

St. Andrew's Vestry Minutes 05/12/2020

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

Members Absent:

Guests: Julie Kwasnica, Mary Andrew

Clerk: Kevin Lowe

Call to Order: 7:04 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

Motion: Andrea deCarle; 2nd Michele Marini – Accept the minutes of the April vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

A. Rector's Report - see Attachment I

- #7 - Jeff plans to allow William to stay on the property until June 15, with some new restrictions in place concerning his use of the building
- Shaped by Faith: The diocesan programs for SbF will continue as previously scheduled; we may be able to participate in some fashion despite our postponement of our own strategic planning process

B. Wardens

- Senior Warden: See Finance Committee
- Junior Warden: St. Andrew's is scheduled with Out of the Cold for Jan. 11-25, 2021.

Motion: Scott Strouse; 2nd: Paul Humphreys – Host Out of the Cold at St. Andrew's from January 11-25, 2021. Motion carried with no abstention or dissension.

- We will advertise within the parish the current requests for assistance with food

C. Treasurer - distributed electronically prior to meeting

- First quarter investment report looks rough due to the stock market and the pandemic, but it should recover; income has been strong despite the inability to gather

D. Committees and other ministries

- Finance Committee: Pledge giving is stable, but non-pledged giving (+ loose offerings) are down with the inability to gather
- A “Donate” button on Facebook could be a way to make up for some of the lost income
 - Facebook services have gotten a good number of viewers, even people who are not members
- Parishioner's Ministry has been receiving significant donations from parishioners in the last few months and is in good shape (current total donated is over \$9000)
- PPP loan (\$62,700) – payroll and utility expenses from the next 8 weeks do not have to be paid back; this should be at least \$50,000; Finance recommends immediately paying back the remainder and avoid interest accrual (see New Business)

IV. Discussion – Plans for reopening the church

- The diocese has published guidelines for a phased reintroduction of worship services, adapted in significant ways for safety and social distancing
- Should we be working to reopen the church?

- Implementing diocesan guidelines
- Impact on the Facebook Live broadcast?
- Should the in-person worship happen at 5:00 instead of 10:00?
- Gauging the interest/opinions of the parish
 - Send out a brief survey to the parish to see who is interested in returning under the current situation and diocesan guidelines

V. Old Business (Action Item Register)

VI. New Business

- Email vote: **Motion: Scott Strouse; 2nd Kathryn Yahner: Apply for a loan from the Paycheck Protection Program. Motion carried with one absention and no dissension.** - See Attachment II
- **Motion (Finance Committee): A) Deposit the \$62,700 PPP loan money in a separate savings line; B) At the end of the 8 week period, request forgiveness for the expenditures allowed under the program and repay the difference; C) Monitor our income/expense balance for the remainder of the year; D) At the end of 2020, assess the current status and begin discussions of how to use any remaining balance in the savings line. Motion carried with no abstention or dissension.**

Meeting adjourned, 9:45pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, May 12, 2020

1. Pastoral: Did 1 graveside burial (John McKeever); 3 Funerals on hold; 2 Weddings on hold; 2 Baptisms on hold.
2. Average Sunday Attendance: 150 (still multiplying maximum Live attendance to live stream by 1.5)
3. Kevin Barron was approved by the Standing Committee for candidacy!
4. We started weekday evening Compline services on FB Live at 7 last week. We have about two weeks' worth of videos that will be re-run. I will also record some more versions. Good response from folks.
5. Paycheck Protection Program: I filled out the online initial application. Julie provided all the needed documentation. The loan was approved, and we received \$62,700 on May 6. See Finance Committee recommendations.
6. Kistler Trust: I sent an emailed update on April 29. Nothing new since then. I continue to hear about whether Tom Kistler is willing to step down as trustee and allow the six beneficiary charities to have a new trustee named.
7. The William Situation: I will update during the meeting.
8. Canterbury Society: If you don't know what the Canterbury Society is that's because it has not been active in a long time. This is the name of the group of folks who have let us know that they have included the church in their estate plans. In the past, there were annual events—dinner—to acknowledge their generosity and say thanks. We were planning on a luncheon in April, which obviously did not happen. So, I have drafted a letter to this small group of 14 people/couples. It simply says thanks for your planned gift and we will be doing something more once everything opens up again. The committee is currently giving feedback on my letter. It will likely go out this week.
9. We've had a good response to our appeals to parishioners to stay current on their pledge payments, to use online giving, and to set up regular, automatic payments. So, I was going to send an email next week to say 'thank you.' I might also mention that we've had a good response to our appeal for donations to Parishioners' Ministry.
10. Reopening Plan:
 1. This week we are sending an email to the congregation asking for feedback about who is interested in actually attending church during the Yellow phase.
 2. We need to work out a method for inviting or having reservations for the limited number of people to attend. In other words, we want to plan ahead of time which 25 people will be there. The first step is finding out who will want to come.
 3. I have surveyed our ushers. Only 3 are willing to serve during Yellow. I will need to recruit some more people. Interested? Ushers kind of become enforcers.

