

St. Andrew's Vestry Minutes 9/14/2021

Members Present: Fr. Jeff Packard, Andrea deCarle, Barb Downs, Tom Hall, Paul Hochreiter, Paul Humphreys, Michele Marini, Kitty Mussett, Jason McCloskey, Amy Pritchett, Connie Puckett, JudithAnn Rule, Scott Strouse

Members Absent:

Guests: Julie Kwasnica

Clerk: Kevin Lowe

Call to Order: 7:03 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

Motion: Barb Downs; 2nd Amy Pritchett – Accept the minutes of the August vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

A. Rector's Report - see Attachment I

B. Wardens

- Senior Warden: Coffee hour still needs volunteers, but will be restarted at least for the first part of the fall, to be held outside after the 10am service
- Junior Warden: Parish picnic happened after the 10am service on Sunday 9/12
 - Every member canvass is nearing completion but some people still need to be called

C. Treasurer - distributed electronically prior to meeting

- deficit for the month of August, but we remain 11K ahead for the year; income usually goes back up in September but that has not yet begun to happen
- income from Trinity House rental has begun to come in

D. Committees and other ministries

- Property:
 - Window repainting project for the church is being explored; likely will occur next spring
 - Possible future capital campaign; a parish tour for people to see what needs to be done?
 - Some new water damage concerns:
 - Carpet in Treasurer's office needs to be taken up
 - Canterbury Hall plaster on projection wall is damaged; Scott has removed the plaster and the concrete block is drying; roofing company has sealed up a vent in the wall
 - Gutter on front wall of Trost wing needs to be repaired
- Children and Youth:
 - 2 children currently in Sunday school, and two youth groups will be active this year
 - Some new volunteers for Godly Play and youth groups have stepped forward
- Adult Formation: will be meeting soon to discuss budget requests; Book Club continues to meet; Films may be meeting in 325 with the Canterbury Hall wall issues
- Newcomers and Evangelism: committee will meet on Monday 9/20

IV. Discussion (none)

V. Unfinished Business (none)

VI. New Business

A. Update Bylaws regarding Parishioners' Ministry – see Attachment II

- The current bylaw has the new PM stewards being announced in the new year; the proposed amendment changes this to occur in December so that new stewards can begin serving on PM on January 1
- **Motion: Jason McCloskey; 2nd Amy Pritchett: Approve the update to the bylaws regarding Parishioners' Ministry, and publicize the proposed update to the parish. Motion carried with no absention or dissension.**

B. Vaccine Mandate for Parish Staff

- Proposed policy: “All members of St. Andrew’s parish staff, whether full or part-time, are expected to have been fully vaccinated against COVID-19, and to provide documentation proving that fact upon request.”
- **Motion: Michele Marini; 2nd Kitty Mussett: Approve the proposed policy mandating COVID-19 vaccinations for all parish staff.**
- Discussion: should the documentation be provided upon request, or simply be collected?
- **Motion to amend: Michele Marini; 2nd Kitty Mussett: Drop “upon request” from the proposed policy and add “As a condition of employment” at the beginning. Motion to amend carried with no abstention or dissension.**
- **Amended motion: Adopt the following policy: “As a condition of employment, all members of St. Andrew's parish staff, whether full or part-time, are expected to have been fully vaccinated against COVID-19, and to provide documentation proving that fact.” Motion carried with no abstention or dissension.**

C. Fundraising Questions

- Walter Wells: gift and luncheon etc. to be held in the future
- Kevin Barron: ordination gift
- Parishioners' Ministry Appeal for November

Meeting adjourned, 8:15pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, September 14, 2021

