

## **Vestry Minutes January 20, 2020**

Attending were Rector Mike Angell, Senior Warden Shirley Mensah, Junior Warden Susan Norris, Treasurer Brian Barnhart, Warren Davis, Rudy Nickens, Megan Ondr-Cooper, and Pat Redington.

Mike Angell opened the meeting at 6:15 PM with prayer.

Mike Angell provided miscellaneous updates to the Vestry:

- After review and discussion among Mike Angell, Shirley Mensah and Pat Redington, Mike Angell has decided to advise a proposed donor of equipment and services in support of Grace Gatherings that Holy Communion cannot accept same with the proposed requirements that Holy Communion defend and indemnify the donor in the event of litigation, as he believes the provisions would be unacceptable to the diocesan Standing Committee which would need to approve the requirements. There may be further discussion/negotiation with the donor in an effort to find mutually agreeable terms.
  
- The Rector's Cross Award will be given this year to Lisa Heaner, Mary Duba and Julie Farrar in honor of their management of the Laundry Love ministry.
  
- Mike shared his proposed letter to parishioners noting their yearly contributions, advising them of the upcoming deficit budget, and requesting that they notify him or a Vestry member if they are able to anticipate life events which may cause a change to their pledge commitment. Vestry members concurred with the tone and content of the letter.

Mike Angell introduced discussion of the budget, noting that the 2020 deficit was structural rather than discretionary; the church has purposefully decided to allocate resources to growth/outreach, and we have more staff and clergy than in the past. Brian Barnhart stated that we had anticipated a deficit due to additional expenses but had not expected the current projected decrease in revenue. The 2020 projected deficit is just over \$52,000 or 7.5%. Brian is not overly concerned this year, but revenue does need to increase. Mike noted that in addition to increased salaries and health insurance expenses, we are putting more money into Outreach: El Salvador, Laundry Love, Pride, and interfaith community organizing. Brian noted that our investments (Gannon house, child care) are doing well and expressed hope for other revenue such as kitchen rental. Mike pointed out that, going back several years, the church has operated with a deficit budget in the past.

Based on the Finance Committee's motion to approve the budget, Mike Angell called for a vote and the budget was approved unanimously.

Mike Angell updated the Vestry on Vestry and Diocesan Council candidates and the need to fill the vacancy left by Tahnee Jackson Whitlock's resignation.

Mike Angell closed the meeting with prayer and Vestry adjourned at 7:10 PM.

## **Vestry Minutes February 24, 2020**

Attending were Rector Mike Angell, Junior Warden Susan Norris, Treasurer Brian Barnhart, Secretary Pat Redington, Sherifa Bethune, Rudy Nickens, Megan Ondr-Cooper, and Warren Davis.

Mike Angell opened the meeting at 6:15 PM with prayer.

Motion made by Rudy Nickens and seconded by Brian Barnhart to approve the minutes for the Vestry's January 20, 2020 meeting, passed unanimously.

The Vestry reviewed the January 31, 2020 Full Financial Report submitted by Brian Barnhart. Mike Angell reported that although about 8% of the year has passed, some accounts reflect higher percentages spent due to seasonal variation or quarterly payments. He also stated that three new pledges had followed his letter to members concerning amounts contributed to the church in 2019 and that amendments are being considered to allocations of those amounts to particular funds. Brian Barnhart advised that he and Warren Davis are pursuing alternative funding to bolster revenue, including grants and rental of church space such as the kitchen, third floor and Mitchell Hall.

Sherifa Bethune was welcomed to the Vestry and Mike Angell reported that he will soon make a recommendation to fill the vacancy left by Tahnee Jackson Whitlock's resignation.

Motion made by Rudy Nickens and seconded by Warren Davis to approve Susan Norris as Junior Warden, Brian Barnhart as Treasurer and Pat Redington as Secretary, passed unanimously. Mike Angell advised that Shirley Mensah was appointed as Senior Warden.

At the request of Mike Angell, Vestry members each signed statements affirming that Mary Haggerty and Meg Goldstein were deemed fitting for admission to the Sacred Order of Priests and candidacy for priesthood, respectively.

Motion made by Susan Norris and seconded by Brian Barnhart to approve a contract for acceptance of \$2,000 worth of sensory equipment in support of Rhythms of Grace, subject to acceptance of terms after review by Shirley Mensah and Pat Redington. Mike Angell advised that \$500 worth of equipment had already been donated without a contract and that an amended clause pertaining to liability had been prepared by his father, who is an attorney with expertise in insurance matters, and accepted by the donor.

Motion made by Rudy Nickens and seconded by Megan Ondr-Cooper to adjust a clerical error in the budget by providing for a 3% cost-of-living adjustment to staff salaries at a cost of approximately \$5,000, unanimously passed; the original budget increase had been calculated

based on 2018 figures rather than 2019. Mike Angell reported that we received a “clean” final audit of 2018 and that the audit for 2019 is underway.

Junior Warden Susan Norris reported on a successful kitchen workday with a small group of hard workers. Another workday will be needed to the stage and the upstairs kitchen. Mark Willingham is looking at a plaster problem and getting the gutters cleaned. Mike Angell reported that John Beal Roofing submitted a bid of just under \$5300 for sacristy roof repair, which is not eligible for church insurance. Motion made by Susan Norris and seconded by Pat Redington to accept the bid, passed unanimously.

Susan Norris further reported that she and Cheyanne Lovellette are working to get a kitchen inspection by the city prior to final payment being due.. Mike Angell advised of additional design work being done with the hope of organ work being completed by the new bishop’s first official visit on June 14th. As to floor tiles which pop up, we will have one year after the work is done to obtain needed fixes.

Mike Angell elaborated on the Rector’s Report:

-- The recent Theology on Tap and screening of “Rigged” were both well attended.

-- Holy Communion is at a critical point of growth, with many semi-regular attendees who are not fully engaged. He urged Vestry members to read the article he had provided concerning how to increase engagement/off people a way into “doing.” He plans to provide asset-based community development (“ABCD”) one-to-one training at the next Vestry meeting, and hopes to assign Vestry members 5-8 people for one-on-one meetings to promote engagement (not an ask for money). He also wants to have Vestry members and other leaders designated to head various ministries.

-- He has spoken with the bishop about his upcoming sabbatical and discussed the need to 1) disconnect, 2) rest, and 3) reconnect, He expects to be totally unavailable for the three-month period, barring emergencies, and to have Laurie Anzilotti and Marc Smith take on various responsibilities. He anticipates a Vestry retreat on his return and believes his job will be different after he returns.

By consensus, the Vestry will next meet on **March 30th** and **April 27th**; will assemble for a Vestry photo on **March 29th** at 9:30; and will hold September **25-26** for a Vestry retreat.

Mike Angell closed the meeting with prayer and Vestry adjourned at 7:35 PM. Courtney Dula and Angie Burroughs Kelly were selected by consensus for Vestry Appreciation for their organization of HoCo PAC.

## Vestry Minutes

January 31, 2019

Opening prayer: Mike lead the Vestry in prayer at 6:03 p.m. after confirming there was a quorum. In attendance were Reverend Mike Angell, Megan Ondr, Pat Redington, Brian Barnhart, Susan Norris, Shirley Mensah, Rudy Nickens, Scott Ferguson and Alisa Williams were in attendance. Tahnee Jackson-Whitlock was absent.

**Treasurer's report:** Brian and Mike presented preliminary 2019 budget to Vestry. Noted that there were 2 small changes by Mike to tweak the budget. Currently have +290K in pledges as of current date, also \$3K in surplus. Discussion about COLA increase for current staff, currently at 2.8%, will increase to 3%. Budget was balanced and that more members are using the Church's autopay as well as their own via their bank.

### **Budget line items:**

- Spent more money for equipment and software purchases for the office.
- Christian Formation budget line reduced to more intergenerational activities at church; also less for Theology on tap due to agreement with restaurant. If more money is spent there, the church pays less and the opposite is in place as well.
- No money budgeted for the Garden; this is considered more of a legacy item. Mike invited anyone to take over the maintenance if they would like to.
- Brief discussion about potentially rising costs of healthcare line item for staff.

