

St. Andrew's Vestry Minutes 03/09/2021

Members Present: Fr. Jeff Packard, Andrea deCarle, Barb Downs, Tom Hall, Paul Hochreiter, Paul Humphreys, Michele Marini, Kitty Mussett, Jason McCloskey, Amy Pritchett, JudithAnn Rule, Scott Strouse
Members Absent: Connie Puckett
Guests: Julie Kwasnica
Clerk: Kevin Lowe
Call to Order: 7:01 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

Motion: Scott Strouse; 2nd Michele Marini – Accept the minutes of the February vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

A. Rector's Report - see Attachment I

- Trinity House: ad hoc committee is meeting weekly in conjunction with Property
 - Scott Luzier met with an electrical contractor today; questions raised about insurance rates as a rental property, given that it has knob and tube wiring
- Poetry contest – Fr Jeff is contacting businesses and organizations in search of sponsors

B. Wardens - none

C. Treasurer - distributed electronically prior to meeting

- Income was good and expenses were low and typical
- Accounting of the PPP grant was adjusted for Dec-Jan:
 - Forgiveness of the loan was contingent on actually using it for payroll
 - The diocesan parochial report required us to show that we had used it for income
 - The loan is now accounted for as 2020 income, spent on payroll; we now have the equivalent surplus accounted for as a non-PPP surplus in the savings account

D. Committees and other ministries

- Finance Committee:
 - One new pledge came in, but FC does not recommend adjusting the budget at this time
 - Trinity House rental income and expenditures will need to be accounted for separately from the normal operating budget; FC expects to set up a separate Savings account
 - There is savings in the Associate Rector fund that we do not expect to be able to use on an associate rector anytime soon, and it is not currently growing
 - **Motion: (FC): Move the Associate Rector (Contingency) Fund to the General Endowment Fund.**
 - If the Assoc. Rector fund were moved into General Endowment, could it be tagged so that future vestries will know there used to be money allocated for this purpose?
 - One possibility would be to keep the line item in savings as \$0 with a note to acknowledge the money that used to be there and when it was moved
 - **Motion carried with no abstention or dissension.**
- Parishioners' Ministry: A drop off in cases in February has allowed PM to end the month with a net surplus in contributions
- Community Cafe: The Cafe bought a ventilation hood to be installed above the kitchen's dishwasher

IV. Discussion: none

V. Unfinished Business: none

VI. New Business

A. Proposal to split the Children and Youth Director position into two positions

- Children and Youth positions would each be 10 hours; half of current salary
- Both staff members will work cooperatively to plan larger events and coordinate program
- There are no benefits associated with this position beyond salary
- **Motion: Fr. Jeff: Split the Children and Youth Director position into two positions, each with half the current salary. Motion carried with no abstention or dissension.**

B. 2021 Plan of Action – see Attachment II

- Three-phase reopening plan
 - Masking, distancing restrictions, Communion in one kind only, etc. will continue until overall societal restrictions are lifted
 - Hoping for an outdoor service on Easter Sunday (location TBD) and perhaps to reopen in-church services the same week or shortly thereafter
 - **Motion: Tom Hall: 2nd Barb Downs: Adopt the Three-Phase Reopening of In-Person Worship Plan of Action. Motion carried with no abstention or dissension.**
- Technology plan: Develop a tech wish list to support new online ministry as well as improve current offerings
 - **Motion: Tom Hall: 2nd Barb Downs: Adopt the Technology Plan of Action. Motion carried with no abstention or dissension.**
- Virtual Visitation ministry: Following up on last year's vestry effort to check in with parishioners, a team of vestry, staff, and possibly others will contact every member of the parish by phone and invite people to monthly Zoom check-ins or phone calls
 - **Motion: Tom Hall: 2nd Barb Downs: Adopt the Virtual Visitation Plan of Action. Motion carried with one abstention and no dissension.**

C. Martin Grieco bequest. **Vestry accepts the bequest from Martin Grieco's estate.**

Meeting adjourned, 8:29 pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I
Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, March 9, 2021

