

St. Andrew's Vestry Minutes 07/09/19

Members Present: Fr. Jeff Packard, Bruce Cramer, Andrea deCarle, Michele Hamilton, Greg Loviscky, Kevin Lowe, Jason McCloskey, Steven Smith, Scott Strouse, Kathryn Yahner
Members Absent: Tom Dauler, Christina Ford, Connie Puckett
Guests: Julie Kwasnica
Clerk: Kevin Lowe
Call to Order: 7:05 p.m.

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

Motion: Steven Smith; 2nd Greg Loviscky – Accept the minutes of the June 2019 vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

- A. Rector's Report - see Attachment I
- B. Wardens
 - Junior Warden - stewardship committee plans to start meeting next month
 - Will see if Planned Giving volunteers want to be part of stewardship committee
- C. Treasurer - distributed electronically prior to meeting
 - June operating income was still lower than expenses, but not as bad as previous months
- D. Committees and other ministries
 - Outreach Committee - Parishioner's Ministry has already run out of money for July

IV. Discussion - *The Agile Church*, chapter 4

- Author's description of agile organizations able to fail productively and rapidly pivot
 - Is this a fair analogy for churches? Is the Episcopal church in particular structured in such a way as to allow this kind of pivoting?
 - Should the focus be on people outside the church or inside? How do we balance our “audiences”?
 - Trying things and allowing them to fail may be a good mindset for individual programs but may be corrosive when applied to the overall mission of the church?
 - Who are our neighbors and how do we invite them to share their experiences of God or their questions?
 - “Positive deviants” and allowing church members to discern the actions of the Kingdom
 - What will/should St. Andrew's look like when we have half the members we have now?

V. Old Business - Action Item Register

- #4 - Nursery Coordinator position has been written and will need to be published outside the parish as no candidates have stepped forward yet

VI. New Business

- 1. Community Cafe Separate Checking Account
 - Finance supports the Cafe board's request for a separate checking account, to be operated by a Community Cafe Treasurer (officer to be named).
 - **Motion: Steven Smith; 2nd Michele Hamilton - Create separate checking account for Community Cafe. Motion carried with no abstention or dissension.**

2. Community Cafe kitchen changes
 - Propose removing white cabinet and conventional oven, as well as one of the prep tables (to be replaced with stainless steel prep tables with closed cabinets); also propose acquiring a new refrigerator and a hotel pan rack
 - CC Board has approved the funds to pay for all of this; CC has the money in the bank and will also be taking in income from Arts Fest pie sale and separate donations
 - **Motion: Steven Smith; 2nd Greg Loviscky - Approve the CC Board use of their funds to make the proposed changes to the Canterbury Hall kitchen. Motion carried with no abstention or dissension.**
3. Kistler Trust proposal
 - Finance Committee recommends waiting for a formal offer before taking any action
 - Fr. Jeff will be meeting with a lawyer in the next few weeks to get more information
 - Finance recommends paying for the lawyer from the General Endowment
4. Hoffman Leaky proposal
 - Property Committee has sent a proposal for commissioning Hoffman Leaky Architects to produce a mechanical study for HVAC of the church and Trost wing (\$19,800) - see Attachment II
 - General discomfort with moving forward without including this within strategic planning
5. “Centre Inspires” grant proposal
 - OOTC wants to rent Trinity House for a day shelter, and is seeking funding
 - OOTC wants to apply for the “Centre Inspires” grant from Centre Foundation, but OOTC is not a beneficiary of the Centre Foundation endowment funds
 - St. Andrew's is a beneficiary and could co-apply for the grant with OOTC
 - Proposed use of the house would be for a five year term
 - **Motion: Scott Strouse; 2nd Steven Smith - Explore the Centre Inspires grant in conjunction with Out of the Cold for the purpose of renovating and renting Trinity House to Out of the Cold as a day shelter.**
 - Discussion: Property is already discussing uses for Trinity House, and this question intersects with the strategic planning process
 - There are questions about commitments and timeline of the grant
 - Scott/Michelle will talk to Beckie and report from the OOTC board meetings
 - All details (rental agreement, management, etc.) must be open to negotiation with OOTC
 - **Motion carried with no abstention or dissension.**

Motion: Kevin Lowe; 2nd Kathryn Yahner - Motion to adjourn. Motion carried with no absence or dissension.

