

**St. Stephen's Vestry Minutes**  
**June 14, 2022**

**Present:** Fr. Bailey Norman, Fr. Ashton Sims, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith III, Sandi Robertson, Jim Rousey, Barbara Steele

**Absent:** Beth Reed

**Call to Order:**

Fr. Bailey Norman called the meeting to order with prayer at 6:30 p.m.

**Approval of Agenda:** Fr. Bailey Norman

The agenda was approved as submitted (Cyril Meredith/Lew Felton)

**Approval of Consent Agenda:** Fr. Bailey Norman

**Approval of May 12, 2022 meeting Minutes**

The minutes were approved as submitted. (Lew Felton/Tom Clary)

**LEADERSHIP REPORTS**

**Priest-in-Charge:** Fr. Bailey Norman

Fr. Bailey recounted the many special activities that have occurred since the last Vestry meeting—DOK ordination, outside service for Pentecost. There are 2 funerals this week. Bailey encouraged the Vestry to have a presence at each funeral.

Clearfork camp will be in July. Fall planning is beginning with many committee meetings occurring to support that planning.

Elizabeth Pack needs further medical follow up and at some point Bailey may need some office help. He asked for prayers for her.

**Senior Warden:** Judith Delaney

Judith gave a report on Ukrainian families who have settled in Oak Ridge. Grant Ceffalo has provided housing for 4 families. The house is furnished with items from Ecumenical Storehouse filling in the gaps. Judith has reached out to her contact, Judy Gooch, to see if there is some way to help. Food is always an issue. The women have passports, international driver's licenses and two speak English. They are not working and their educational background is unknown. There has been Interest at St Elizabeth's on supporting a family and they are working through Bridges. Tom and Deborah Clary are going to meeting with the organization tomorrow. Supporting Ukrainians is on the agenda for the outreach committee which is looking for other avenues to support refugees.

**Jr Warden:** Barbara Steele

Nothing additional to report.

**Curate:** Ashton Sims

As a way to grow into his role, he will be taking more direct role in the new service. Ashton and Simon switched offices so there is someone to cover walk-ins, especially when Elizabeth is out. There has been an uptick in foot traffic coming to the church.

**ITEMS FOR ACTION**

**Finance Report:** Tom Clary

At the end of May, the yearly revenue is slightly above budget and costs are slightly below. A reminder was given that all reserve funds were used to balance this year's budget. If there is no carryover at the end of this year, next year's budget will be really tight.

The May statement is an accurate reflection of the finances. Approval of the May 2022 Finance statement was accepted unanimously.

Father Bailey summarized concerns of the Finance Committee with known needs going forward. Bailey will send out a letter to Parish about these concerns. He would like to send the letter out in next 2 weeks explaining these needs and how to address them. Bailey asked the Vestry about their thoughts on the helpfulness of such a letter. The following thoughts were shared:

- The Parish needs to be well informed
- Include expenditures to be transparent about what is going on
- Provides chance to be intentional when Stewardship drive comes around
- Perfect time as halfway through year.

Bailey wants to move the parish to sustainable state which has been possible up to this point because of generous parishioner gifts.

Dan DiGregorio has agreed to be Stewardship Chair this year. Bailey is looking for someone interested in stepping into the Chair role for next year.

**Financial package for Rachel Durfee:** Bailey Norman

Rachel starts Monday and will work in the office 2 days a week. Because of the number of hours she will work, she is eligible to participate in the pension fund. She does not want health benefits. Bottomline, her total package may be greater than Cameron's total package. If that happens, it will require Vestry approval. Bailey is still working on her letter of agreement and will send it out to Vestry for comment. Bailey asked for Finance Committee to run the numbers.

**Changes to Policy C-1:** Lew Felton

This is the policy for Fiscal Policies. The change governs transfers between General and Restricted funds. The changes are in red text in the attachment to the agenda. Lew made a motion to accept the policy change -- policy accepted unanimously.

## ITEMS FOR DISCUSSION

### **Role of facilities manager:** Bailey Norman

Bailey must determine what the responsibilities are – e.g., emergency maintenance, contracts. The idea is also to pass on institutional knowledge by documenting what has been done and is being done. This provides a transition to what will be needed in the future. The question of whether this should be a paid position has not been decided. With Cameron moving into this position, he would like to have coverage for his Medicare supplement. Lew and Bailey will meet to discuss what is needed.

### **Altar flowers and Aumbry candle:** Barbara Steele

Barbara indicated that volunteers to provide these on a given Sunday has fallen behind. She would like to have an announcement made to the parish about how the altar flowers and ambry candles are provided to garner support. The sign-up sheet is currently in the office hallway which is not a heavily trafficked area. Sandy will take it to the Communications Committee to develop a new method for advertising this ministry.

### **Developmental Goals:** Father Norman

Bailey has a new draft of the goals. Canon Bolt is out of town until June 27. So, he hopes to take this up at July meeting.

### **IT Systems:** Lew Felton

As the initiative to replace outdated phone system began, the need to replace an outdated internet system became apparent. Lew is working with Hyperion which is a small business willing to take on small systems and was used by Ascension to update its system. Ascension was very satisfied with the company's work. Because it is difficult to find a business willing to bid on smaller systems, it may be difficult to find a second bidder. The speed of the church's internet is slower than what we are paying for. The switches are outdated and are restricting the speed inside the building. Lew is looking for system that is reasonably priced, long-lasting and serviceable.

