

## St. Andrew's Vestry Minutes 08/10/21

Members Present: Fr. Jeff Packard, Andrea deCarle, Barb Downs, Paul Hochreiter, Paul Humphreys, Michele Marini, Kitty Mussett, Amy Pritchett, Connie Puckett, Scott Strouse  
Members Absent: Tom Hall, Jason McCloskey, JudithAnn Rule  
Guests: Julie Kwasnica  
Clerk: Kevin Lowe  
Call to Order: 7:03 p.m.

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

**Motion: Kitty Mussett; 2<sup>nd</sup> Paul Hochreiter – Accept the minutes of the July vestry meeting as distributed. Motion carried with no abstention or dissension.**

### III. Reports

#### A. Rector's Report - see Attachment I

- Sound upgrade project is delayed by supply chain issues, may be 2022 before everything is installed

#### B. Wardens

##### ○ Senior Warden:

- OOTC 11/29-12/19; intends to have their part-time employees cover the overnights instead of church volunteers; church will be responsible for hosting and meals
- Ushering team has lost some membership; with the number of people attending, it will work for now to just have two ushers
- Coffee hour team is also looking for more volunteers

##### ○ Junior Warden:

- Parishioner phone calls are continuing; at this point there has not been much stated interest in a virtual neighborhood
- Parish picnic on church front lawn, 8/29; food will be packaged; Parish Life will serve

#### C. Treasurer - distributed electronically prior to meeting

- July expenses were high due to an extra pay period; income was low as it always is in July, but we are still on the right track for the year

#### D. Committees and other ministries

- Adult Formation: book club is meeting regularly at the church; Friday Films has been offering a family film every other week (8-10 attendees typically)
- Community Cafe is evaluating whether it will be able to resume serving inside

### IV. Discussion - none

### V. Unfinished Business - none

### VI. New Business

#### (a) Position Description for Nursery Coordinator – see Attachment II

- **Motion: Barb Downs; 2<sup>nd</sup> Michele Marini; Approve the position description for Nursery Coordinator. Motion carried with no abstention or dissension.**

#### (b) Property Committee Proposal for Trinity House Brick Pillars – see Attachment III

- The brick pillars on the sides of the steps of Trinity House are in disrepair and have

become a safety hazard. Property Committee has selected SLS Construction Services to repair them and anonymous donors have stepped forward to cover the full cost of the repair.

- **Vestry formally and unanimously thanks the anonymous donors.**
- (c) Finance Committee Recommendations for Trinity House
  - Radon mitigation: **1. Charge the cost to Trinity House Capital Improvements.**
  - Brick pillars: Expense is rendered moot by donations (see above)
  - Snow removal: **2. Continue to pay for Trinity House snow removal from the church's Operating Budget as before.**
  - **3. Create new savings account line for Trinity House Security Deposits.**
  - **Motion: (FC). Adopt the three recommendations of Finance Committee as noted above. Motion carried with no abstention or dissension.**

Meeting adjourned, 8:01pm

## Attachment I

Rector's Report to the Vestry  
St. Andrew's Episcopal Church  
August 10, 2021

1. Pastoral: 2 Funerals; 1 Wedding; 1 Wedding prep ongoing; 1 home Communion
2. Average Sunday Attendance: 85
3. The latest guidance from the diocese follows CDC recommendations that when the local area is in Substantial or High transmission of the virus universal masking is indicated. On Friday I issued an email to our parishioner list and we changed the signs on our building's doors to reflect that change.
4. Community Café Board meeting, 7/15—We planned on opening for in-person dining on August 26. Now, however, that we are in Substantial transmission in Centre County, and we are requiring masks for everyone inside the building. I have discussed with the executive director, board president, and another member of the board how we will not likely be able to open for in-person dining that day. We will have another board consultation this week.
5. Burial, 7/16; Funeral, 7/17
6. Service at the Village at Penn State, 7/21
7. Robin Bastress, our new acolyte coordinator, has recruited two new acolytes. We completed their training. The first one served last Sunday. Only one of our continuing acolytes has returned so far.
8. Funeral & Burial, 8/4
9. Wedding, 8/7 (rehearsal, 8/6)
10. Sacred Ground: Tomorrow night is our last of the 10 sessions of this program from the Episcopal Church about racism. We plan to have a follow-up session to talk about what's next.
11. Sermon on the Mount: I will miss the session this Wednesday because of Sacred Ground. Our last session of this Convocational online program will be 8/18, and the author, Amy-Jill Levine will join us.
12. Trinity House: All the code inspections are complete. Crews have been working very hard to clean and paint the house to make it ready. Last Thursday, 8/5, I did a walk-through with the tenants, and we all signed the lease and other documents. I plan to meet them on Sunday at noon to give them their keys. One of the roommates backed out, but the remaining two were able to find a new roommate.
13. Reopening (Re-Membering):
  - (a) We started the 10:00 service on 7/18
  - (b) Started food after 8 & 10 on 8/1
  - (c) Started universal masking on 8/8
  - (d) Still planning special services and events in late August and mid-September
14. I was asked to run for the diocesan Disciplinary Board, that deals with clergy discipline issues. Election is at diocesan convention in October.
15. On August 1 Walter Wells celebrated 45 years of serving as St. Andrew's choir director. On Monday I am taking him and the rest of the staff out for lunch to celebrate. We plan to have a special 10:00 service (date TBD) that will highlight our music program and be followed by a special luncheon. Scheduling is difficult at this point because of the rising variant.
16. Ongoing: Diocesan Standing Committee, vicechair; 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: Move in of Trinity House tenants Sunday; Backpack blessing & ice cream social, 8/22; Picnic, 8/29; Jean Gotolski funeral, 8/28; Welcome Back Sunday, 9/12; Remembrance Sunday 9/19

## Attachment II

### Position Description for Nursery Coordinator

#### St. Andrew's Nursery Coordinator Job Description

##### Overview

The Nursery Coordinator (NC) runs the church nursery on Sunday mornings and for other worship services. The NC works directly with the children and also recruits, trains, schedules, and supervises volunteers. The NC answers directly to the rector. The NC is expected to coordinate and cooperate with the Director of Youth Ministries and the Director of Children's Ministries, turning to these staff members if support is needed on a Sunday or during a worship service.

