

St. Andrew's Vestry Minutes

2/11/2020

Members Present: Fr. Jeff Packard, Andrea deCarle, Christina Ford, Paul Humphreys, Greg Loviscky, Kevin Lowe, Michele Marini, Kitty Mussett, Jason McCloskey, Connie Puckett, JudithAnn Rule, Scott Strouse, Kathryn Yahner

Members Absent:

Guests: Julie Kwasnica

Clerk: Kevin Lowe

Call to Order: 7:03 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

Motion: Kathryn Yahner; 2nd Christina Ford – Accept the minutes of the December vestry meeting as distributed. Motion carried with no abstention or dissension.

Motion: Christina Ford; 2nd Greg Loviscky – 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

B. Wardens

- Junior Warden: Attended the Rooted in Jesus conference in Atlanta; will give a longer report at next month's meeting

C. Treasurer - distributed electronically prior to meeting

- January income was very strong against monthly expenses
- January pledge income was especially high compared with January 2019

D. Committees and other ministries

- Stewardship Committee: currently at 158 pledges for \$429,000; two pledging units lower than last year; average pledge has increased by about \$200 over 2019 (average pledge \$2700)
- Planned Giving: Canterbury Society has been revived; there will be a recognition lunch in April for current members, as well as a meeting in the fall for prospective givers
- Strategic planning: There is a workshop series presented by the Stevenson School Feb 21-23 which will take on topics relevant to our planning process
- Finance Committee – see New Business
- Property Committee – Vestry will review the list of prioritized projects – will discuss more fully in March

IV. Discussion – Vestry Orientation

V. Old Business – Action Item Register

- January email vote (previous vestry) for Dave Will appointment to Community Cafe Board – see Attachment II
- **Motion: Community Cafe Board – Approve the appointment of Dave Will to a three-year term on the Community Cafe Board of Directors. Motion carried with two abstentions and no dissension.**

VI. New Business

- Officer election/appointment

- Senior Warden: Kathryn Yahner (appointed by the rector)
 - Junior Warden: **Motion: Greg Loviscky; 2nd JudithAnn Rule – Nominate Scott Strouse for Junior Warden.**
 - Clerk of the Vestry: **Motion: Kathryn Yahner; 2nd Connie Puckett – Nominate Kevin Lowe for Clerk of the Vestry.**
 - Treasurer: **Motion: Christina Ford; 2nd Connie Puckett – Nominate Julie Kwasnica for Treasurer.**
 - Financial Secretary: **Motion: Kevin Lowe; 2nd Greg Loviscky – Nominate Mary Andrew for Financial Secretary.**
 - **All of the above unanimously elected as a single voice vote of the vestry.**
- Liaisons to committees:
 - Adult Formation: Christina Ford
 - Children & Youth: Andrea deCarle
 - Creation Care (unofficial committee): Kevin Lowe
 - Evangelism & Newcomers: Kitty Mussett
 - Finance: Paul Humphreys
 - Outreach: Scott Strouse
 - Parish Life: Michele Marini
 - Pastoral Care: Greg Loviscky / JudithAnn Rule
 - Property: Connie Puckett
 - Planning and Development: Jason McCloskey
 - Stewardship: Kathryn Yahner
 - Worship: Fr. Jeff Packard
- Appointment of Parishioner's Ministry Stewards
 - **Motion: Fr. Jeff Packard – Appoint Marion Schwartz to another term as Parishioner's Ministry steward. Motion carried with no abstention or dissension.**
 - Additional steward is TBD.
 - **Motion: JudithAnn Rule; 2nd Kitty Mussett – Appoint Marion Schwartz the chief steward of Parishioner's Ministry. Motion carried with no abstention or dissension.**
- Finance Committee Report and Recommendations:
 - The funding for organ work that is happening now was approved last August with \$10,900 to be taken from the O'Connor Fund Extraordinary. There is an additional expense to repair the wall where the plaster has crumbled; that work is being done this week.
 - **Motion: Finance Committee – Use Breneman funds to pay for the plaster repair to the organ room. Vestry takes no action.** Vestry will wait until the March meeting, to see the final cost of the repair, before voting on payment.
 - The main office computer failed and needed to be replaced immediately. However there is no computer budget in the approved austerity budget.
 - **Motion: Finance Committee – Combine the 2017 Surplus for Operating and the Search Fund savings lines, giving the new line the name Surplus Fund, and use the Surplus Fund to pay for the new office computer. Motion carried with no abstention or dissension.**
 - The phone line in the elevator is still not connected to any service. The church will have a new line installed and connected to Otis monitoring. Monies were already allocated to the

Safety Committee and to phone installation; there are surpluses remaining although the final cost of the line installation will probably exceed the remaining balances.