Meeting adjourned, 9:28pm

Minutes submitted by Kevin M. Lowe, Clerk

Attachment I

Rector's Report to the Vestry St. Andrew's Episcopal Church Thursday, July 9, 2019

1. Pastoral: 4 home/hospital Communion; 1 ongoing wedding prep
2. Average Sunday Attendance: 185
3. Atrium service, 6/19
4. Attended spring convocation meeting, 6/20
5. Saw the youth pilgrims off to Arizona at the airport, 6/23
6. Community Café Board of Directors meeting, 6/30
7. Standing Committee, 7/2
8. Finance Committee, 7/8
9. Property Committee, 7/8
10. Kistler Trust: I have forwarded all the information I have on this. Ellen Kline, the real estate agent I consulted with, recommends that we wait and see if the sale goes through. This is what the Finance Committee is recommending too. I have made an appointment with a lawyer for July 23 to get some counsel on the subject. I have also contacted Mr. Campbell, the attorney for the trust, and requested a copy of the trust. We can discuss this at the meeting. I am inclined to take no action at this time for three reasons: 1) We haven't actually received a formal written offer, 2) We are not counting on the income, and therefore if we don't receive it for several years we would not suffer should the deal not go through, and 3) The potential benefit for the parish should the deal go through is substantially higher than the current offer, and with no real cost to waiting it seems the most prudent option.
11. Community Café: There are a couple of proposals that have come out of the recent board meeting on our agenda. One more thing is a request from the Café board to clarify the financial relationship between the Café and the parish. In other words, what should they pay for and what should the parish pay for. I have just begun to think about this question, and will propose a policy statement to the vestry next month. I will also consult with the Finance Committee on the subject.
12. I have been asked and agreed to serve on the search committee for Interfaith Human Services as they seek a new executive director. Wendy Vinhage recently accepted a position with the United Way.
13. A parishioner has talked to me about having a rack custom made to hold votive candles in the church. She wanted to do this in honor of her late husband, but the idea has been on hold for a few years due to the interim and transition in the rector position. I personally don't have strong feelings one way or the other about it. The big question is where it would be located. The parishioner and I have agreed to have further conversation about it. If anyone has thoughts, please share them with me.
14. Just a little story I wanted to share with you that happened recently. There is a group of homeless folks that hang out in the parklet across the street. Many of them are regulars at the Community Café. Apparently, someone gave the group of them a \$50 gift. They got together and agreed to give a \$6 donation to the Café. It was dropped off by one who was elected to be their representative.
15. Ongoing: VELI (off for the summer); Diocesan Standing Committee; Monthly Episcopal Clericus; Bimonthly Clergy Council with Bishop; Bimonthly ecumenical local clergy group; Supervising Kevin Barron as he serves as lay pastor at St. Luke's, Altoona
16. Upcoming: Arts Festival this week; Atrium service, 7/17; Next Vestry Meeting—interview with Ted Christopher on endorsement for postulancy

Strategic Planning

Parish Feedback to Four Questions

- Who do/could/should we serve?
- What does success in ministry look or feel like and how do we get there?
- What are our special gifts as a parish?
- What ministries do we provide and who are our partners?

Who do/could/should we serve?

All people

All. No exceptions.

All

Step 1 We greet all with a smile.

Everyone. Reach out!

Everyone. Outreach is important, but so is inreach.

Everyone

Outreach beyond our walls

Our community (State College and surrounding)

Continually shift our focus based on who is here at the moment?

Build community outside our walls:

- Play in Centre Rec
- Invite other churches and faith communities to Community Café
- Walk in worship groups in all fundraising walks

Maybe we could investigate more global connections.