Mike asked for a motion to pass the budget as is and for the Vestry to approve spending additional \$2500 for the 150th anniversary celebration from the Next 150 Capital Campaign Budget for a total spend of \$5K. Susan Norris moved, Shirley Mensah seconded; vote was unanimous.

**Gannon House:** Currently no leads for Gannon House replacement tenant may need to reduce rent to attract more non-profits. If we open the house to the general market, we may need to reduce the rent and put the property on the tax rolls which would negate financial gains.

**Capital Campaign:** We will only include one quarter of our usual White Fund loan repayment in the program budget this year, anticipating that the loan will be refinanced, expanded, and paid from the capital campaign budget for the remainder of 2019.

**Renovations updates:** received draft contract, Pat will review and ask for changes and additions to have contract more complete. Once received Pat and Mike will review again so it can be signed off on. Mike is trying to get a contract from the organ builder who states that he'll start work after Easter. If things go as planned should be able to start construction in May and completed by late fall. Mike stated that Cbabi has agreed to do a proposal for the stained glass

windows in the chapel. Also looking at a lower bid from Emil Frei Studio. Hoping to receive sketches by February 24<sup>th</sup>.

**Assistant rector discussion:** Hope to have an offer made before seminary student starts at Holy Communion. Pat will review the letter of agreement, and once complete, the wardens will review and the letter can be made public.

**Bishop's visit:** Reminder that the Bishop is visiting Holy Communion on February 3<sup>rd</sup>. He will be confirming and receiving members to the church, and briefly address the annual meeting attendees. We have three members from Holy Communion on the nominating committee.

**Annual meeting:** will be held February 3<sup>rd</sup> and new vestry will be elected. Once elected they can set new meeting dates.

**150<sup>th</sup> Anniversary Celebration:** Vestry approved additional funds for the event, and this will be official kickoff of the public phase of the Capital Campaign. Vestry wardens and Mike to meet with Valerie Wilson on creating a video for the event. There will be a formal invitation sent out.

**New Vestry member election:** The Nominating Committee nominated, and Warren Davis accepted the nomination to join the Vestry. He will be elected at the Annual Meeting.

**New Vestry officers and first meeting:** these items will be discussed and voted on after the annual meeting on February 3<sup>rd</sup>. Mike asked that we consider moving Vestry meeting back to evenings during the week. Tahnee asked if there were opportunities for conference calls, Mike said that there could be.

**Adjournment:** Scott moved to adjourn at 6:46 p.m.; Susan seconded and was so moved. Mike ended the meeting with a prayer.

Vestry Meeting Minutes  
February 25, 2019

6:06 p.m. Opening prayer and quorum:

- Mike lead the Vestry in prayer at 6:06 p.m. after confirming there was a quorum. In attendance were Reverend Mike Angell, Warren Davis, Megan Ondr, Pat Redington, Brian Barnhart, Susan Norris, Shirley Mensah, Rudy Nickens, and Alisa Williams were in attendance. Tahnee Jackson-Whitlock was absent.

6:10 p.m. Acceptance of Agenda & Minutes:

- Agenda acceptance was moved by Rudy N. and seconded by Shirley M., all approved. Minutes for last 2(?) meetings will be available for March meeting so will vote then.

6:12 p.m. Business Meeting/Action items

- Old Business/Mission and Vision Check-In: Community Outside Our Walls
  - *Update on Gannon House* – no new tenants selected at this time. In a “slow boil” discussion with University City School district about potential use.
  - *Update on El Salvador* – have 8 people going, time is June 3-10. Pat R. indicated that she was going as well.
  - *Update on Laundry Love* – differing crowds at every event. Our goals ask us to think about expanding to another night or another venue.
  - *Update on Assistant Rector* – all paperwork is signed; she has seminary to finish before being at HC full time. Mike asked vestry to find time to meet her to get to know her better.
- New Business
  - *Recommended Candidacy Mary Haggerty* – Mike asked Vestry to approve that she is accepted to be a candidate for the priesthood. Need 2/3 majority of the Vestry to sign and the secretary to acknowledge. Done with all attending.
  - *Update on Capital Campaign Status* – currently at \$677K or 82% to goal, all with 41 pledges.
  - *Architect Contract* – Went over contract with Stauder and waiting on the final contract. Thanks to Pat for highlighting items that needed changing and Shirley for help this type of contract. Recommended \$600K contract, with 9% architect fees. Mike asked for a motion that we accept contract with notations, Rudy moved and Susan seconded, all in favor.

Senior Warden’s Report – Shirley to invite the Dismantling Racism committee and others to lunch on April 7<sup>th</sup>. Offered Vestry the opportunity to join committee and luncheon as well.

Junior Warden's Report – none at this time

#### Rector's Report

- Working with a stained glass artist and will have a committee formed to decide on window format soon.
- Have two finalists for a new organist. Mike will email the sub-committee about interviews and hiring, would like to hire new person by summer. Question about music—when organ is removed, organist will be playing piano for all music.
- Mike thanked everyone for support as he went to India to El Salvador serving on the Cristosal board. He plans to use his work for the Lenten series and use the Gospel of Thomas as part of it.

#### Treasurer's Report –

- Discussed Caskey endowment and knowledge that we have permission to invest the donations for long or short term use, can be put in an investment strategy as an alternative.
- Budget question about the last column. That shows the actual last year ending amount and considering adding another column to show year prior to that. Provides a snapshot of what finances for each line item look like over time.

#### Authorization of Diocesan Loan

- Mike and Brian to ask for loan from the Diocese. May renew at current loan percentage and since we have history of good repayment on loans shouldn't be an issue. Will go before the Standing Committee of the Diocese to ask for \$700K and to approve the work being in the sanctuary. Will pay back yearly and use White Fund loan balance as a balloon payment of about \$131K at the end of the loan. Noted that Finance committee unanimously approved this ask. Mike asked for a motion to ask for a loan from the Diocese with information above. Pat R. moved and Shirley M. seconded; all approved. Committee reviews requests late March so we may not have the money in hand until sometime in April.

Vestry Appreciation – Mike nominated Jillian Smith and Cheyanne Lovellette

Vestry Photo to follow meeting.

Adjournment and closing prayer – Brian moved and Susan seconded adjournment, Mike ended with prayer.

**DRAFT**  
**Vestry Minutes**  
**March 24, 2020**

Attending (via Zoom) were Rector Mike Angell, Senior Warden Shirley Mensah, Junior Warden Susan Norris, Treasurer Brian Barnhart, Secretary Pat Redington, Sherifa Bethune, Rudy Nickens, Megan Ondr-Cooper, and Warren Davis.

Mike Angell opened the meeting at 6:20 PM with prayer.

Motion made by Rudy Nickens and seconded by Brian Barnhart to approve the minutes for the Vestry's February 24, 2020 meeting, passed unanimously.

The Vestry reviewed and discussed the Treasurer's Report and the Full Financial Report submitted by Brian Barnhart. Mike Angell pointed out that the apparent increased deficit resulted largely from delayed payments from the Robert Fund and the Ellicock Fund. Music Fund and Disability/Workers Compensation Fund payments are slightly over budget. Mike Angell is assembling information on Capital Campaign progress.

Brian referred to his Treasurer's Report and advised things are going well overall, however global markets are now in chaos and he is glad we did not invest any cash in light of recent market drops. He is concerned about the effects of the (pandemic) global financial implosion, which may cause people to feel less secure/able to fulfill their pledges. Also, a large share of member giving occurs when the collection plate is passed each week and that is no longer taking place. Mike Angell is considering a communication asking people to advise in advance, if possible, of any need to adjust pledges, and will continue to make gentle reminders during the service and through e-mail of the church's need for support. If the federal government provides individual relief, he may ask people to consider donating their checks to the Rector's Discretionary Fund when possible for assistance to parishioners and others. He understands there may be flexibility from the Diocese on timing of church payments.

