

## St. Andrew's Vestry Minutes 10/12/21

Members Present: Fr. Jeff Packard, Andrea deCarle, Barb Downs, Paul Hochreiter, Kitty Mussett, Jason McCloskey, Amy Pritchett, Connie Puckett, Scott Strouse  
Members Absent: Tom Hall, Paul Humphreys, Michele Marini, JudithAnn Rule  
Guests: Julie Kwasnica  
Clerk: Kevin Lowe  
Call to Order: 7:06 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

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

III. Reports

A. Rector's Report - see Attachment I

- #17: Curacy: Possibility exists of getting a one-year curate, could be a part time or full time position; candidate could perhaps help with campus ministry efforts; candidate is interviewing at other churches in the diocese as well
- #19: Welcome Statement: YAC group has been discussing the effort of the church to become more explicitly welcoming and inclusive; beginning a process of examining the church's welcome statement with an eye toward revision

B. Wardens

- Senior Warden: planning for the three-week OOTC period in December will need to begin soon; coffee hour has been lightly attended and will run for three more weeks outside, then take a hiatus until it can be held mask-free indoors
- Junior Warden: absent

C. Treasurer - distributed electronically prior to meeting

- Income is up a little; the September deficit was smaller than August; advance pledges for 2022 have begun to come in

D. Committees and other ministries

- Safeguarding God's Children: Working on getting it up and running again as there are numerous people waiting who need to take the course

IV. Discussion: The roof etc.

- Canterbury Hall wall damage (roof leak) is extensive and needs considerable work
- Property Committee has decided to try and have the leak repaired one more time before replacing the roof
- Roof repair questions bring to the fore many other questions of strategic planning
- Is it better to get something done soon? Is this an opportunity to think big and radically?

V. Unfinished Business

VI. New Business

A. Nursery Attendant Position Description – see Attachment II

- **Motion: Connie Puckett; 2<sup>nd</sup> Barb Downs: Accept the Nursery Attendant position description as written. Motion carried with no abstention or dissension.**

B. Stained Glass and Windows Repainting Project

- Bids have been solicited from three painting companies, two of which have extensive stained glass expertise (one is the firm that originally installed the windows, the other the firm that restored them); one bid has been received and we are waiting on the other two

C. Appoint Nominating Committee to solicit new vestry members to stand for election

- Nominating committee: Scott Strouse, Andrea de Carle, Jason McCloskey, Connie Puckett, Beth Jones, Allison Shea

D. Vestry Retreat: scheduled for February 26, 2022.

E. Annual Meeting: scheduled for January 30, 2022.

F. Email vote prior to meeting: Kevin Barron ordination endorsement – see Attachment III.

**Vestry endorses Kevin Barron for ordination to the priesthood.**

Meeting adjourned, 8:40pm

Minutes submitted by Kevin M. Lowe, clerk

## Attachment I

Rector's Report to the Vestry  
St. Andrew's Episcopal Church  
Tuesday, October 12, 2021

1. Pastoral: 3 home/hospital Communion; 1 ongoing Wedding prep; potentially 2 baptisms Nov. 7 (All Saints)
2. Service at the Village at Penn State, 9/15
3. Remembrance Service for COVID, 9/19
4. Acolyte training, 9/19 & 26—1 new acolyte
5. Friday Film: Amadeus, 10/1
6. Evensong, canted, 10/3
7. Standing Committee, 10/5—my last meeting before being replaced, we interviewed and approved Kevin Barron for ordination to the priesthood. Kevin's ordination will be here at St. Andrew's at 4:00 p.m. on Sunday, November 21.
8. Convocation meeting, 10/6—prep for Diocesan Convention
9. Clergy Council, 10/7 in Lewistown
10. Arts Blog: working with Sandy Schwartz and Allison Shea to redevelop the Arts Blog, which was revitalized by the poetry contest. Hoping to have multiple editors over different sections of the blog, e.g. poetry, liturgical arts, dance, visual arts, etc. We're also working on doing the poetry contest again next year.
11. Technology Update: Still waiting for sound system equipment to be delivered. The new camera seems to be working directly with Facebook to live stream through our Wi-Fi. We upgraded the Wi-Fi in the church and that did the trick. We had trouble with it one more time, but that was perhaps human error.
12. Reopening/Re-remembering: Have acquired shot glasses for wine service during Communion. Still working on details. Hope to have in place no later than Advent 1.
13. Nursery Attendant: I had one person apply for the Nursery Coordinator position the position description for which you approved two months ago. That person ghosted me on our planned interview. We have an undergraduate student who is interested. Maggie Bond started coming to church here when she was a first year. She is now a junior. She's helped in our Sunday School and in the nursery. Her father is an Episcopal priest in the Diocese of Pennsylvania (Philly). Only she could not take on the coordinator role. \*So, I am asking you this month to approve a different position description for a Nursery Attendant. We are splitting off the volunteer coordinator work from this position. I am already in the process of hiring Maggie. She has other relevant work experience too. Assuming you approve the position description, she will be on the payroll by this weekend.
14. Diocesan Convention: It will be this Thursday evening online. I am running for Disciplinary Review Board. Big News: They are changing the way they calculate the Fair Share, the amount we are asked to pay to the diocese each year. Next year we should experience a \$20,000 drop in our Fair Share!!! Our delegates are Anthony and Carolee Grillo, Kevin Lowe, Linda Mace, Kathryn Yahner, and Allison Shea.
15. The vaccine mandate that you approved last month for parish staff is in 100% compliance
16. Stewardship: The theme is Give Thanks. Letters are going out this Friday. Asking for pledge cards returned on Nov. 7. We are replacing the time and talent card with a Give Thanks card. We will share things for which people are thankful in the prayers of the people on Sundays this fall. Realm now has an online pledge feature.
17. \*\*Possible Curate: The bishop has someone in the ordination process who she thinks would