4. I'm thinking about having the first service on May 31, Pentecost Sunday
5. We will start with one service at 10:00. We will continue to live stream that service, probably forever.
6. We could have two groups of 25 in the building at the same time. One group in the church the other in Canterbury Hall watching the live stream. Communion can be brought over from the church when it's time to serve.
7. I'm thinking that we could do the two location service at 10, and another service in the church at 5:00. That gives us plenty of time to disinfect the church and eliminates the need to disinfect Canterbury Hall right away. It could wait until Monday. Sexton Scott is willing to come in on Sunday to do the disinfecting, for an exchange of another day off during the week.
8. This is all about worship. We aren't even talking about opening to 12 step groups. None have them have contacted us requesting access to the building.
9. We're not talking about adding education/formation, or other gatherings at this point.
- 10.If you read the diocesan guidelines you know...
 1. The service will be printed. No books in the pews.
 2. Attendance will be taken for tracking purposes.
 3. Masks required
 4. Offering plates will be placed near entrances, not passed or brought to the altar.
 5. Tissues, hand sanitizer, and a disposal bag will be in each pew.
 6. Pews will be marked off and lines on the floor to maintain proper distancing.
 7. Communion in one kind, standing
 8. No choir. No congregational singing
 9. No touching during the peace. No fellowship. No receiving line. No visiting after the service.
 - 10.Everything will be disinfected between services
- 11.I'm having cataracts removed on May 26 and June 11.

**Attachment II
Email Vote**

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

Mon, Apr 27, 2020 at 5:19 PM

....

Scott Strouse has moved, and Kathryn Yahner has seconded: The church apply for a loan from the Paycheck Protection Program.

Please 'reply all' with your response. Either comment/discuss, or vote yes or no. We need to move quickly because as we all heard the money will go fast.

Michele Marini <michelemarini@comcast.net>

Mon, Apr 27, 2020 at 5:20 PM

I approve of applying for this program.

Michele Marini

Mussett, Kathryn Ann <kam13@psu.edu>

Mon, Apr 27, 2020 at 5:22 PM

I approve of applying for the loan.
Kitty Mussett

Paul Humphreys <plhumphreys@comcast.net>

Mon, Apr 27, 2020 at 5:27 PM

Hi, Fr. Jeff,

I vote "yes" !

Have a joyful evening!
Paul

Loviscky, Greg Edward <ge1102@psu.edu>

Mon, Apr 27, 2020 at 5:43 PM

I vote "yes."

Sounds like a great idea!

Greg

Greg Loviscky, Ph.D.

Christina Ford <tapsy@hotmail.com>

Mon, Apr 27, 2020 at 5:45 PM

I vote "yes".

Christina

Kevin Lowe <kevinlowe33@gmail.com>

Mon, Apr 27, 2020 at 5:50 PM

I vote yes.

Kevin

Connie Puckett <cjpuckett@comcast.net>

Mon, Apr 27, 2020 at 6:07 PM

Yes,
Connie

Jason McCloskey <jam080@bucknell.edu>

Mon, Apr 27, 2020 at 7:50 PM

I vote yes.

Jason McCloskey

Andrea de Carle <adecarle13@gmail.com>

Wed, Apr 29, 2020 at 2:36 PM

Yes