The Vestry reviewed and discussed the Rector's proposed guidelines for use of the building during the pandemic and County-imposed shutdown. Guidelines remind clergy and staff to take time for mental health/self-care to address the feeling of needing to be available at all times. Mike Angell has added a new mail dropbox and procured additional sanitary wipes and cleaning solution for the church. All outside groups have voluntarily stopped meeting for now. He is meeting with a sound system contractor this week and anticipates the organ will be installed soon. Motion made by Susan Norris and seconded by Warren Davis to approve the guidelines, passed unanimously.

The Vestry discussed Holy Week and liturgy going forward; the Bishop has said there will be no in-person services through May 31st. Mike Angell is hoping for guidelines from the Bishop and is thinking about possible Holy Week kits for distribution, and is also thinking about potential

ways to distribute communion. Vestry members discussed whether that was feasible/safe or whether the church should instead acknowledge and grieve the loss of Eucharist during this time. Mike Angell anticipates a big Easter-like celebration when we are again able to gather. He noted that tomorrow's Guild meeting anticipates higher than ever attendance after telephonic participation has been arranged to include people who may not be "tech savvy."

Mike Angell advised he is working to establish a phone tree, which will include each Vestry member being responsible for 5-7 calls. He has developed a form which will elicit information concerning spiritual and physical needs, and the tree will be arranged by zip codes so that callers who are asked to provide a service will be geographically close to the recipient. He is hoping that the Sunday service livestreaming, which reached more people than all services other than at the Cathedral, will be able to be upgraded to improve quality and increase capacity, and is meeting with a potential provider to get a screening package (estimated cost of less than \$1500). We may continue livestreaming even after the church re-opens. While the church is shut down he hopes to complete repairs to floor tiles and to door-locking equipment.

Mike reviewed his Rector's Report with the Vestry, parts of which had been addressed earlier in the meeting. He pointed out two personnel issues arising from the shutdown: the Evening Greeter is not needed, and the Sexton reports being unable to get to church due to concerns about using mass transit. Vestry members discussed providing one or two month's salary (the Financial Committee recommended providing one month to the Evening Greeter and then furloughing her). Mike Angell is going to continue consideration of these matters. Also, Cheyanne Lovellette is managing the calendar and voicemail messages are being forwarded to staff e-mails.

Susan Norris gave a brief Junior Warden's Report, advising that the University City School System would like to use our front lawn for positive messages such as "we love you" and "hang in there." The consensus was to allow this at her discretion. Susan also suggested the use of whiteboard to be posted outside for receipt of prayer requests by passersby.

By consensus, the Vestry agreed to express Vestry appreciation to Marlene O'Brien and to Tyler Schwartz for their separate efforts to provide telephonic and technical support for the church to adjust/go forward during the coronavirus pandemic.

Motion made by Susan Norris and seconded by Shirley Mensah to adjourn, passed unanimously. Mike Angell closed the meeting with prayer and Vestry adjourned at 7:50 PM.

## Vestry Meeting Minutes March 26, 2019

Opening Prayers 6:01 Mike lead the group in prayer. Quorum: Mike Angell, Brian Barnhart, Alisa Williams, Pat Redington, Warren Davis and Susan Norris. Not in attendance Shirley Mensah, Tahnee Jackson Whitlock and Rudy Nickens.

Acceptance of Agenda & Minutes 6:06

- Correction to January 25<sup>th</sup> minutes by Pat. Moved by Brian and seconded by Susan as amended.
- Correction to February 25<sup>th</sup> minutes by Pat. Moved by Susan and seconded by Warren as amended.
- Agenda for March 26<sup>th</sup> meeting approved
- Rector welcomed Warren Davis to the Vestry.

Business Meeting/Action items 6:15

- Old Business
  - Update on Capital Campaign Status – about 96% of goal if matching gift factored in. Mike will announce the matching gift donation each Sunday with the goal being completed by April 14<sup>th</sup>. There will be pledge cards available all of the time. Phone campaign has been successful with a lot of smaller pledges being made. Mike is going to meet with outstanding large donors.
  - Plans for moving to Mitchell Hall for Summer Worship: the Worship Committee met Sunday after service to do a walk- through of Mitchell Hall to discuss placement of piano, etc. for the summer. Currently may have a wedding scheduled and waiting until after that event to move everything, but depends on schedule from Stauder.
  - Update on Organist: Jae Park has been hired as the organist. First day was March 17<sup>th</sup> and everyone has said that he is a great fit.
  - Treasurer's report – the application for the Diocesan White Loan is in progress. Mike and Cheyanne gave Brian applications for capital grants that are due at the end of April and Susan offered her assistance. Budget was different this month as the first page was the balance statement.
  - Currently at 21% of pledge payments for 2019 vs. 17% in 2018, but non-pledge payments are down.
  - Susan questioned why building maintenance was at 40% of total expenses already. Mike explained that with issues after the boiler install, we had to do a bit of pipework. We may be waiting on insurance funds to offset costs.
  - Architect letter has been signed. Conversations with Bob Dial about the organ space and contract. Won't do a formal bidding process since we've had several bids over the last 5 years. Bob Dial refreshed his last bid with additions for a total of about \$250K and will have paperwork with contract soon.
- New Business/ Mission and Vision Check-In: Welcome and Parochial Report
  - Mike noted that there was an item missed on the report so he would complete again online. Had the secretary and treasurer sign off on the report. Questions

about the specifics and how numbers are tabulated. Mike explained how report is handled. This determines the amount we owe to the Diocese.

- Small Groups plan – A pilot group is meeting now, and Mike will be working with the leaders to start creating small groups in the parish. Currently have small groups now but wants to expand program to include offerings gradually so that the whole parish has the invitation to be involved eventually. Lisa Heaner, Rose Smith and David Luckes are leading the pilot. Vestry watched a video from All Saints Church in Beverly Hills, CA serving as an example of where we'd like to go. Looking at starting more groups in fall. Looking for something more than a dinner group that we've had in the past, an ongoing community.
- Vestry Meeting Dates for 2019 – originally held meetings on Sunday last year but hard for some. Considering going to mid-week meetings in the evening, still work in progress.

Senior Warden's Report- Invitation to Dismantling Racism Conversation 4/7 at her home.

Junior Warden's Report- Building Committee to start meeting regularly. Susan reminded the Vestry about the Pere Marquette Day, April 27<sup>th</sup>. Looking for people to coordinate small group meetings as well as carpoolers.

Rector's Report- sent 3/25

Vestry appreciation – Erin Weber-Johnson was decided by acclamation because of her work with the Capital Campaign. Shirley will write thank you note.

Adjournment and closing prayer 7:11, Mike adjourned the meeting with a prayer.

**DRAFT**  
**Vestry Minutes**  
**April 14, 2020**

Attending (via Zoom) were Rector Mike Angell, Treasurer Brian Barnhart, Secretary Pat Redington, Sherifa Hardware-Bethune, Rudy Nickens, and Megan Ondr-Cooper.

Mike Angell opened the meeting at 1:30 PM with prayer.

Motion by Sherifa Hardware-Bethune to approve the minutes for Vestry's April 2, 2020 meeting, seconded by Pat Redington, passed unanimously.

Mike Angell and Brian Barnhart advised Vestry member's concerning the church's application to Royal Bank for a Coronavirus Aid, Relief, and Economic Security Act ("CARES") loan which supports small businesses (including churches) with loans designed mostly to continue salaries for workers who would otherwise be laid off. Holy Communion has been approved for just under \$60,000 (maximum amount is 2.5 times the average monthly salaries). The bulk of this loan is expected to be forgiven, with the potential of repaying a few thousand dollars at a low rate depending on the status of our employees on June 30th. Motion by Brian Barnhart to approve the application for and acceptance of this CARES loan via the following resolution, seconded by Megan Ondr-Cooper, passed unanimously:

*The Vestry of Holy Communion approves the application for and acceptance of a CARES Act loan with Royal Banks. We designate the same persons who are signers on our Royal Banks checking account to be the signers for the new loan account, and to take whatever further action is necessary to secure the loan.*

Mike Angell advised that the Worship Committee met yesterday and was very pleased with our worship services. He further advised that the organ is being delivered, installed and tuned, after which (following a 72-hour minimum waiting period) Elite will begin its installation, after which organ casework will be installed.