Students (x 2)

Teenagers and College students

Campus new students

New families

Young families! Parents' Night Out every month

All those in need

It would be nice to be involved with providing a day shelter for those in need

People with mental deficits

Those who need it

Those who can't make it on their own (feed my sheep!)

The folks who come here. We serve each other (AA & Al-Anon Groups, literacy volunteers, etc.)

All creation – save the planet!

The people who care about the world! God is the person who will be our savior.

Liberals AND Conservatives

It will be increasingly difficult to serve without significant investment in repair and upgrades to infrastructure.

What does success in ministry look or feel like and how do we get there?

Sense of discipleship – we all follow Christ

If we are known by others for our love

Quality preaching that inspires us

60-minute Eucharist every week

When all feel included. I think we do, except in inclusive language in the liturgy.

Joy in the presence of the Spirit

Episcopalians like to sing – rejoice!

Supporting and worshipping together

Spiritual nurturing and responding in a Christian, supportive way to cultural crisis

Like we are a loving, supportive community where people want to be.

Community working together (x 2)

Church attendance

Active members

Any definition must include the formal congregation – effort must be made to attract new and younger families.

Those who worship and have worshipped for many years

Make a better effort to welcome and include people. Too many “clicks” and too many “old timers” with opinions.

Youth. Families. Meeting together in church and out

Newcomers are welcomed and they come back.

People stay for coffee hour and enjoy each other’s company.

People come to Adult Ed, bring their kids to church school, come to Lenten Programs, etc.

People pay pledges on time.

People pledge enough (this needs work)

Collaboration with other faith groups (community)

The Community Café pulls from the community at large. I feel as the population of the church changes, so should our outreach change and expand beyond traditional approaches.

Community Café. We need to get up and step over the line.

It is not enough to get new folks in the door; those who aren’t already inspired to come back will be disheartened by the state of the facility. The rooms are clean enough, but they aren’t clean. They don’t every smell clean. The bathrooms are heavily used, but not ever do they seem sanitary, even when they’re freshly cleaned. We need as inviting an indoors as we have gardens, and that takes work and the person in charge of keeping our interior spaces needs to stop being satisfied with good-enough. If we can’t make the time and effort to do it right, when will we ever have it to do it over?

(In response to the above)

I totally disagree.

Me, too!

Using renewable energy 100%. Put in solar panels? Use another provider. Save God's creation. No plastic utensils, plates, cups, etc. Use bioplastics (corn based.)

What are our special gifts as a parish?

Music (x 2)

Music and welcoming

We worship God in the holiness of the liturgy and serve God's people in their neediness.

Maintaining the tradition of the church and prayer book

Liturgy

Indeed a church family

We feel like a family to me

Compassionate Women

Large building, good location

Wonderful grounds and garden

Active membership in church and community

Focus on doing, not on preaching

Equality. All members contribute.

So many resources and talent – folks need to share their gifts.

Many talented and knowledgeable parish members – music, arts, religion, community

Capable talented lay leaders – Kate Freeman and Ted Christopher to name just two, but too many to name!

The members who can teach us

Wonderful and dedicated Sunday School teachers

Father Jeff, Deacon Joe, Walter Wells, Gwen Catchen

Honesty

Acceptance

Non-judgmental

All-accepting

Open-minded (x 2) and devoted!

Generous

Inclusive (x 2) attitude and practice

Welcoming without judgment

All are welcome.

What ministries do we provide and who are our partners?

