

St. Andrew's Vestry Minutes 5/10/22

Members Present: Fr. Jeff Packard, Julie Breuninger, Carolyn Donaldson (joined in progress), Barb Downs, Tom Hall, Paul Hochreiter, Michele Marini, Kitty Mussett, Amy Pritchett, Sharon Rovansek, JudithAnn Rule, Sandy Schwartz
Members Absent: Fran Stevenson
Officers Present: Julie Kwasnica
Guests:
Clerk: Kevin Lowe
Call to Order: 7:04 p.m.

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

Motion: JudithAnn Rule; 2nd Amy Pritchett – Accept the minutes of the March vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

- A. Rector's Report - see Attachment I
- B. Wardens
 - Senior Warden: none
 - Junior Warden: none
- C. Treasurer - distributed electronically prior to meeting.
- D. Committees and other ministries
 - Parish Life Committee: Coffee hour has resumed; four teams of volunteers to oversee it
 - Finance Committee: Spending for certain categories will probably exceed budget; FC is monitoring.
 - Recommendation for paying for the roof repair from Surplus Fund (see New Business)
 - Recommendation for Assistant Rector spending (see New Business)
 - Safety Committee: see New Business
 - Children & Youth: New Rite-13 leaders will be needed in the fall; and the current group is going on Urban Adventure to DC this weekend

IV. Discussion: none

V. Unfinished Business:

- 1. Vote on Proposed Bylaw Change for Parishioners' Ministry (proposed in March) – see Attachment II
 - **Motion: Barb Downs; 2nd Sandy Schwartz – Approve the proposed changes to the bylaws. Motion carried with no abstention or dissension.**

VI. New Business

- 1. Hosting polling districts
 - **Motion: Tom Hall; 2nd Paul Hochreiter – Approve the use of Canterbury Hall for use by the Centre County Board of Elections for three local polling districts on an ongoing basis.** Discussion ensued. Expectation is that political signs will only be allowed to be put up on the day of election and must be removed promptly that night. **Motion carried with no abstention or dissension.**

2. Roof repair in the Trost wing
 - Proposal from Bill Rishel to seal the sewer vent pipes above the roofline
 - **Motion: Property Committee (Tom Hall) – Accept the proposal from Bill Rishel to seal the Trost wing sewer vents, and to take the funding from the Surplus Fund. Motion carried with no abstention or dissension.**
3. Assistant Rector position
 - Position description: the priority of the position is campus ministry, but will also be involved in parish ministries as possible
 - **Motion: Kitty Mussett; 2nd Barb Downs – Approve the position description for Assistant Rector. Motion carried with no abstention or dissension.**
 - Funding plan: Quarter-time pay; insurance must be offered but it is expected that the candidate will decline coverage
 - **Motion: Paul Hochreiter; 2nd Sharon Rovansek – Take the full cost of the Assistant Rector position from the Curate Endowment fund. Discussion ensued. Motion carried with no abstention or dissension.**
4. Opening of a new bank account for Asst Rector Discretionary Fund
 - **Motion: Michele Marini; 2nd Sharon Rovansek – Authorize the Treasurer to open a separate bank account for the Assistant Rector Discretionary Fund, with both the Assistant Rector and the Treasurer as signers. Motion carried with no abstention or dissension.**
5. Policy regarding the use of security cameras
 - Safety Committee feels that the use of security cameras in the church would be a good alternative to locking the doors, esp. in the nave
 - **Motion: Carolyn Donaldson; 2nd Amy Pritchett – Table the discussion. Motion carried with no abstention or dissension.**

Meeting adjourned, 8:52pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report to the Vestry
plus future agenda items
St. Andrew's Episcopal Church
Tuesday, April 12, 2022

1. Pastoral: 5 home/hospital Communions; 2 funerals (Heinsohn, 3/19; Stump, 4/2); 1 wedding still pending; 2 funerals/committals pending; alas no Baptisms at Easter this year
2. Average Sunday Attendance: 101—it's going up!
3. Safety Committee meeting, 3/9—The safety committee is working on a proposal to install security cameras. They will first propose a policy statement that will cover details like, the purpose of video surveillance, who will have access to the video, where/how video will be stored, how long it will be stored, how it is intended to be used, etc. Once the vestry adopts a policy, the committee will make a proposal that includes the number of cameras, where they recommend placing them, specific equipment, and a budget. Background: there has been some food gone missing from the Café. In the past, we've had a number of things stolen from the building, including a DVD player and a sound bar (2 separate incidents). There is also a personal safety concern. For now, I am just giving you a heads up letting you know that this is in the works so if you have any concerns you can express them now.
4. Taize services Wednesdays during Lent
5. I've been participating in the Wednesday evening Lenten programs with our convocation, reading the book *Witness at the Cross* by Amy-Jill Levine.
6. Bishop's Task Force on Operations (COVID Task Force), 3/10—We updated the guidelines for operations related to pandemic mitigation. You have all seen this. Masks are now optional, among other changes.
7. Stations of the Cross, every Friday evening since 3/11
8. Stewardship Committee, 3/14 & 3/29
9. Arts Festival board meeting, 3/16 & 28
10. Led worship service at The Village at Penn State, 3/16
11. Community Café Board, 3/24—They have ordered new chairs for Canterbury Hall, which will give us over 100, plenty for most events. Still waiting on a new convection oven that was ordered last year but due to supply chain issues is delayed. The big news: they plan to go back to in-person dining in May, as long as conditions do not get bad. They will not announce this until two weeks before.
12. Daughters of the King—I attended their annual board meeting and spring assembly, both of which we hosted, 3/25-26.
13. Evensong, officiated, 4/3
14. Clergy Council in Lewistown, 4/7
15. Poetry contest has been launched. Submissions accepted until May 22. Enter today!
16. We will be having an Argentine Tango group renting Canterbury Hall for their weekly gatherings. These are open to anyone and they are happy to teach people that dance. They will meet Tuesday evenings.
17. It's Holy Week! I've invited Ted Christopher to preach at our Maundy Thursday service and Eileen Weglarz at the Good Friday service. We have a lot going on and I encourage you all to participate as you can. Next week I will take vacation time. Eileen will once again do supply on Sunday, April 24.
18. Plus, I need to take Sunday, May 8 off to attend my son, Aaron's graduation. Again, Eileen will do supply that morning.