Mike Angell and Vestry members discussed moments of resurrection and challenges during the current pandemic challenge. Mike Angell advised he will be taking next week off.

By consensus, members would like to express Vestry Appreciation to Jae Park for his great work organizing virtual choir pieces for the Easter service.

Motion by Rudy Nickens to adjourn, seconded by Pat Redington, passed unanimously. Mike Angell closed the meeting with prayer and Vestry adjourned at 2:00 PM.

**Ellicock Trust Fund**  
**1st Quarter 2020 Review Meeting**  
**April 21, 2020**

Present: Brian Barnhart, Butch Sterbenz, Dan Naert

The meeting came to order at 4:30PM, via Brian Barnhart's Zoom video capabilities.

The meeting began with the sad announcement of Barrett Book's decision to leave the Board due to his retirement and his move to his home in Canada. Everyone grumbled.

Dan Naert showed and reviewed for us the quarterly result. Compared to the December 31, 2019 we are considerably down in assets, as we expected to be given the current pandemic and its impact on the economy.

DATE	TOTAL	MAIN	SUB
April 17, 2020	\$611,694	\$428,919	\$128,775
Dec. 31, 2019	\$717,904	\$586,691	\$132,214

As bad as these numbers look, it is interesting to compare 3 dates, Dec. 31, 2019, Mar. 31, 2020, and April 17, 2020.

Dec. 31, 2019	\$719,276
Mar. 31, 2020	\$567,621
Apr. 17, 2020	\$611,694

These numbers show that while the 1<sup>st</sup> quarter loss was devastating, the recovery during the last 17 days has been substantial. While it is too soon to call this recovery a permanent thing, it does show that there is resilience in the market and doom is not forecast as inevitable.

Dan does not recommend any immediate investment changes to our portfolio, so none were acted upon at this meeting. He sees the full year as one with no substantial positive changes, although he does foresee the market being generally more positive as people return to their jobs and the economy and marketplace return to more normal activity.

Dan did recommend a change in overall handling of the investment portfolio, which is this. Instead of him acting as our advisor in the passive fashion he has been taking, he suggests that we actually deal with our funds in two separate ways: first we continue to handle the sub-account in a passive fashion with the investments in ETFs, while for the second piece, the main account, we authorize him to be an active trading manager. With this approach he feels that we can assure ourselves that Dan will be able to invest in stocks that will be much more likely to

move to our advantage. Acting under our quarterly review and advice he would be authorized to make purchases and sales at his discretion. The increased activity in this role will result in a fee of 75 basis points (.0075%) for those funds he is actively management, while the rest would remain under his passive management at no fee. Since only two persons, Brian and myself were present, we agreed to delay a final decision until we can hold a meeting with more members present.

With that understanding, Dan departed and the two remaining members undertook other business.

The minutes of the last meeting were approved.

There being no further business the next meeting was set for Tuesday, July 21 at 4:30 PM and this meeting was adjourned

Respectfully submitted,

Butch Sterbenz, Chairperson

## Vestry Meeting Minutes

April 30, 2019

**In attendance: Rector Angell, Alisa Williams, Rudy Nickens, Pat Redington, Warren Davis, Brian Barnhart, Shirley Mensah. Absent Megan Ondr, Tahnee Whitlock, Susan Norris**

Opening Prayers by Rector Angell at 6:40 p.m.

Acceptance of agenda: approved by acclamation. Minutes were amended to update the parochial report, motion to approve by Shirley, seconded by Warren.

Business Meeting

### **Old Business Update on Capital Campaign Status:**

- Renovation Work – no decision regarding summer worship in Mitchell Hall. May need to approve a sub-contractor for audio early so items can be moved to Mitchell Hall (step one). Plan is to move in first week of June. Considering best way to do the move as well as layout for best use as chapel in the summer.
- Organ Contract promised by early May to review.
- Chairs Contract – requested 2 bids for the new chairs in order to get process started this summer. Have a bid from last year for about \$2760, including hassocks. Loan Approval – loan approved waiting at 1.4% interest for a 10-year loan. Brian will present this to the finance committee. May have more money for about 1-3 years and need to find a good strategy to earn more money that will allow the church to pay off the loan before 10 years.
- Design Review for Stauder - Stauder contract is about \$39K including chair installation, but may be less depending on pew modifications. Would like 2 bids, Stauder has specific contractors in mind. Warren asked if we were moving new chairs into Mitchell Hall then back, yes that's the plan. Rudy noted that about 130 people can fit as overflow into the lounge. Need to consider plans for any funerals that may be scheduled. Also question about adding a bonus to have project completed on time, would need about a 10% cushion included. Stauder has new drawings and bid process to review. Looking at Kwame Building group as the architectural firm but still wants to get a group of bids then do a contract.
- Stretch goal prioritization: stretch goals include more sanctuary upgrades, an exterior plaza, kitchen upgrades, more church furnishings, adding a drop off lane (more of a valet idea), commissioning a new altar/lectern, adding additional stain glass windows and planning for future capital needs. Currently have two contractors working together for a bid on the windows. Will need to put money away for building endowments for the future. Biggest task is deciding what is a priority—for example getting the kitchen to code that would allow the church to rent it out for food trucks.

### **New Business**

- Gannon House: need for necessary repairs. After an inspection it was noted that the shutters need to be repainted now in case of issues with remediation re lead and asbestos in the windows. There is a request to add \$12K as a line item for the window issues, if

needs to be more than that the vestry has to approve. Pat asked if we should get a second opinion since the windows weren't tested before—not needed. Will need to make sure that if there are tenants that they don't need to be moved during remediation. Shirley made the motion to approve spending up to \$12K for the window project, Rudy seconded it, motion passed. Note that the Building Committee will assist with the budget.

- Attorney to review contracts: Pat suggested that we consider hiring an attorney that specifically reviews contracts such as this. Rudy provided Cheryl Walker as a potential lawyer. Should budget around \$2-\$3K for lawyer; look at malpractice insurance as well. Susan and Mike are authorized to pay up to \$1500 for the lawyer; Rudy has said she is offering her services pro bono.
- Vestry meetings for May and summer months: did not have a quorum when this item was reached, will review at a later date.

### **Senior Warden's Report**

- Shirley moved the Dismantling Racism luncheon to May 19<sup>th</sup>. The purpose of the lunch is to develop programs around our four community commitments and then great programming for each. Will also work on timelines and assign people to goals. Warren to work with vestry to make sure that the goals are aligned and consistent with each other.

### **Junior Warden's Report**

- With advent of renovations coming Building Committee will start meeting twice a month.

### **Rector's Report**

- **Capital Campaign Progress** I am pleased to report that we have exceeded our goal of 823,000. We currently have 101 pledges for a total of \$852,725. We are into “stretch goal territory” which means we need to start prioritizing which projects we are going to “reach” toward.
- **Contract for the organ** is coming at the end of this week. I anticipate we will need to meet in the next two weeks to review this and Dan Stauder's plans so that we can give proper authorizations. We'll need to schedule a couple of additional short meetings in May.
- **Loan Approval** Thanks largely to Brian's hard work, our gap loan was approved by the Diocese, on the very favorable terms we asked for.
- **El Salvador Trip** I am pleased to report that we have 10 folks coming with us to Cristosal, including 4 from the Rockwell House Campus Ministry!
- **Pastoral Care and Memorial Services** The end of Lent, Holy Week, and Easter were very full with pastoral care for the church. We have 3 new babies, and one more will be born by our vestry meeting. We also have Funerals planned for both Bruce McCollister (1pm on 5/11) and Ernie Last (2:30pm on 5/18).
- **Gratitude for the team we have built, and a record setting Holy Week.** I was astounded that we had another significant uptick in attendance for Easter this year. I am convinced it is because we have built such a phenomenal team of staff and volunteers. I'm still a little tired from Holy Week, but overall I am grateful.