Unique, valuable teaching on Jesus and spiritual practice

Prayerful worship

A place of rest, wisdom, community, and joy in a busy, foolish, lonely, anxious world

Beauty! Stained glass, nave
A beautiful sanctuary in the center of town

Music (x 3)
Our organist
Music groups
Choirs
Uniquely good music program for this area

Prayer chain ministry. About 28 people praying
Daughters of the King, diocesan, provincial, national
Compassionate Life
Parishioner's Ministry

Meeting space for other community groups
Meeting spaces
Open for 12 step-ers
Open for Out of the Cold each winter
Out of the Cold (x 2)
A space where people in recovery can meet
Happy Valley Improv (x 2)

Community Café (x 3)
Compassionately feeding the hungry and lonely with food and acceptance
Food Bank donations
Little Pantry
Pet Pantry

Our partners are everyone.
Everyone is our partner. We need to reach out more.
It would be great to do more with other churches!
Partner with Interfaith Human Services (bell ringing, etc.)

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.

Request Date	July 8, 2019
Project Title	Church & Trost Wing Mechanical Study
Amount Requested	\$19,800
Lead Prop. Comm. Rep	Joe DeLauter

PROJECT PURPOSE

Building on the December 2018 feasibility study by Reese Engineering and extensive debrief by Property Committee representatives with their engineer, this study would more thoroughly examine how to add cooling and dehumidification to the Church while also obtaining a full central heating and cooling system for both floors of the Trost Wing. Adding the Trost Wing to this scope of work provides an option to effectively replace the aging and failing electric heaters with a more long-term and user-attractive solution.

Given that the equipment may be located in the Trost Wing attic (instead of the back of the Church and removing several parking spaces), a more thorough and detailed study is needed to examine how ductwork would be run between the Church and PLC, how ductwork would be run between both floors of the Trost Wing, how the "building skin" (i.e. attic insulation, wall insulation, and windows) could be upgraded to reduce the size of the equipment, any additional structural needs for equipment installation, phasing recommendations for cash flow, and a total project cost estimate in 2019 dollars.

PROJECT DESCRIPTION / WORK SPECIFICATIONS

The scope of work is as follows:

1. Examine the present building skin and make suggestions as to improvements required to address moisture, and heat loss. The objective will be to create a better envelope to assist in the mechanical goals.
2. Suggest a heating air conditioning system that best meets the needs of the two story classrooms and church function spaces. The system should offer control flexibility based upon usage and degree of usage during the week. The goal is to provide a more comfortable environment for room usage by church and community rentals.
3. Offer options for mechanical, plumbing, and electrical (MPE) equipment locations both interior and exterior.
4. Highlight any phasing options that might be useful in achieving the design and construction.
5. Develop a total project cost estimate including construction and soft costs.

This work will be coordinated and completed by three professional groups: an architect, a mechanical engineer, and a structural engineer.

ADDITIONAL COMMENTS

The following documents are attached:

- 1) **Church & PLC Mech Study - Project Proposal.** This document outlines the scope of work and cost breakdown for each professional.
 - a) Architect (Hoffman Leaky Architects): \$13,000
 - b) Mechanical Engineer (Reese Engineering): \$6,000
 - c) Structural Engineer (Stahl Scheaffer): \$600
 - d) Digital copies of church plans: \$200

- 2) **Church & PLC Mech Study - Architect Tasks.** This document breaks down the \$13,000 cost for the architect.

- 3) **Reese Eng - 2018 Feasibility Study.** This \$2,400 study from December 2018 by Reese Engineering outlines suggested solutions and associated costs for cooling and dehumidification in the Church (Trost Wing was not part of the study).

- 4) **PC 2018: 7/26 Meeting - Air Conditioning.** Notes from the July 2018 by Property Committee representatives on the goals and design principles for cooling and dehumidification of the Church, which was shared with Reese Engineering and included in their consideration for their 2018 Feasibility Study.

LIST OF QUOTES RECEIVED

	<i>Vendor Name</i>	<i>Quoted Amount</i>
Chosen Vendor	Hoffman Leaky Architects	\$19,800
Quote #2		
Quote #3		

REASON(S) FOR CHOOSING VENDOR

This vendor for professional services is chosen for their existing relationship with St. Andrew's and coordination with Reese Engineering who completed the first engineering study. These professionals all have quality reputations in State College for their commercial work.