- **Motion: Kathryn Yahner; 2nd Michele Marini – Use the balances from the Safety Committee budget and the money allocated for phone purchase for the installation of the elevator phone line. Motion carried with no abstention or dissension.**
 - **Motion: Christina Ford; 2nd Jason McCloskey – Approve additional general endowment funds to complete the work for installation of elevator phone. Motion carried with no abstention or dissension.**
- Consortium of Endowed Episcopal Parishes:
 - Membership renewal is due; Fr. Jeff is attending the annual conference.
 - Vestry decides to wait on deciding whether to renew the membership
 - Property Committee: **Vestry directs Property Committee to get quotes for the church wiring project.**

Meeting adjourned, 9:10pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, February 11, 2020

1. Pastoral: 6 home/hospital Communion; 1 Funeral, 1/20-Virginia Kern (Jeff Kern's mother); 3 Wedding preps ongoing; 1 Baptism prep coming up
2. Average Sunday Attendance: 175
3. Monthly prayer service at the Village at Penn State, 1/15
4. Annual training required to do ministry at Centre County Correctional Facility (PREA), 1/21
5. Covered Healing Eucharist at St. John's, Bellefonte for Fr. de la Torre, 1/22
6. Friday Film: A Serious Man, 1/24
7. Annual Parish Meeting, 1/26
8. Completed final evaluation for Kevin Barron, as I was supervising him for his Field Education through the Diocesan Stevenson School for Ministry. Kevin is serving as Lay Pastor at St. Luke's in Altoona. He was able to count that work as his Field Ed. I am also serving as a mentor for him during his service as Lay Pastor which continues.
9. I am in the midst of training a new parishioner, Amy Pritchett, to be a lay worship leader. She attends Morning Prayer regularly and is willing to lead one of the days of the week. We have one more training session before I petition the bishop to license her for this ministry.
10. Attended Trivia Night fund raiser for Community Café, 1/31. At one point in the evening, Team Staff Infection was in the lead!
11. We had a fun Candlemas procession on the Feast of the Presentation, 2/2
12. Attended Diocesan Standing Committee, 2/4
13. Finance Committee, 2/6
14. Began training 3 new acolytes, 2/9. One more training session for them.
15. Organ Repair: As noted in the Finance Committee report, work is underway to address a problem with the plaster wall inside the organ pipe chamber. In August, vestry approved \$10,900 for this work from the Fund Extraordinary (O'Conner Fund). That amount covers the estimate from Columbia Organ Works for their work to prep the organ pipe chamber for work on the wall, repair/maintenance work on organ pipes, putting everything back after the wall is fixed, and finally tuning the organ. One of the FC recommendations is to take from the Breneman Fund to cover the wall repair work. The whole job should be complete before Sunday.
16. The Parish Discernment Committee for Kevin Lowe is under way. They will report back to me when they have completed their work.
17. I accepted the resignation of Maggie Crispell as a steward of the Parishioners' Ministry. Turns out her term on PM was up. She was eligible to be reappointed to serve another three-year term. So, her resignation amounts to her declining to serve again. I am nominating Marion Schwartz to serve another three-year term as a steward for Parishioners' Ministry. Marion's term is also ending. We also need to appoint a Chief Steward.
18. Parochial Report: Most of the work is done on this annual report that we turn in to the diocese and the general church. I will distribute it before the March meeting. The report requires vestry approval before it is turned in. It is due at the end of March.
19. I am attending the annual conference of the Consortium of Endowed Episcopal Churches (CEEP) next week in Louisville. We have been members of this organization for two years now. If we want to continue as members, the annual dues of \$750 are now due. Supply clergy covering on Sunday, February 23 are the Rev. Alison St. Louis 8 & 10, the Rev. John Harwood 5 and noon 2/19. Below are the workshops I will be attending at the conference.
 - Venture Capitalism: Reimagining Church Property as a Stewardship Ministry
 - Workshop I: Being the Brand: Theology and Church Communications
 - Workshop II: Strategy for a Changing Church