**Vestry appreciation-** all agreed that we should honor Beth Scrivener from Rockwell House for her continued hard work in bridging students and church members.

**Adjournment and closing prayer at 7:32 due to no quorum. No other business was conducted.**

**DRAFT**  
**Vestry Minutes**  
**May 22, 2020**

Attending (via Zoom) were Rector Mike Angell, Senior Warden Shirley Mensah, Junior Warden Susan Norris, Treasurer Brian Barnhart, Secretary Pat Redington, Warren Davis, Sherifa Hardware-Bethune, and Rudy Nickens..

Vestry meeting began with prayer by Mike Angell at 12:00 PM.

Motion by Brian Barnhart to approve the minutes for the meetings of March 24 and April 14, 2020, seconded by Warren Davis, passed unanimously.

Brian Barnhart advised that the financials were approximately in line with what was expected before the pandemic – a little behind but he was not too worried. Mike Angell reported that the endowment funds were all down significantly so that the church will likely have to look at significant deficit reduction next year. The Emergency Fund (“Rector’s Discretionary Fund”) is strong and he intends to make a \$1500 contribution to the Bishop’s fund for hunger relief.

Regarding the Capital Campaign, Mike Angell reported that organ and camera installations are ongoing. The kitchen has preliminarily passed the St. Louis County health inspection although some items need to be addressed.

Brian Barnhart is excited about a potential renter which works with youth and has a feeding component; the group is looking for kitchen, pantry, and office space. He is trying to determine what the appropriate rent should be and noted that their kitchen use would require on-site presence of a staff member.

Jerome Harris is retiring effective June 1st and Mike Angell is working on Sexton duties as well as building policies for outside groups after June 1st.

Mike Angell reported that he has been approached by The Deaconess Anne House, they are interested in providing an intern for the coming program year (to be shared with Episcopal City Mission) who will assume significant communications responsibility. Motion by Warren Davis, to approve a contract with The Deaconess Anne House for a Corps member to work twenty hours per week for \$6500 on terms approved by Mike Angell, seconded by Shirley Mensah and passed unanimously.

Mike Angell reported on survey results pertaining to re-opening of the church building. There were 93 responses. Most people said they were flexible regarding the time of worship and that a return to Eucharist was not so important. He anticipates mid-July at the earliest for any in-person worship; the Bishop’s guidelines are specific about what is needed for such a return. The

Worship Committee has met to discuss guidelines for phased return to in-person services. AA groups have not approached us yet about in-person meetings, we will need to find a way to get names and contact information in the event of a Covid 19 incident. Holy Communion has experienced a virtual attendance more than twice the size of the usual in-person attendance. Shirley Mensah encouraged everyone to make the phone tree calls, which she has enjoyed doing. Lay Eucharistic Ministers are calling isolated people.

Mike Angell advised he will not take a sabbatical this summer due to coronavirus issues.

Motion by Susan Norris to adjourn, seconded by Warren Davis and passed unanimously. By consensus Vestry Appreciation will be expressed to Taylor Schwartz for assistance in providing virtual services.

The meeting adjourned with prayer at 1:20 PM.

**DRAFT**  
**Vestry Minutes**  
**June 1, 2020**

Vestry meeting began by Zoom at 11:30 am with Rector Mike Angell, Senior Warden Shirley Mensah, Junior Warden Susan Norris, Treasurer Brian Barnhart and Secretary Pat Redington. A quorum occurred at noon when Warren Davis joined, and all voting took place after that time.

Mike Angell shared a modified design for the organ case facade, which he will approve without objection.

The proposed Phase 1 guidelines (attached) were discussed. There is no current plan to check the temperature of building entrants but four no-contact thermometers have been ordered. Minimal pastoral or sacramental visits by clergy may occur, with Rector approval. Mary Chapman and Jae Park are being asked to work on modified job descriptions as in-person choral singing appears unlikely to resume until a vaccine is available. Guidelines will be revisited in July.

The Sexton job description was reviewed with minor modifications made (attached). Motion by Pat Redington, seconded by Susan Norris to approve sexton job description, passed unanimously.

Motion by Warren Davis, seconded by Susan Norris to approve Phase 1 guidelines, passed unanimously.

Vestry members discussed their quarantine activities and absurdities.

The Vestry concurred with the Mike Angell's proposal to make an immediate \$3000 donation to Cristosal from the \$5000 budgeted for El Salvador expenses; it is unlikely now that money will be needed this fall to bring anyone from El Salvador to Washington University for a conference, and Cristosal can use the money to push back on government use of the coronavirus crisis to expand its control/ lockdowns.

The meeting adjourned with prayer at 12:25.

### **Holy Communion Guidelines for Phase 1**

Holy Communion will remain at “Phase 1” until at least mid-July. These guidelines will be revisited in late June to determine if Holy Communion might be ready to contemplate “Phase 2.”

#### **Generally:**

In Phase 1 all parish activities, meetings, and gatherings will continue to be held virtually from home, postponed, or cancelled as we continue to monitor the situation and until the [Updated Health Characteristics](#) issued by the Diocese of Missouri are met.

An abundance of caution is necessary in keeping with our commitment to love our neighbors and the increased risk of community exposure at this time. To conserve resources for where they are most needed and provide a caring and accessible model to all we will continue hosting live streamed services, classes, and small groups virtually.

While the guidelines for this phase do allow some staff to work from church, especially for the purpose of recording or streaming video for worship, church building occupancy is not to exceed ten persons at one time in this phase.

#### **Worship:**

For the foreseeable future, Holy Communion will continue to worship and gather exclusively online and over the phone. After June 1, a small group of clergy and musicians will broadcast or record Sunday Morning Prayer from the church building. As many elements as possible will be recorded separately ahead of time to minimize the number of people in the building at any one time. Anyone speaking or singing for broadcast or recording without a mask will maintain a minimum of 15 feet social distance. Anyone who comes to the building to lead worship will follow safety guidelines including mask-wearing, physical distancing, and sanitation of all hard surfaces before and after occupying spaces. A roster of all who gather to record pieces for worship, including contact information, will be kept by the Director of Operations.

**All Staff:** All staff should closely monitor their own health, that of their families and those with whom they are in close contact. If anyone shows signs of illness from COVID-19, or has been potentially exposed, the staff member should maintain strict isolation for a minimum of 14 days, be in contact with their physician about testing, and make the rest of the staff/clergy aware. All staff will maintain schedules that are communicated and shared so that hours of availability are clearly known and boundaries are maintained. Working from home should not mean we ignore personal boundaries or down time. We should set time off and add time for mental health/self-care in light of the state of emergency. This is a time of additional stress, which requires additional care. Staff are encouraged to find ways to utilize their usual time off during the summer months, though summer planned summer travels may have been curtailed.

All staff should work remotely from home as much as possible. If an issue arises that requires staff to visit the building or when completing their set office hours, hygiene best practices and a social barrier of minimum six feet should be observed. Staff meeting Wednesday at 9:30am on Zoom should be

included in all staff schedules. Masks should be worn and properly modeled by all staff members when on church grounds.

**Clergy Specific Guidelines:** Pastoral care should be done over the phone whenever possible and through online organizing and hosting of events. Clergy and staff who are classified as “vulnerable” will not be asked to appear in person, and will still be assigned roles in worship leadership. At this time, all “in-person” visits for pastoral care, sacraments, or outreach need to be pre-approved by the rector.

**What this looks like by role:**

**Rector:** Hours of availability including blocked out time off, should be marked on Google Calendar. Morning check in with clergy/staff Monday-Thursday and communication through task manager, in addition to coordination of needs for upcoming Zoom meetings, online community building, communications, etc. The Rector will begin working on rescheduling his deferred sabbatical with the vestry.

**Assistant Rector :** Hours of availability including blocked out time off should be marked on Google Calendar. Ongoing tasks should be communicated in task management software, Trello. Daily morning check in with staff Monday-Thursday and communication of needs for upcoming Zoom meetings, online community building, communications, etc. Other daily duties to be delegated by the Rector as needed related to pastoral care and online group facilitation.