##### Qualifications

1. Experience caring for small children
2. Good communications skills—ability to communicate with children and adults
3. Ability to work independently and problem solve
4. Up to date training and certification in Safeguarding God's Children
5. Up to date clearances: Child Abuse; State Police; FBI

##### Sunday Morning Responsibilities:

1. Opening the nursery every Sunday before church:
  - a. Unlock the doors every Sunday at 9:40 am.
  - b. Turn on lights, turn on heat or air conditioner, if necessary.
  - c. Make sure the rooms are clean, safe, and ready for the children.
2. Supervise the volunteers
  - a. Maintain a minimum of 2 Safeguarding God's Children-trained adults in nursery at all times. If needed, find a replacement for volunteers who fail to show up.
  - b. Help the volunteers to feel useful and comfortable. Model interactions with the children.
3. Coordinator and volunteer responsibilities for the children while their parents are in church:
  - a. Make sure to greet each family. (Assign a greeter, if possible.)
  - b. Create a welcoming and safe environment.
  - c. Change diapers, as needed.
  - d. Comfort crying or unhappy children.
  - e. Play with the children.

- f. Read to the children.
- g. Supervise crafts.
- h. Supervise snack time. (Coordinator needs to review forms to be aware of allergies or health conditions. Post notes about allergies for volunteers to read. Ex: *No dairy for A. P.*)

**4. Closing the nursery every Sunday after church:**

- a. Clean up the toys and supplies. Post artwork if it does not go home.
- b. Disinfect surfaces.
- c. Secure diaper receptacle and coordinate with Sexton to ensure it is emptied each week, as needed.
- d. Take home and launder dirty linens and wash sippy cups.
- e. Turn off heat, air conditioner, lights and lock the doors.

**5. Special services:**

- a. Be available to open the nursery during special services, such as, Christmas Eve, Ash Wednesday, Annual Meeting, Holy Week, etc., coordinating with the Rector for planning.

**Organizational Responsibilities:**

- 1. Maintain current nursery roster and important health information, attendance charts, and volunteer information.
- 2. Work with Safeguarding God's Children Coordinator and Church Treasurer to make sure that all volunteers are up to date with Safeguarding God's Children training and have appropriate background clearances.
- 3. Schedule volunteers on a quarterly rotation.
- 4. Send an email reminder to volunteers each week.
- 5. Prepare a Bible story and craft/activity for the two-year-olds each week
- 6. Stock the nursery with snacks, diapers, wipes, cleaning products, etc., as necessary.
- 7. Organize clean-up days and/or do routine cleaning of the rooms and toys.
- 8. Take photos of the children and volunteers to post in the rooms.
- 9. Send cards or make phone calls to children who have been away for a while.
- 10. Attend weekly staff meetings, if possible.

## Attachment III

### Property Committee Project Proposal

#### PROPERTY COMMITTEE PROJECT FORM

This form is to be filled out and included with the Finance Committee request for funds if the project is over \$500. This information will then be sent to the Vestry by the Finance Committee for Vestry consideration of approval.

<b>Request Date</b>	8/9/2021
<b>Project Title</b>	Trinity House: Reconstruct Brick on Front Steps
<b>Amount Requested</b>	\$1,125 (\$2,250 quote - 50% gift)
<b>Lead Prop. Comm. Rep</b>	Sarah Klinetob Lowe

#### PROJECT PURPOSE

The purpose of this project is to reconstruct the brick pillars and pillar supports on the front steps of Trinity House. The bricks have been long in disrepair, with many of the bricks broken, cracked, and loose. They are a safety hazard should someone lean on either pillar and they topple. They also do not and have never had caps on them to allow water to run off/away from the brick, the probable cause of why they are now in poor shape. Property Committee members were proactive about sharing contractor recommendations to ensure this work was completed in a timely manner.

#### PROJECT DESCRIPTION / WORK SPECIFICATIONS

1. Demo and remove both front brick pier down to footer
2. Prep and install 8" block in same style and shape; choke off grout cores, as needed
3. 10" cinder caps from house out, then approx. 20" x 20" pointed caps on top of both piers with overhang over the blockwork
4. Prep and scratch coat block work prep for parge coat (brush finish)
5. Colored mortar mix parge coat, install brush finish
6. Cap color, shape, and mortar color to be decided prior to work starting

#### ADDITIONAL COMMENTS

Mary and Paige Andrew have graciously pledged 50% of the cost (\$1,125) towards this project.

#### LIST OF QUOTES RECEIVED

	<b>Vendor Name</b>	<b>Quoted Amount</b>
<b>Chosen Vendor</b>	Sheldon Shay, SLS Construction Services	\$2,250
Quote #2	Bill Rishel Plastering -- Stuccoed & painted pillars	\$1,950
Quote #3	Bill Rishel Plastering -- Stone panels	\$2,800

#### REASON(S) FOR CHOOSING VENDOR

Following extensive review by Property Committee members, the aesthetic and anticipated longevity of the solution proposed by Sheldon Shay, SLS Construction Services was chosen over the other two bids. The quality of Sheldon's work also comes highly recommended by a Property Committee member who has had multiple projects recently done on their own house.