19. Ongoing: Diocesan Disciplinary Review Board; 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)
20. Upcoming: M. Thursday; G. Fri.; Easter Vigil; Easter Day; Ted Christopher being ordained a transitional deacon at St. Stephen's Cathedral in Harrisburg, 5/7

May Vestry Agenda Items

- I. Vote on proposed **bylaw changes to Parishioners' Ministry** that were presented in March.
- II. **Polling Places**, the remix—We have approved the use of Canterbury Hall as a polling place (primaries and regular elections). They liked the space so much, two other districts have asked to use our building. I have given permission for these three voting districts to use our building as a polling place for the upcoming primary election. I will ask you to consider giving ongoing permission for the extra two districts in addition to the first. They will make a donation of \$200 per district, per day (= \$1,200 per year). An open question: Do we want to allow candidates to put up signs on our property on election day? For the primary, I gave permission for signs, but asked that they be removed at the end of the day.
- III. **Part-time Assistant Rector**—As you know by now Ted Christopher is to be ordained a deacon in May, then at least six months later a priest. He and I have been talking about campus ministry. Since last year we considered using the money in our Curate endowment to fund a new full-time position, we discovered that we have enough money to hire a quarter-time curate for many years. In May I plan to propose a position description for you to approve, thereby creating the position, and a funding plan using only the Curate endowment money. The focus of the position would be developing campus ministry while developing lay involvement and support for the ministry. The position would be funded for 3 years with the option to extend. I would like to hire him this summer.

Future Vestry Business

- I. **Paid section leaders in our choir**—Walter, Gwen and I are working on a proposal to pay 4 people to sing in our choir. This is surprisingly common, with all the downtown mainline churches in State College already doing it. Since the pandemic, we have been struggling to have enough strong voices (or any voices) to cover the parts. This proposal will not be ready by May and would not go into effect until the fall.
- II. **Security cameras**—As mentioned in my report, look for a proposal from the safety committee about installing security cameras in our building. This may not be ready by May.

Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, May 10, 2022

1. Pastoral: 1 Wedding pending, 5/29; 2 Burials pending, 5/12 & 5/14
2. Average Sunday Attendance: 115
3. Trained a new (adult) acolyte, 4/13
4. Finished convocation Lenten program online, 4/13
5. Holy Week and Easter services
6. Took one week of vacation, 4/18-24
7. Eileen Weglarz did supply, 4/24
8. Monthly service at The Village at Penn State covered by Marion Schwartz and Ted Christopher, 4/20
9. Arts Festival Board, 4/25
10. Stewardship Committee, 4/26
11. Gwen Catchen, organist, one week of vacation, Keith Diehl did supply, 5/1
12. Evensong, 5/1—the Rev. Gene Tucker officiated
13. Community Café is going to in-person dining on May 12. The board will meet after to have follow-up discussions and make any adjustments necessary to the updated plans for serving, etc.
14. Poetry Contest: “If the earth and all that is in it is God’s, how do we honor and care for the world, its resources, and all who live here?” As of Thursday, we have 18 poems submitted from 9 poets. I am engaged in finding sponsors to cover our expenses. Last year we were able to cover a little more than our expenses. This year so far I am not having as much luck as I thought I would given our subject matter.
15. Attended the Rev. Ted Christopher’s diaconal ordination, 5/7
16. Took vacation for morning services, 5/8—Eileen Weglarz did supply
17. Working on a statement to be signed by downtown clergy in support of preserving abortion rights for women. I’m not sure if we have the final draft yet, so I will not share the working document. I will share it as soon as it is complete. We plan to submit it to the CDT as an Op Ed, and maybe other publications.
18. Ongoing: Diocesan Disciplinary Review Board; 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)
19. Upcoming: Committal for Mary Ann Lyford, 5/12; Youth going on Urban Adventure, 5/13-15; Funeral for Barbara Kjelgaard, 5/14; Blessing of Bikes, 5/15; Sunday School Teacher Appreciation, 5/22; Clergy Conference, 5/23-25; Graduating senior recognition, 5/29; Wedding, 5/29; Pentecost & Choir recognition, 6/5; Presiding Bishop visit to diocese, 6/10-11

Attachment II

Proposed Changes to Bylaws re: Parishioners' Ministry
Vestry Tuesday, March 8, 2022

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 approved by the Vestry at the December meeting. 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, [*currently: the Vestry may appoint*] [**proposed: the Rector may nominate and the Vestry approve**] a new Steward to complete the term of office.

Section 2. [*currently: 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.*] [**proposed: The Stewards shall decide on a Chief Steward among themselves, and the Rector shall nominate and the Vestry approve a Treasurer at its first regular meeting after the Annual Meeting.**] 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. [*currently: 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*] [**proposed: They shall submit a monthly report to the Vestry, provide the Rector with whatever additional details he/she may request, and submit**] an annual report to the Parish summarizing their activity.