**Priest Associate:** Hours of availability including blocked out time off should be marked on Google Calendar. Daily morning check in with staff Monday-Thursday and communication of needs for upcoming Zoom meetings, online community building, communications, etc. Other duties to be delegated by the Rector as needed related to pastoral care and online group facilitation.

**Director of Operations:** Hours of availability marked on Google Calendar. Set weekly schedule in chart below. 9:30am daily morning check-in Zoom Call Monday-Thursday and communication of needs for upcoming Zoom meetings, online community building, communications, etc. Regular posting and community engagement via social media platforms to engage with the more online church. Other daily duties to be delegated by the Rector as needed.

The DO will be responsible for at least one weekly visit to the office to check mail, send mail, for building needs and to coordinate with other staff for payroll and other administrative needs. For situations requiring the physical presence of the DO at the church hygiene best practices as detailed below are to be followed. **The delivery of any packages is to be pre- approved by the DO before delivery is scheduled. The church will not be responsible for personal package delivery unless authorized by the DO.**

<b>Day</b>	<b>Hours</b>
Sun	9:00am – 1:00pm Sunday Services Hosting and IT Support (as needed)
Mon	9:30am Zoom Check in & Office Hours 9am – 1pm
Tue	9:30am Zoom Check in & WFH
Wed	9:30am Zoom Check in & WFH
Thur	9:30am Zoom Check
Fri	WFH

**Sexton:** TBD (We are in the process of hiring, after our longtime sexton retired).

**Children’s Formation Coord:**

Hours of availability marked on Google Calendar. Weekly check in with Clergy/staff meeting and communication of needs for upcoming Zoom meetings, online community building, communications, etc.

**Financial Administrator:** Set weekly schedule in chart below. Other duties to be delegated by the Rector as needed.

<b>Day</b>	<b>Hours</b>
Wed	8 to Noon
Fri	8 to Noon

**Director of Music:** Hours of availability marked on Google Calendar. Weekly check in with Clergy at virtual staff meeting and communication of needs for upcoming Zoom meetings, online community building, communications, etc. The Director of Music will work with the rector and vestry to ensure the safest practices in regard to choral singing are in place. She will also work with the rector to develop a more developed job description for her position, and that of the organist, while our traditional music program is disrupted.

**Organist:** Hours of work are to be marked on Google Calendar.. Weekly check at virtual staff meeting and communication of needs. The organist will collaborate with the rector and director of music to develop a pattern of work which allows our music program, including virtual choirs, to function, but does not require large amounts of overtime. Any overtime must be pre-approved by the rector in writing.

## **Outside Groups & Contract Workers:**

These guidelines are to apply for all 12-Step Groups, Community Music School Lessons, Women's Voices Raised for Social Justice Staff and Meetings, as well as any other community groups or individuals who make use of space on the Holy Communion campus. They also apply to any contract workers in the building. The guidelines will be revisited on or before July 1, 2020

**CMS:** Beginning June 1, 2020 the church will make classrooms available to individual teachers for recording their lessons with access to high speed internet and equipment they have stored on church grounds. Teachers who make use of the facilities will commit to the hygiene and sanitation procedures per the CDC and guidelines below. Individual teachers will coordinate with the Director of Operations for building access, internet access, and to ensure compliance with building safety procedures.

**12 Step Groups:** All group gatherings will be encouraged to continue gathering virtually or by other means per their leaders with the space held in good faith for their eventual return. A letter posted on entrances/email from the church to 12-Step groups offers links and resources for alternative ways to engage with these groups.

### **Best Hygiene Practices:**

Wash Hands frequently and make use of hand sanitizing stations. Hands should be washed upon arrival, before and after distributing any group materials, before and after eating, after entering the bathroom for any reason, and after other cleaning has been completed before departing the building.

### Mask Wearing

- ï **Masks are required when approaching the church or in public church spaces.** Masks may be removed if a person is alone in their own office, but should be worn at all times in hallways, the copy room, restrooms, and other spaces utilized by other staff members and outside leaders. Masks may also be removed to preach, lead worship, or sing, but in this case the speaker or singer must maintain a minimum of 15 feet social distance from any other person. Disposable masks will be provided by the church at the entrances for those who do not arrive to church with masks.

### Hand washing Steps from the CDC

- ï **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, or

using the restroom.

- ï If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- ï **Avoid touching your eyes, nose, and mouth** with unwashed hands.

#### Social Distancing Steps from the CDC

- ï **Avoid contact** with people who are sick
- ï Put **distance (at least 6 feet) between yourself and other people**.
- ï No gathering in groups larger than 10.

#### Cleaning and Disinfecting Steps from the CDC

- ï **Clean AND disinfect frequently touched surfaces before and after each use**. This includes the copier, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. These areas should be disinfected prior to any use and should be disinfected before the user leaves the campus. *Note: Do not spray disinfectant sprays directly onto electrical equipment or light switches. Spray into paper towel and use towel to wipe down required areas.*
- ï **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

### **Building Cleaning**

Part of our need to minimize building use at this time is our need to hire a new Sexton. We will continue to contract with the Ramos cleaning company for a full cleaning and sanitation of the space every two weeks, but special care must be taken by all staff members, volunteers, and outside leaders to ensure that surfaces are sanitized when spaces are used. All spaces that are currently unused are to remain locked and vacant.

### **Permitted Gatherings:**

Groups of less than 10 will be allowed to gather for outreach work, in our parish garden, food ministry at Trinity, and for Laundry Love. Each of these groups will establish their own protocols in partnership with their service sites. The above sanitation guidelines will act as a minimum requirement.

The Episcopal Church of the Holy Communion seeks a part-time Sexton to oversee cleanliness and maintenance of the buildings and grounds of the buildings for a growing congregation in University City, Missouri. The Episcopal Church of the Holy Communion is a **welcoming** and **diverse community** seeking to walk in the way of Jesus and to reveal Christ's reconciling love in our city, nation, and world.

**General Responsibilities:** This is a 60-72 hour per month position. The schedule for this position is flexible and will be decided upon between the Sexton, Director of Operations, and Rector. Sunday mornings and several weeknights per week will be required. Any overtime must be approved in writing in advance by the Rector.

Accountable to the Rector (Senior Pastor).

Reports to the Director of Operations

### **Overview and Job Description**

The Sexton will exercise initiative and independent judgment to ensure the proper management and on-going maintenance and repair of the church's facilities and grounds, through their own skills and abilities, and through the use of and relationship with staff, outside contractors, and consultants as needed. The sexton should exhibit pride in the cleanliness and operation of the church building, and should be a welcoming presence to members of the church and outside users.

### **General Statement of Job Responsibilities**

1. The Sexton is responsible for cleaning and minor maintenance of all church facilities including the main building and worship area, and the grounds. This includes, but is not limited to, ensuring proper CDC guidelines are followed for sanitation, spot cleaning, and the removal of waste to proper receptacles.
2. Between building cleanings by contractors, lawn maintenance, and snow removal, the sexton is in charge of the overall upkeep, appearance, and safety of the indoor and outdoor walkways and facilities.
3. The Sexton is responsible for communicating with the Rector/Clergy and the Director of Operations in evaluating long-term needs in relation to any property improvement projects.
4. In conjunction with the Director of Operations, the Sexton will be the contact person for all outside contractors, other maintenance staff, and any group working on the church facilities. Additionally, the Sexton will be responsible for scheduling facility maintenance, when needed, in consultation with the Director of Operations and/or the Rector/Clergy.
5. The Sexton will be responsible for maintaining supplies related to the maintenance and upkeep of the facilities such as paper products, light bulbs, cleaning solutions and so on. They will coordinate with the Director of Operations in terms of any necessary ordering and delivery of supplies.
6. The Sexton must maintain a smooth, working relationship with the Director of Operations to track expenses and stay within approved budgets.