Moving from Good to Great

Workshop III: Grand Strategy

20. I am looking into a locally offered training called Mental Health First Aid. It is offered through the Jana Marie Foundation. I originally thought it would be good for members of staff to take this, but now we are in discussions with the foundation to possibly offer a customized version for staff, ushers, volunteers with the Community Café and Out of the Cold, and anyone else interested.
21. Strategic Planning:
1. Presented the overall plan at the annual parish meeting, 1/26
 2. Added comments and addressed questions along with members of vestry during adult education time, 2/2
 3. Currently working on the Lenten Wednesday sessions, including trying to come up with a catchy title and approach, something rather than strategic planning.
 4. I wanted to have a prayer we can include in our Prayers of the People on Sundays. I think it may be best to adopt the prayer that our bishop is putting forward for her initiative called Shaped by Faith, which is basically a strategic planning process for parishes already struggling with some of the issues I am afraid we will face someday. Here it is:
GOD OF WISDOM AND LOVE, in whom we find our joy: Help us to listen for your Word and to discern your way forward for our Church. Give us the insight to hold on to what is true, the courage to explore new ideas, and the boldness to create with you. Let us be Shaped by Faith for your mission; through Jesus Christ our Lord, who lives and reigns with you and Holy Spirit, One God, for ever and ever. **AMEN.**
22. Ongoing: Diocesan Standing Committee, vicechair; Monthly Clericus Meetings; Bi-monthly Clergy Council Meetings with the bishop; Bi-monthly local ecumenical/interfaith leaders meeting
23. Upcoming: Worship Committee, 2/12; Everything You Ever Wanted to Know about the Episcopal Church..., 2/15; Instructed Eucharist at 10, 2/16; CEEP Conference, 2/19-22; Shrove Tuesday, 2/25; Ash Wednesday, 2/26; Stations of the Cross Fridays begins 2/28; Daughters of the King Quiet Morning, 2/29; Evensong, 3/1; Wednesdays in Lent—Taize 5:15, Dinner & Program 6-8; Spring Break, 3/8-14; Bishop visit & confirmation, 3/17

**Attachment II
Email Vote**

Do you approve the appointment of Dave Will to a three-year term on the Community Cafe Board of Directors?

Thomas Dauler <thosdauler@gmail.com>

Tue, Jan 14, 2020 at 12:37 PM

To: "The Rev. Jeffrey A. Packard" <rector@standrewsc.org>

Yes I approve

Jason McCloskey <jam080@bucknell.edu>

Tue, Jan 14, 2020 at 12:47 PM

I approve.

Jason McCloskey

Kathryn Yahner <kathryn.yahner@gmail.com>

Tue, Jan 14, 2020 at 1:01 PM

Dave is incredibly committed to the Cafe. I vote to approve.

Kathryn

Kevin Lowe <kevinlowe33@gmail.com>

Tue, Jan 14, 2020 at 1:52 PM

I approve.

Kevin

Connie Puckett <cjpuckett@comcast.net>

Tue, Jan 14, 2020 at 1:58 PM

I approve.

Connie

Christina Ford <tapsy@hotmail.com>

Tue, Jan 14, 2020 at 3:57 PM

I approve.

Christina

Bruce Cramer <bcramer@kbpictures.com>

Tue, Jan 14, 2020 at 5:50 PM

Yes from Bruce

Loviscky, Greg Edward <gel102@psu.edu>

Tue, Jan 14, 2020 at 7:01 PM

I approve.

Greg

Smith, Steven <shs1@psu.edu>

Tue, Jan 14, 2020 at 9:03 PM

I approve....I happen to know Dave from my work years and consider him a fine person.
Steven

Andrea de Carle <adecarle13@gmail.com>

Tue, Jan 14, 2020 at 9:04 PM

I approve
Andrea