benefit from a curacy. What is a curacy? It is a limited time placement, usually a year, for a newly ordained person. Kind of like a residency. I was a curate here at St. Andrew's for a year in 1995-96 under Larry Hofer. We don't do these so much anymore because no one can afford them. Anyway, I met the person, and we spent several hours together. She has 3 other possibilities that she is exploring at the bishop's direction. I think she would be terrific here and told her that she should figure out the best situation for her, but I would welcome her assuming we work out all the details. I wouldn't even consider it, but we have an endowment specifically for a curate. It currently has in excess of \$136,000 in it that we can spend. I am not making a proposal at this point but want you to be thinking about it in case she comes back and decides we're her best fit. I will speak more to this situation at the meeting.

18. \*Property:
  1. Carpet in treasurer's office has been removed. Scott, our sexton, is in the process of removing the carpet glue from the floor. This was done because of a water leak through the outside wall.
  2. Today the radon mitigation work is being done at Trinity House
  3. We just replaced two tiny toilets in the nursery. The old ones, which were original (50 years) had been repaired repeatedly and were no longer able to be fixed.
  4. \*Waiting on bids to paint the window frames in the church—proposal on agenda—there is \$3,344 in the Dauler Window Restoration Fund that we can use for this project.
  5. I will talk about the roof under discussion
19. \*\*Welcome Statement: “We are a community of faith, seeking “to promote charity, which is the chief of Christian graces,” and we welcome all persons, regardless of race, ethnic background, gender identity, sexual orientation, capability, or circumstances of life.” This is the statement on our web site and in our bulletin. The older youth are working on a project of making videos to post online communicating that we are indeed a welcoming church. This has spurred discussion about how we are intentional about being welcoming to all, and perhaps we can do better. So, along with the youth, I am in discussions with a small group. We plan to propose a modified welcome statement. We also recommend replacing the tattered rainbow flag out front.
20. Ongoing: Diocesan Standing Committee, vicechair, just had last meeting; 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)
21. Upcoming: Diocesan Convention, 10/14; CROP Walk, 10/17; Community Café Board, 10/21; Friday Film, 10/22; Annual Pledge Drive, starting Friday, cards returned 11/7; All Saints & Baptisms, 11/7; Celebration of Walter Wells 45 years at St. Andrew's, 11/14; Kevin Barron's ordination, 11/21.

\*Items for action

\*\*Items for possible future action

## Attachment II

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

#### Overview

The Nursery Attendant (NA) runs the church nursery on Sunday mornings and for other worship services. The NA works directly with the children and supervises volunteers while in the nursery. The NA answers directly to the rector. The NA is expected to coordinate and cooperate with the Nursery Volunteer Coordinator, and with staff members 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:**
  - 1.i. Unlock the doors every Sunday by 9:40 am.
  - 1.ii. Turn on lights, turn on heat or air conditioner, if necessary.
  - 1.iii. Make sure the rooms are clean, safe, and ready for the children.
2. **Supervise the volunteers**
  - 2.i. Maintain a minimum of two Safeguarding God's Children-trained adults in nursery at all times. If needed, find a replacement for volunteers who fail to show up.
  - 2.ii. Help the volunteers to feel useful and comfortable. Model interactions with the children.
3. **Attendant and volunteer responsibilities for the children while their parents are in church:**
  - 3.i. Make sure to greet each family. (Assign a greeter, if possible.)
  - 3.ii. Create a welcoming and safe environment.
  - 3.iii. Change diapers, as needed.
  - 3.iv. Comfort crying or unhappy children.
  - 3.v. Play with the children.
  - 3.vi. Read to the children.