### **Envision Committee:** Bailey

This committee is currently collecting information from each committee about answers to three questions:

- What about the building is working for you?
- What is not working?
- How could it be made better?

The meeting ended at 8:10 PM (Adam Cavender/Tom Clary)

Respectfully submitted,  
Elizabeth Ellis  
Secretary

Next Meeting: July 12, 2022

**Reports for May 10, 2022 Vestry Meeting**

PRIEST-IN-CHARGE REPORT

No Report

CURATE'S REPORT

No Report

WARDENS' REPORTS

Senior Warden

No Report

Junior Warden

No report

COMMITTEE REPORTS

Christian Education

No Report

Adult Christian Formation

No Report

Evangelism

No Report

Liturgics

No Report

Outreach

- Both the Outreach Committee and the Food Subcommittee met this past month.
- In the Outreach Meeting the following was discussed:
  - Five members of the Committee will help with the ADFAC School Supply Program in late July.
  - Explore with the Food Subcommittee supporting the Children’s Nutrition Program in Haiti.
  - Continuing need for volunteers to help with Ecumenical Storehouse. June is St. Stephen’s month to staff the front desk on Tuesdays and Thursdays.
  - Judith presented that a Ukrainian Refugee Family of 4 women and 5 children are now living in Oak Ridge. It was decided to explore further what help they needed since their basic needs are being currently being provided.
  - Plans were discussed for Clearfork Camp including: cooking classes; field trips to the Energy and Science Museum, Children’s Museum and a WOW Pizza Lunch; having a Community Dinner; and having a storyteller come from Knoxville.
- In the Food Subcommittee the following was discussed:
  - A new name was agreed upon for the subcommittee since the focus is no longer on Food Baskets.
  - We agreed on a lower allotted Budget amount since the goal of the Subcommittee has changed.
  - The possible funding of the Children’s Nutrition Program in Haiti.
  - Future goals for this Subcommittee including providing emergency food bags for walk-ins to the church.

#### Pastoral Care

Jamie Kennedy has accepted the chairmanship of the Pastor Care Committee. She will have her first meeting with the Committee members on Wednesday, June 15<sup>th</sup>.

#### Building and Grounds

1. We have been continuing to meet with Hyperion the IT company we believe is the right one to hire to modernize our phone and network systems. We believe they are the right choice for the following reasons:
  - a. All other IT companies contacted do not want to work with a network as small as ours. Their threshold is 20 people.
  - b. Hyperion is the IT provider for the Episcopal Church of the Ascension in Knoxville and comes highly recommended by them.
  - c. They are a small business that offers a broad array of services that meet our future network and telephone needs.
2. Our current system is outdated and does not use current used phone protocols and systems (PBX vs VoIP). They have surveyed our phone and IT system and have found some bandwidth and potential network security issues.

3. They have given us a preliminary proposal to upgrade our network and phone system, but the final configuration and cost will not be known until we agree on our initial needs: phones, wiring, internet access points, security features, etc.

I request permission to continue with identification of system configuration and identification of funding. Initial rough estimate is that this work would have an initial one-time cost of approximately \$3500 and an annual equipment rental cost of about \$4500. The final plan and cost would be brought to the vestry for approval.

#### Bylaws and Policies

Review and vote to approve updated policy “C1: Fiscal Policies”

#### Communications

No Report

#### Finance

FINANCE COMMITTEE MEETING

June 9, 2022

#### May Financial Statement

The committee reviewed the May Financial Statement and voted to recommend that Vestry accept it as showing our financial status. What the statement says about our status—namely that we are tracking fairly close to the projections in our budget, will therefore use up nearly all our reserves this year, and consequently have little flexibility in 2023—generated considerable discussion. The need to communicate this message clearly to the parish was reiterated. Referring to a letter with much the same message that Bailey had drafted some months ago, he asked the Committee (and will ask the same of Vestry) whether they will commit to the actions called for in the letter. Then he will send the letter in the following week.

#### Bookkeeper LOA

Prior to the meeting, Bailey had emailed a draft LOA for Rachel Durfee, whom he plans to hire as our bookkeeper. She is asking to be hired as an independent contractor, at a fee of \$2500/month, but had recently inquired about whether she could be included in the church pension plan. The answer from the diocese is, No. Other comments on the LOA centered on making sure to use the term, “contractor,” rather than, “employee;” and that, as a contractor, she would not be governed by our personnel policies. Bailey’s intent is that she begins work on June 20, overlapping and being trained by Cameron through the end of the month.

#### Revision to Policy C-1

Prior to the meeting, Brent had emailed to the members (and to the Bylaws and Policies Committee) a proposed addition to Policy C-1 on how to handle future transfers from Temporarily Restricted accounts into the General Fund and how to handle donations designated to supplement General Fund line items. Cameron raised concerns about the added steps the revision would create for small donations intended to supplement General Fund line items. However, defining “small” and ensuring that the funds would be spent in the current year would cause additional difficulties, and the Committee voted to adopt the proposed revision. Tom will convey the Committee’s action to the Bylaws and Policies Committee.

#### Gifts and Memorials

No Report

#### Memorial Garden

No Report

#### Nominating

No Report

#### Parish Life

No Report

#### Personnel

The new bookkeeper, Rachel Durfee, will begin work June 20.

The nursery supervisor position has been posted on Indeed. Several applications have been received. An initial interview is scheduled for Thursday the 16th with one of the applicants.

#### Stewardship

No Report