. Will begin 2/21. Confirmation/reception when Bishop Scanlan visits 3/24.
23. Zimbelstern: ***We didn't get very many contributions.*** Walter and Gwen decided to abandon the effort to get one of these tinkly things for our organ in honor of Gwen's more than 35 years of service to the parish. The donations are to be returned to the donors, unless they wish to give it to the music appreciation fund.
24. I have made the new members of the vestry aware of the recent confidential issue that was resolved last month

25. For your information, St. John's, Bellefonte has called a new rector. His name is Carlos de la Torre and he will start in May.
26. Ongoing: Vital and Effective Leadership Institute (VELI)—monthly program I attend as a new rector in the diocese, for 2 years; Diocesan Standing Committee; Monthly Episcopal Clericus; Bimonthly Clergy Council with bishop; Bimonthly ecumenical local clergy group (we're hosting 3/14—pi day!);
27. Upcoming: Rector's Choice for Friday Film, 2/22—"Lars and the Real Girl;" Hosting Daughters of the King diocesan event, 2/28-3/1; Shrove Tuesday, 3/5 & Ash Wednesday, 3/6—during spring break; Standing Committee, meeting 3/5 & retreat 3/8; Shirley Rader funeral, 3/9; Taize & Lenten series begins 3/13

**Attachment II**  
**2-12-19 Property Committee Projects for Vestry Consideration**

February 11, 2019

Dear Vestry,

Thank you for the consideration of designating available monies from the Breneman Fund for building maintenance projects. Below is a list of maintenance/operating and capital projects anticipated to need greater than ~\$500 that the Property Committee is considering for the 2019 fiscal year. It is anticipated that the total cost of these projects will be beyond the amounts reflected in the 2019 operating budget for ongoing maintenance. I hope this information is helpful to you in aiding your decision on the Breneman Fund.

Sincerely,

Sarah Klinetob Lowe

Property Committee Chair

1. **Continuous Maintenance of the Church & PLC.** The age of the facility requires continuous attention to issues as they arise. Currently anticipated 2019 maintenance projects for the church and PLC include:
  1. **Fix the water damage in the organ room** - \$800 (quote)
  2. **Masonry repointing and “step crack” repair on PLC wall** - \$400 (work complete)
  3. **Install new back entry door treads** - \$3,000-\$5,000 (quotes)
  4. **Repair wood deck at back entrance to PLC** - \$500 (anticipated)
  5. **Repaint parking area stripes behind church** - have not yet solicited quotes
  6. **Identify and fix roof leaks** - have not yet solicited quotes
  
2. **Trinity House work & renovations - \$1,000-\$10,000.** There are several small-scale maintenance projects needed at Trinity House, including both indoor and outdoor work. While some of this work will be included in a Spring or Summer All-Parish Clean Up Day, it is anticipated that some capital will be needed for these projects. The cost range shown is preliminary and will be narrowed down upon further inspection of the property later in the year.
  
3. **Lighting Study for the Chancel + Church - \$1,000-\$3,000.** The current lighting fixtures in the choir area are causing a combination of harsh lighting intensity, glare, and shadows. In addition to exploring short-term, low cost solutions, the Property Committee would like to commission a lighting study on how to better serve this heavily used part of the church. Future funds would then be requested for implementation of study recommendations.

4. **Extended Study for A/C in Church + Front Wing of PLC - \$2,000-\$3,000.** In 2018 the Property Committee commissioned Reese Engineering to do a feasibility study for air conditioning in the Church. Following a thorough review of this report with the engineer, an expanded study is recommended to explore how a system might serve both the church and the front wing of the PLC. This option would reduce the per square foot cost of the system, as well as provide a central heating and cooling system in an area where several of the unit heaters are beyond their useful life.
  
5. **Explore Tree Line Removal between Church and Neighboring House - \$3,000-\$8,000.** Given jutting up roots, significant gutter cleaning issues from the leaf drop, and proximity of the limbs to the stained glass windows, the Property Committee will explore how to diplomatically address and remove the aging trees between the church and the neighboring house with the neighboring property owners. The cost reflects a combination of related quotes for tree trimming and ballpark numbers based on Frank Barksdale's professional experience, and the range reflects the varying scale of work, including the potential replanting of more appropriate trees. The Property Committee will aim for a cost sharing arrangement with the neighbors on this project.