- 3.vii. Supervise crafts.
- 3.viii. Supervise snack time. (Attendant 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:**

- 4.i. Clean up the toys and supplies. Post artwork if it does not go home.
- 4.ii. Disinfect surfaces.
- 4.iii. Secure diaper receptacle and coordinate with Sexton to ensure it is emptied each week, as needed.
- 4.iv. Turn off heat, air conditioner, lights and lock the doors.

#### **5. Special services:**

- 5.i. 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:**

- a.1. Keep track of nursery supplies, such as snacks, diapers, wipes, cleaning products, etc. Report to parish office when new supplies are needed.
- a.2. Take photos of the children and volunteers to post in the rooms.



**ENDORSEMENT FOR ORDINATION TO THE PRIESTHOOD**  
Diocese of Central Pennsylvania

Date: September 27, 2021

To the Standing Committee of the Diocese of Central Pennsylvania,  
Harrisburg, Pennsylvania

We do certify that, after due inquiry, we are well assured and believe that **The Reverend** \_\_\_\_\_  
Kevin Wayne Barron, Deacon, since the 24th day of April in the year 2021,  
being the date of ordination to the Diaconate (or for at least three years), has lived a sober, honest,  
and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or  
Worship of this Church. And, moreover, we think **The Reverend** Kevin Wayne Barron a  
person worthy to be admitted to the Sacred Order of Priests.

[Signed] Jeffrey A Packard Minister  
Jeffrey A Packard (Sep 28, 2021 11:07 EDT)

Parish of St. Andrew's Episcopal Church, State College, PA

**Vestry of the Parish**

<u>Kathryn A. Mussett</u> <small>Kathryn A. Mussett (Sep 27, 2021 19:01 EDT)</small>	<u>Amy Ritchett</u> <small>Amy Ritchett (Sep 28, 2021 13:17 EDT)</small>
<u>Connie Puckett</u> <small>Connie Puckett (Sep 27, 2021 8:08 EDT)</small>	<u>JudithAnn W Rule</u> <small>JudithAnn W Rule (Sep 29, 2021 13:02 MDT)</small>
_____	_____
_____	_____
_____	_____

**Attestation of the Foregoing Certificate**

I hereby certify that **The Reverend** Kevin Wayne Barron is a resident of  
St. Andrew's Parish in State College, PA; that the foregoing certificate was signed  
at a meeting of the Vestry duly convened at State College on the 27th day of September  
2021 and the names attached are those of all (or a two-thirds majority of all) the members  
of the Vestry.

[Signed] Kevin M. Lowe Clerk of the Vestry  
Kevin M. Lowe (Sep 27, 2021 17:54 EDT)



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and godly life, and has not written, taught, or held anything contrary to the Doctrine, Discipline, or  
Worship of this Church. And, moreover, we think **The Reverend** Kevin Wayne Barron a  
person worthy to be admitted to the Sacred Order of Priests.

[Signed] Jeffrey A Packard Minister  
Jeffrey A Packard (Sep 28, 2021 17:18 EDT)

Parish of St. Andrew's Episcopal Church, State College, PA

**Vestry of the Parish**

Andrea de Carle  
Andrea de Carle (Oct 3, 2021 16:26 EDT)

Michele E Marini  
Michele E Marini (Sep 28, 2021 16:02 EDT)

Andrea de Carle  
Andrea de Carle (Oct 3, 2021 16:26 EDT)

Barbara L Downs  
Barbara L Downs (Sep 28, 2021 22:41 EDT)

Thomas M. Hall  
Thomas M. Hall (Sep 28, 2021 17:08 EDT)

Paul Hochreiter  
Paul Hochreiter (Sep 29, 2021 12:57 EDT)

Paul L Humphreys  
Paul L Humphreys (Sep 29, 2021 22:23 EDT)

[Signature]

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2021 and the names attached are those of all (or a two-thirds majority of all) the members  
of the Vestry.

[Signed] Kevin M. Lowe  
Kevin M. Lowe (Sep 28, 2021 14:00 EDT)  
**Clerk of the Vestry**