1. Pastoral: 3 Funerals—one parishioner, one Community Café patron, one family member; 1 Wedding prep ongoing; 3 home Communion
2. Average Sunday Attendance: 89 (I add all those present to 1.5 times the number of devices on the live stream)
3. Sacred Ground: We had our last of ten sessions (8/11) on Sacred Ground, the anti-racism curriculum put out by the Episcopal Church. We then followed up with a dinner/discussion (8/25) about next steps. No definite plans were settled on, but many options were discussed. We decided that we were still digesting all the information.
4. Met the Trinity House tenants on 8/15. Collected the last rent and security deposit payments. Handed over the keys. We have now received all of the documents we have applied for, namely the rental permit and student housing permit. Second month's rent is due tomorrow.
5. Staff took Walter Wells out to lunch to celebrate his 45 years of service, 8/16. We are planning a Sunday celebration and have just postponed it until February due to COVID concerns. I am requesting that you give me permission to collect money to give Walter a purse to show our appreciation. There will be an article in the October newsletter.
6. Service at the Village at Penn State, 8/18
7. Final session of Sermon on the Mount online convocation program, 8/18. We had the author Amy-Jill Levine join us for the last session. It was wonderful!
8. Bishop's Task Force on Operations (COVID response) met 8/19
9. The committee who worked on our poetry contest met, 8/25. We plan to do another contest next year. We're working on details of how to proceed, but plan to invite suggestions from those who entered this year. We plan to focus each year on a topic of interest and/or concern to our community, something with a religious or faith component but that can be interpreted broadly. We intend to continue the format of public reading during the Arts Fest and a panel discussion on the given topic.
10. Met with YAC group, 9/5, to discuss their project picking up my \$1,000 challenge (matched by the bishop).
11. Standing Committee, 9/7
12. Property Committee, 9/7
13. Lunch on the Lawn, 9/12
14. Finance Committee, 9/13
15. Technology Update: I have purchased the new camera that connects directly to Facebook Live, i.e. without going through a computer. I am having trouble getting it to work properly. I have requested and been granted an extension on the return policy so I can continue to try to get it to work. Sony tech support believes it is a Wi-Fi issue. If I am not able to, I will return it and buy a much cheaper camera that will have to go through a computer. We also added Wi-Fi access points on the third floor of the Parish Life Center, the hallway where room 325 and the library are. They work great! They just installed a new access point inside the church yesterday. I am hoping this helps with my camera issue.
16. Reopening/Re-Membering update:
 - We had the picnic last Sunday.
 - This coming Sunday will be our Remembrance service featuring our new votive candle stand.

- ❓ I am working on a plan with Deacon Joe to add serving wine into our celebration of the Holy Eucharist. Hint: it involves shot glasses.
 - ❓ I have discussed with the Property Committee the need for air purifiers in the church especially when we have to close windows due to cold. Sarah Lowe's opinion is that the space inside the church is far too voluminous to make this practical. Plus, the floor space required and the noise they would produce contribute to the impracticability of employing them in the church. However, they would make sense in smaller spaces such as the offices and Canterbury Hall.
17. Parishioners' Ministry: The two stewards who are rotating off at the end of this year are Pam Ferguson and Don Hopkins, who has been serving as treasurer. In addition, Marion Schwartz, chief steward, will be stepping down at the end of the year. Pam Ferguson is willing to be appointed to fill the last year of Marion's term. So, we will need two new stewards, each to serve a full three-year term. I am in discussions with one person and have a second person in mind. We will need to appoint a new chief steward. I will ask for input from the existing stewards. The stewards will need to choose a new treasurer next year. Our agenda includes my proposed change to our parish bylaws about when the new stewards are appointed. I will speak to this at the meeting.
 18. Nursery Coordinator: I am interviewing a candidate tomorrow for this position. On Sunday I learned that a Penn State student, who has been attending our services for two years and helping out in the nursery and in teaching Sunday school, is interested in the position. I am following up with her. Julie Kwasnica and Robin Bastress are helping me in the interview.
 19. At this moment, I am working on our fall stewardship pledge drive on my own. If any vestry members feel called to jump in and help, let me know as soon as possible. The finance committee is already working on the 2022 budget. Please communicate with the committee for which you are a liaison regarding their budgetary needs for next year. We really need to hear from them by the October vestry meeting. Remember that we are currently operating with a deficit budget. We have lost several pledges due to death and people moving away. So, it looks like we may be talking about another austerity budget next year. With the pandemic, we do not plan to add any/many new pledges. I will be addressing this in the stewardship drive.
 20. Diocesan Convention: We postponed our gathering with Presiding Bishop Michael Curry until next June due to COVID concerns. Convocation meeting coming up on Zoom, 10/6. Annual Convention will be online on 10/14.
 21. 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)
 22. Upcoming: Service of Remembrance, 9/19; St. Francis Blessing of Animals, 10/3; CROP Walk, 10/17; Scheduled date for Kevin Barron's ordination here, 11/21 (pending all his final approvals); Bishop visitation, 12/5

Attachment II

Proposed Changes to Parish Bylaws regarding Parishioners' Ministry

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 December~~ meeting ~~of the new vestry~~. 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.