1. Pastoral: 1 Wedding prep ongoing; 3 Weddings on hold; 3 Funerals on hold; I did a funeral for my great aunt who died at 101
2. Average Sunday Attendance: mean = 72; median = 82
3. Ash Wednesday, 2/17, did ashes out front and had nearly 75 people, many students
4. Vestry Retreat, 2/20
5. Wednesday evenings in Lent, "Meeting God in the Gospel of Mark" with convocation
6. Doing Morning Prayer on Sundays during Lent, mixed reactions, both strong for and against
7. Recorded a Compline with J2A Youth, 3/7
8. Standing Committee, 3/2
9. Clergy Council, 3/4
10. **Holy Week** plan: **Palm Sunday**-outdoor procession with palms, or pick up palms in car; **Monday in Holy Week**-Zoom reading of Mark; **Maundy Thursday**-FB live, consecrate extra Communion, reserve Communion, watch in person until midnight then online after; **Good Friday**-outdoor Stations of the Cross, pick up take-home Communion, **Good Friday** liturgy; **Easter Eve**-Vigil; **Easter**-10am service on FB w/ take-home Communion, and an afternoon outdoor service TBD.
11. I will probably take a week off after Easter
12. Trinity House: met with joint Property Committee and Trinity House Committee, 3/1 & 3/8. Working on list of work to get the rental permit. Gave students a tour of the property. Meeting weekly to keep things on track.
13. Re-opening: I continue to serve on the bishop's task force on operations which is helping her set policy around COVID mitigation and re-opening churches. New guidelines are coming out (possibly today) that will allow a church to re-open if either of two metrics hit a certain limit. The metrics and limits are 5% or less positivity rate, or fewer than 25 new cases per 100,000 people. If either of those metrics goes above the limits for two weeks in a row, there will be a conversation about closing down again. The bishop has been getting a lot of pressure from clergy and lay alike to re-open churches. The task force and the Standing Committee have been trying to support her as well as advise her.
14. Bequest coming: Martin Grieco (better known as Carolyn Holt's Martin) died last month. His will contains a specific bequest of \$5,000 for St. Andrew's to be used as the church deems "most appropriate." His lawyer sent an acceptance form.
15. Our Poetry Contest has kicked off. We are now accepting submissions through the end of April. We've gotten the first one the other day. I am working on getting sponsors to help defray the costs. Individuals can be sponsors. Let me know if you are interested.
16. I think the vestry should do a gift basket donation for the J2A fund raiser online auction. Donations are due by the 20th. Any ideas?
17. Ongoing: Diocesan Standing Committee, vicechair; bimonthly Clergy Council Meetings with the bishop; bimonthly local ecumenical/interfaith leaders meetings; we've started a monthly meeting of downtown pastors (in addition to the larger ecumenical meeting); monthly spiritual direction
18. Upcoming: Wednesday Lenten program continues on Zoom; Holy Week and Easter services; week off after Easter

Attachment II

Vestry 2021 PLAN OF ACTION

19. **Three Phase Reopening of In-Person Worship**—All steps are subject to change and will not be taken until local conditions are favorable. We must also be ready to move backwards if conditions change. “*Semper Gumby!*” In the first two phases, the 10:00 a.m. Sunday service will continue on Facebook Live. The time may be moved to 10:30 during the second phase to allow for cleaning and set up after the 8:00 service.
 - a. Phase One: Open 5:00 p.m. Sunday service just as before with maximum attendance set to 50. Communion will be served in one kind as before.
 - b. Phase Two: When we approach the maximum attendance for the 5:00 service, open an 8:00 a.m. service. The 8:00 service has always been smaller, never had singing, and is largely attended by people in the first phase of vaccination. Communion will be served in one kind as at the 5:00 service.
 - c. Phase Three: Finally, open the 10:00 a.m. service for in-person while continuing to live stream using new equipment. It remains to be determined how Communion will be served.

20. **Technology Plan**
 - a. Father Jeff will consult with Bill Wallace, parishioner and videographer, to develop a wish list of technology to support new online video and audio ministry as well as existing needs for amplification in church and A/V in Canterbury Hall. When reasonable they will have a range of possibilities from adequate to top notch. Equipment will include: livestream capable camera, camera mounted microphone, tripod with wheels, video production software, laptop computer, new microphones for the church that integrate into the streaming software.
 - b. Vestry will explore options for financing technology, including targeted capital campaign and using part of the PPP money we have in reserve.

21. **Virtual Visitation co-chairs: Scott Strouse & Michele Marini**
 - a. Recruit members of the vestry and staff, and possibly others with a gift for this ministry, to contact every member of the parish by phone. Goal of contact is 1) to check in, “how are you doing?” and 2) to invite them into a monthly Zoom based small group or a one-on-one phone call.
 - b. Set up Zoom groups.
 - c. Maintain contact with people who were interested in monthly calls.