

## St. Andrew's Vestry Minutes

### 2/8/2022

Members Present: Fr. Jeff Packard, Julie Breuninger, Carolyn Donaldson, Barb Downs, Tom Hall, Paul Hochreiter, Michele Marini, Kitty Mussett, Amy Pritchett, Sharon Rovansek, JudithAnn Rule, Sandy Schwartz, Fran Stevenson

Members Absent:

Officers Present: Julie Kwasnica

Guests: Anthony Grillo

Clerk: Kevin Lowe

Call to Order: 7:02 p.m.

- I. Opening Prayer - Fr. Jeff
- II. Minutes

**Motion: Amy Pritchett; 2<sup>nd</sup> JudithAnn Rule – Accept the minutes of the January vestry meeting as distributed. Motion carried with no abstention or dissension.**

### III. Reports

- A) Rector's Report - see Attachment I
  - #15: Contrary to the report, OOTC does not need to be hosted at St Andrew's again in the spring after all
- B) Wardens – nothing to report
- C) Treasurer - distributed electronically prior to meeting.
  - Walkthrough of the financial arrangements, reports, and endowments
  - Substantial income surplus in January, much of which is advance pledge money paid
- D) Committees and other ministries
  - Finance Committee: Our budgeted pledge amount for 2022 has been met by pledges received, as of last Sunday

IV. Discussion: Vestry Orientation: Vestry Resource Guide, meetings, role of rector & wardens, liaisons, reports, communication –e/m, cell phone #s, sexual abuse prevention training

V. Unfinished Business (Action Item Register): none

### VI. New Business

- A) Officer Elections/Appointment
  1. Senior Warden: Michele Marini (**appointed by the rector**)
  2. Junior Warden: **Motion: Michele Marini; 2<sup>nd</sup> Barb Downs: Nominate Tom Hall for Junior Warden.**
  3. Clerk: **Motion: Kitty Mussett ; 2<sup>nd</sup> JudithAnn Rule: Nominate Kevin Lowe for Clerk of the Vestry.**
  4. Treasurer: **Motion: Amy Pritchett ; 2<sup>nd</sup> JudithAnn Rule: Nominate Julie Kwasnica for Treasurer.**
  5. Financial Secretary: **Motion: Barb Downs; 2<sup>nd</sup> Michele Marini; Nominate Mary Andrew for Financial Secretary.**

**All of the above unanimously elected by a single vote of the vestry.**

- B) Designation of Liaisons to Committees
  1. Adult Formation: Paul Hochreiter (chair: Christina Ford)
  2. Children & Youth Formation: Amy Pritchett (chair: [Marisa Ferger])

3. Evangelism & Newcomers: Kitty Mussett (acting chair: Kitty Mussett)
4. Finance: Fran Stevenson
5. Outreach: Carolyn Donaldson & Sharon Rovansek (chair: Marion Schwartz)
6. Parish Life: Michele Marini & Barb Downs (chair: open)
7. Pastoral Care: JudithAnn Rule (chair: open)
8. Property: Julie Breuninger (chair: Sarah Klinetob Lowe)
9. Planning & Development: *open* (chair: open)
10. Stewardship: JudithAnn Rule (acting chair: Jeff Packard)
11. Worship: Tom Hall (chair: Jeff Packard)
12. Parishioners' Ministry: Sandy Schwartz

- C) Adopt Change to Bylaws – see Attachment II
  - **Motion: Amy Pritchett; 2<sup>nd</sup> Sandy Schwartz: Adopt the Bylaw Change to Article VII as presented to previous vestry. Motion carried with no abstention or dissension.**
- D) Appoint Chief Steward of Parishioners' Ministry
  - The PM stewards have nominated Wendi Keeler as Chief Steward
  - **Motion (PM): Appoint Wendi Keeler as Chief Steward of Parishioners' Ministry. Motion carried with no abstention or dissension.**
- E) Parishioners' Ministry account two-signature requirement
  - **Motion: Barb Downs; 2<sup>nd</sup> JudithAnn Rule: Take up the tabled motion from January for discussion. Motion carried with no abstention or dissension.** Discussion ensued. **Motion failed.**
  - More discussion on whether the checks should be signed by one or two stewards, and/or whether the PM bylaws should be amended further
  - Fran and Sandy will consult with PM stewards on the signatory question and return with a proposal
- F) Community Cafe participation in Centre Gives; CC is seeking approval again to participate in Centre Gives as it did the last two years (it has made over \$7000 each year)
  - **Motion: Community Cafe; 2<sup>nd</sup> Amy Pritchett: Authorize Community Cafe to participate in the 2022 Centre Gives fundraiser. Motion carried with no abstention or dissension.**
- G) Rental of Trinity House
  - The students are interested in renewing and there have been no concerns with the tenants thus far
  - **Motion: Carolyn Donaldson; 2<sup>nd</sup> JudithAnn Rule: Approve the renewal of the lease of Trinity House to the current tenants for a second year at the same rate. Motion carried with no abstention or dissension.**