7. The Sexton must firmly yet professionally enforce all facility rules and regulations, and must likewise abide by these same rules in his/her work, including CDC guidelines.
8. The ability to lift up to 40 lbs. at a time, on occasion, is required.
9. Responsibility for working both inside and outside, in a variety of conditions and in an environment which occasionally necessitates the use and safe handling of hazardous materials such as cleaning materials and fluids.

### **Training and Experience**

Experience in small property management and maintenance is preferred. Reliability, personal responsibility, and initiative are required. Certification for monitoring a commercial kitchen is preferred. Knowledge of simple budgeting is preferred. Any combination of training and experience that provides the required knowledge, skills, and abilities to perform the principal functions of the position will be considered. This position reports directly to the Director of Operations of the parish, but the person who assumes the role of Sexton must be able to function with a high degree of motivation and get along well with diverse groups of people. Reliable transportation is a requirement of the job. In keeping with the policies and procedures of the Diocese of Missouri, every employee shall abide by and legally agree to the 'Safe Church Policies' and the 'Sexual Harassment Policies' of the Diocese on an annual basis.

A confidential background/CORI check shall be performed as a condition of hire.

### **Compensation and Terms of Employment**

1. This is a part-time, 60-72 hours per month position.
2. This is an 'employee at will' position, not eligible for health benefits or unemployment insurance.

Starting compensation is \$15 per hour.

# Ellicock Trust Fund

2<sup>nd</sup> Quarter Review

July 21,2020

Present: Brian Barnhart, Bob Hulett, Butch Sterbenz, Mike Angell, Dan Naert

The meeting was held on line via Zoom video with Dan as the sponsor, and began at 4:30PM.

Dan started with a review of the fund's investment allocations and quickly moved to a look at the value of the fund as of June 30. The total value of the fund is \$665,315 with \$579,621 in the main body and \$105,844 in the secondary account. This represents an increase of some \$50,000 in the value of the fund since the April meeting, although the fund still has not fully recovered from the early year market collapse, and is still less than the value of \$717,904 it held on Dec. 31, 2019.

During this period the fund produced income of 2%, or approximately \$14,000 .

The discussion moved from the subject of investment value to one of Dan's actual position as financial manager for the fund and what fee is appropriate for his service. Over the years he has provided his service the nature of markets and fee structure has changed considerably. He has been with us since the inception of the fund and charged no direct fee for his service, only receiving remuneration for the various funds which he manages for us. The suggestion is that it is time for him to begin making a more normal advisor-client fee, charging us at a rate of 70 basis points (0.7%) on the basic account, or approximately \$4050.00 for his services.

Mike made the point that any fee agreement would have to be taken to the vestry for approval since the fund is actually the responsibility of the vestry and its treasurer. It was agreed that a proposal will be drawn un up for such vestry approval.

A final discussion point was brought up by Dan, who said that his firm received a check for deposit into one of our mission funds, which he asked Mike to clarify which mission fund was to be the proper account for the money. Mike will clarify the issue for Dan.

The minutes from the April 21, 2020 meeting were amended and approved.

The next meeting is unofficially set for Tuesday, October 19, 2020

The meeting was adjourned at 5:15PM

Respectfully submitted ,

Butch Sterbenz, chairperson

**DRAFT**  
**Vestry Minutes**  
**August 30, 2020**

Attending (via Zoom) were Rector Mike Angell, Junior Warden Susan Norris, Treasurer Brian Barnhart, Secretary Pat Redington, Warren Davis, Sherifa Hardware-Bethune, and Megan Ondr-Cooper.

Vestry meeting began with a prayer for stewardship by Mike Angell at 12:00 PM and a joint meeting with Stewardship Committee members Associate Priest Marc Smith, Donna Baudendistel, Fran Caradonna, Jean Parker, and Peter Tchoukaleff (all via Zoom).

Brian Barnhart reminded the group that the church had had a planned budget deficit of \$55,000 for 2020 and he anticipated something similar for 2021 but probably a smaller deficit. Given the uncertainty of Covid 19 and possible resulting job changes, people may scale back on giving. There may also be an impact from endowment investments which are half our funding. A dip is likely coming; efforts are ongoing to get grants, rental income and other non-member income. Mike Angell noted that the last quarter will likely be the most volatile and we are being encouraged to get stewardship done early, before the election.

Stewardship Co-Chairs Peter Tchoukaleff and Fran Caradonna spoke: Peter stated that the focus this year may be to hold steady and how to move forward given realities. Last year we asked for an 11% increase but will not be looking for any number this year. Not everyone may be able to give what they want but people are not in this journey alone. The plan is to be intentional about targeting different people. Fran added that the campaign will be “high-touch” and “high-trust.”

Mike Angell affirmed that it would be a high-touch campaign, with segmentation rather than one big ask. Vestry and Stewardship Committee members will be asked to have 8 or 10 conversations with a preference for an in-person socially distanced meeting if viable or if not, a Zoom call, with the last option being a telephone call. The discussion should not just be about pledging but also about where people are. The largest group will be those being asked to make up the gap; next largest groups are inconsistent or sporadic givers; last pot is new givers. Those groups have been identified and there will be scripts for each group. The hope is to use this opportunity to hear more from the congregation. The (online) in-gathering will be on October 4<sup>th</sup>, after which there will be a “clean-up” phone-a-thon.

Pledge cards will be sent to all with the July statements, as well as having an online brochure and pledge links. Vestry and Stewardship members will get their lists mid-week, before pledge information goes out. Conversations should be after materials go out but before people return them. The only ask will be to pledge, not for an amount.

The joint meeting ended at 12:45 PM and the Vestry meeting began.

Motion by Brian Barnhart and seconded by Warren Davis to approve the minutes for the June 23<sup>rd</sup> meeting passed unanimously.

Treasurer Brian Barnhart reported that Holy Communion has benefitted from the Paycheck Protection Program such that we presently have \$20,000 more in revenue than expenses and are now ahead of our 2020 budget. Member giving has come back to some extent and we are on track for rents and endowments, with less expenses now. The grant committee is doing very well; it is optimistic about a large diocesan request, Megan Ondr-Cooper has completed a new ventures and ministries grant, and we have a pending grant request to a national church which if received will let us pass through money to immigrants/non-profits. Finally, we have a new opportunity to rent out space to Women in Charge (*infra*).

Mike Angell reviewed his Rector's Report. As to worship, he is glad we decided in June to stay in Phase 1 because the bishop has stopped in-person gatherings and has now submitted a substantial list of requirements for regathering. Mike wants to form a committee with scientists and medical people who can say what we should be looking for and report back before September Vestry. Susan Norris suggested adding a small business owner with experience in reopening. In the meantime, we had 94 people at the July drive-in service and have permission to do that monthly from University City, with the hope that as the weather gets cooler people can roll down windows rather than leave engines running; Mike is talking with the bishop about a drive-in confirmation service. Mike would like to do some parks services in October, with different church or geographic groups (using masks). His report lists four guidelines for Holy Communion gatherings in the meantime: outdoor gatherings only, everyone masked, social distancing observed, and registration (to facilitate tracking). Motion by Susan Norris and seconded by Warren Davis to approve gatherings at Holy Communion subject to the Rector's proposed guidelines passed unanimously.

Continuing with his report, Mike Angell asked for approval to spend \$7500 (bringing us to a total of \$20,000) on audiovisual equipment as we have hit the ceiling on what we can do (especially regarding music). This would allow for an additional camera and enhanced soundboard. Motion by Warren Davis and seconded by Pat Redington to authorize the expenditure of \$7500 from capital campaign funds for these audiovisual enhancements passed unanimously.

Mike Angell also requested authorization to acquire new online giving software for an initial cost of \$1800/year, pursuant to the materials he had enclosed with his report. Motion by Brian Barnhart and seconded by Susan Norris to authorize this acquisition passed unanimously.

Mike Angell advised the Vestry of a proposal by Dan Naert to restructure his relationship with Holy Communion as manager of the Ellicott Endowment. Mike Angell received his proposal two days ago and Vestry members concurred that Mike should review it for action by the Vestry at its next meeting.