Meeting adjourned, 9:14 pm

Minutes submitted by Kevin M. Lowe, clerk

## Attachment I

Rector's Report to the Vestry  
St. Andrew's Episcopal Church  
Tuesday, February 8, 2022

1. Pastoral: 3 home/hospital Communions; 1 Wedding prep ongoing; 3 Funerals pending
2. Average Sunday Attendance: 89 (this year); in 2021 the average was 89 (correction to what was reported last month)
3. Community Café Board meeting, 1/13
4. Service at The Village at Penn State, 1/19
5. Annual Parish Meeting, 1/30—we had roughly 25 in person and about that many different devices logged in on Zoom.
6. Clergy Council with Bishop, 2/3
7. Evensong, 2/6
8. Finance Committee, 2/7
9. The bonus that was approved last month for Allison Shea was paid to her.
10. Jen Trenary, the woman who was considering doing a curate year at St. Andrew's, had another opportunity that was closer to home arise. She will not be coming to work here.
11. I was asked to serve on the Arts Festival board. My term starts this month. I am serving along with Carolyn Donaldson. For now the board will be meeting here at St. Andrew's.
12. For your information, the Daughters of the King are planning to host a conference here at St. Andrew's in person March 25-26. They have set a deadline of March 11 to decide whether they can go forward with this as an in-person event based on Coronavirus condition in the community. If not, it will be canceled.
13. Gwen Catchen, our organist, had her hip replacement surgery done as an outpatient procedure. She is recovering nicely and plans to come back after 6 weeks. Keith Diehl is covering for her in the meantime.
14. We are currently working on our annual Parochial Report that gets turned into the diocese and collected by the General Church to compile statistics, etc. I will bring to you next month for vestry approval.
15. Two Questions:
  - A. The next vestry meeting is scheduled for March 8 which is during Penn State's spring break. Do you want to meet then or change the date?
  - B. Is there any objection to St. Andrew's hosting the Out of the Cold guests for another week or two this spring or summer?
16. Ongoing: Diocesan Disciplinary Review Board; bimonthly Clergy Council Meetings with the bishop; bimonthly local ecumenical/interfaith leaders meetings; monthly meeting of downtown pastors; monthly spiritual direction; serving on bishop's Task Force for Operations (related to COVID response)
17. Upcoming: I'm doing a webinar Friday "Challenges of Ministry in an Age of Reactivity;" I am taking vacation next week, 2/14-20. Eileen Weglarz will do supply at all three services on Sunday, 2/20; Vestry Retreat, 2/26; Ash Wednesday, 3/2; Lenten Study on Good Friday, Zoom; DoK Diocesan Conference, 3/25-26

**Attachment II**  
**Proposed Bylaw Amendment**

**ARTICLE VII: PARISHIONERS' MINISTRY**

Section 1. The Parishioners' Ministry (PM) shall be administered by six Stewards. The Stewards shall be selected two at a time for terms of three years. The Rector will nominate the two new Stewards. ~~Those selections shall be announced at the Annual Meeting and approved by the Vestry at the first regular meeting of the new Vestry. Those selections shall be approved by the Vestry at the December meeting.~~ The Stewards shall be communicants in good standing of the Parish, who have special interests in ministry to the needy, and who possess the skills and character appropriate to this ministry. In the event that a Steward resigns prior to completion of a full three-year term, the Vestry may appoint a new Steward to complete the term of office.

Section 2. A Chief Steward shall be appointed by the Vestry at the first regular meeting of the Vestry after the Annual Meeting; the Stewards shall choose a Treasurer. The Stewards shall be responsible for allocating funds authorized to PM in the annual budget, providing or arranging for such other assistance to persons in need as may be feasible and appropriate, and keeping records of the purpose and size of all expenditures. They shall not be required to report the details of expenditures to the Vestry, but they shall provide whatever details the Rector may request, and they shall make an annual report to the Parish summarizing their activity.