Brian Barnhart provided information about a proposed rental of space to Women in Charge, a group which provides services to women trying to obtain a GED. They want substantial space, including office space, classroom space, meeting space and childcare space. Brian is considering the finances and how we could make it work. The group is currently in another church which has like having them but is closing this winter. Susan Norris suggested that we might want a trial time if we move forward. We would need to provide for our use of space in event of conflict.

Susan Norris said the only item in her Junior Warden Report would be that we did obtain a commercial refrigerator, which exceeded the \$2500 authorization by \$34. Mike Angell noted that we are now certified as a commercial kitchen, that the retaining wall has been fixed, and that we will be needing another inspection of the Gannon house as the St. Patrick's Center occupant changes. There will be a walk-through between tenants to see if any repairs are needed.

Susan Norris advised that she has gotten many questions about when we're going back. Mike Angell was surprised at how few people in June were pushing to get back, we will see in stewardship discussions if that has changed.

At Susan Norris's suggestion, Vestry Appreciation will be extended to Cheyanne Lovellette. The next Vestry meeting was scheduled for noon on Sunday, September 20<sup>th</sup>.

Motion by Susan Norris and seconded by Warren Davis to adjourn passed unanimously. Vestry adjourned following prayer at 1:50 PM.

**DRAFT**  
**Vestry Minutes**  
**September 20, 2020**

Attending (via Zoom) were Rector Mike Angell, Senior Warden Shirley Mensah, Junior Warden Susan Norris, Treasurer Brian Barnhart, Secretary Pat Redington, Warren Davis, Sherifa Hardware-Bethune, Rudy Nickens, and Megan Ondr-Cooper.

Vestry meeting began with a prayer by Mike Angell at 12:15 PM.

Motion by Brian Barnhart and seconded by Susan Norris to approve the minutes for the August 30<sup>th</sup> meeting passed unanimously.

Mike Angell advised there would be no Treasurer's Report as he needs to talk with Financial Administrator Jim Kern about an unexpected/unexplained drop in income. The report will be done after getting a better handle on what happened..

Old business updates from Mike Angell:

1) The Gannon House passed another inspection with no qualifications, so we are ready for a new St. Patrick's resident. We have been told we may be able to avoid inspections each time our lessee installs a new resident.

2) Mike has had conversation with Women in Charge, they are not sure our space will meet their requirements.

3) Concerning a potential change to our understanding with Morgan Stanley, concern was expressed over the lack of clear language concerning the nature of the investment program and the fees. Mike Angell will discuss further with Shirley Mensah and Pat Redington and the matter was tabled.

4) The next stewardship letter was just sent out, it gives information on expenses and giving. Currently just over half our households of active members are pledging. We could end up with small surplus this year (PPP funding was a big reason for this), and there was an extraordinary response to request for donations to the separate Emergency Fund. A \$65,000 deficit is possible for 2021 if things remain even, but Mike Angell is hopeful of diocesan funding; such a deficit is not sustainable long-term.

New business items from Mike Angell:

1) The Regathering Committee filed its report with a clear consensus that we have no business making radical changes back to in-person indoor gatherings given that we do not have a controlled pandemic. That caused Alison Nash to raise the question about what it is we're most missing. Many people miss the space, and the committee agreed that pilgrimage visit. There was a suggestion that we put out a video communication that helps explain why we are not doing in-person indoor gatherings. Rudy Nickens appreciated Rebecca Rugen's reported comments about

not going back to unsafe gatherings and wants to capitalize on making the safest behavior joyful also and not just a negative. Shirley Mensah suggested that messaging include ways to incorporate this into broader mission and vision as church: rethinking ways of welcoming people in light of the current environment. Motion by Shirley Mensah and seconded by Rudy Nickens to approve the Regathering Committee plan passed unanimously. Warren Davis suggested considering an alternative name to “regathering” since we have never stopped gathering.

2) The Vestry gave informal verbal approval to the David Luckes nomination for postulancy for the order of deacon, and Mike Angell will circulate the actual approval for signature approval requires signature approval.

3) Susan Norris has been Junior Warden four years and is terming out on Vestry. She nominated Warren Davis to succeed her now so that they could work together for a few months before he assumes sole responsibility, and Warren accepted. Pat Redington seconded the nomination motion and it passed unanimously.

4) There will be a car parade on October 25<sup>th</sup> to celebrate Asst. Rector Laurie Anzilotti before she leaves to become Vicar at St. Francis in Eureka, Missouri. Warren Davis offered to help plan the event, and Sherifa Hardware-Bethune suggested that children give her a separate gift and she agreed to be part of conversation about what they could do.

We have a grant position for this position and for Grace Gathering and Mike Angell anticipates getting funded for the next 2-3 years. He is starting informal conversations now for a priest who will be part of this and may be looking for tweaks to the job description at the next Vestry meeting. He may present an interim plan because he doesn't see how he could fill the position before January. Brian asked about possibility of a lay person for Grace Gathering; that is a possibility but when we return to inside gatherings we will need priest.

Pat Redington suggested Susan Norris for Vestry Appreciation and Susan Norris suggested garden workers Jordan Houry and Anne Pokowski; Mike Angell asked Shirley Mensah to do letters to all three.

Motion by Susan Norris and seconded by Rudy Nickens to adjourn passed unanimously, and the Vestry ended with a closing prayer at 1:25 PM.

Vestry 11/18/19

6:18pm called to order

Attendance: Brian Barnhart, Mike Angell, Shirley Mensah, Pat Redington, Warren Davis, Megan Ondr-Cooper (and on the phone: Rudy Nickens)

Agenda

1) Review minutes from last meeting-

Motion to accept: Shirley

Second: Megan

All in favor

2) Second Read of change to Article VI, Sections 2 and 6 in the Bylaws, increasing the limit the junior warden, rector can approve spending \$1,000 to \$1,500 without Vestry authorization.

- a. Rudy moved
- b. Megan seconded
- c. All in favor

3) Finance report

- a. Brian reviewed the financials
  - i. Discussed pledge payment-current campaign-
    1. Brian worried, Mike thinks it will be covered by some big donations that come in this quarter
  - ii. Discussed non-pledge payments, known giver;
    1. Mike worried a bit about this but this is the number that trends to pledges the next year; thus be cautious for 2020 pledges
  - iii. Discussed capital campaign; all good, matter of fact we are ahead
  - iv. Discussed grant committee... for future funding ideas.

4) Old business

- a. Change order for AC work for \$2500
  - i. Thermostat controller—1950-60s
  - ii. Engineers recommend replacing thermostat
  - iii. Moved: Susan Norris
  - iv. Seconded: Pat Redington
  - v. In favor: all

5) Rectors Report

- a. Reviewed expense for construction
- b. Discussed refrigeration and freezers
  - i. Scott Ferguson suggests 1 big freezer and 1 big refrigerator
  - ii. Recommend to building committee there could be a \$7,000-10,000 available.
    1. Building committee will come the come back to Vestry with recommendations
    2. Recommendation to be sure to include folks with commercial kitchen experience—like Rudy. Rudy offered to consult

- c. Discussed healthcare plans
    - i. Recommend capping contribution of church to highest cost “traditional” plan, in order to not be blindsided by extra costs of HSA plans.
    - ii. Move: Shirley Mensah
    - iii. Second: Alisa
    - iv. Vote: All in favor
  - d. Discussed Construction
    - i. Discussed labyrinth puzzle-due to poor labeling and the pallet sliding the general is doing the largest jigsaw puzzle; will delay us getting into church
    - ii. Discussed bathrooms-waiting on doors
    - iii. Discussed kitchen hood- done
    - iv. Discussed organ and Mike/Jae’s visit-likely organ will be done after new year
    - v. Discussed hope be in church by advent 1
    - vi. Discussed that pews might be later
  - e. Discussed annual campaign
    - i. Getting there but pledges are slow this year.
- 6) 7:16 adjourned
- a. Moved: Brian
  - b. Seconded: Mega
  - c. All
- 7) Vestry recognition
- a. Mary Bass for Trinity Food band coordination