

**St. Stephen's Episcopal Church**  
**Vestry Minutes**

June 8, 2021

*Conducted as a hybrid meeting via ZOOM platform or in-person due to continued concern about COVID*

**Present:** Fr. Bailey Norman, Nancy Anderson, Bonnie Bautz, Barbara Bovee, Judith Delaney, Judy DiGregorio, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith III, Sandi Robertson, Jim Rousey, Barbara Steele

**Absent:** None

**Call to Order:**

Fr. Bailey opened the meeting with prayer at 6:32 p.m.

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

The agenda was approved (DiGregorio/Herbes)

**Approval of the Consent Agenda**

On May 27, 2021, an email vote was taken and approved for the purchase of a circulating water pump for the chapel to replace the current one which cannot be repaired. The cost was \$1800 to be taken from GF635 Repairs and Maintenance. (Bovee/Steele)

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

The agenda was approved as submitted (Steele/Delaney)

**DISCUSSION:** Fr. Bailey Norman

There was no discussion of the book *The Agile Church*, because of other items on the agenda and the desire to keep the meeting to 2 hours. The book discussion will resume next month.

The Vestry Responsibilities and Roles from the Mutual Ministry Review were discussed.

Particular attention was given to the following Vestry responsibilities:

- Leading the Laity to support the pursuit of Parish goals
  - Make sure Laity is informed
  - Cultural norms of the Parish should be understood by Vestry members
  - The Vestry should be represented at significant Parish functions
  - Evaluating goals for particular on-going projects
    - Inherent goals – e.g., Haiti and Clearfork
  - Vestry empowers the laity
  - Parish goal of being a welcoming atmosphere for newcomers to make them feel comfortable
- Be future-facing cultivating leaders for the wider church and world
  - Christian Education
  - Engaging wider community
  - Increase diversity

- Be creative and innovative
  - Solve problems in relation to context—understood to mean no one size fits all when addressing relationships, disgruntled dynamics in congregation; discernment of context of the problem, who is best to address it, to identify what is needed
  - Central list of volunteer needs including what is needed and the time commitment. Suggest Stewardship might be a clearinghouse for this.
- Identify, empower, support and raise up leaders – Vestry is partner with priest-in-charge, especially as we come out of Covid. Vestry needs to take a step forward.
  - Many volunteers to recruit for serving in some way in the church.

## LEADERSHIP REPORTS:

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

Ray Evans committee will have its first meeting this coming Saturday at 1pm. It will involve a walk around the campus, taking notes about potential capital needs, looking at vision items. The mission statement for this group is more than just routine maintenance. Its focus is “How do we make our building and grounds an incubator for development of ministry and hospitality at St Stephens.” The expectation is that this committee will provide a vision including useful information and ideas for presentation to the Vestry.

Fr. Norman reminded the vestry to help communicate that he is available for the pastoral needs of parishioners; for example, folks who are hospitalized or scheduled for surgery.

### **Sr Warden:** Judith Delaney

Ms. Delaney would like to know how Vestry members feel about meeting in person again. She had nothing additional to report.

### **Jr Warden:** Barbara Steele

Ms. Steele had nothing additional to report.

### **Finance Report:** Jim Rousey

The end of May represents 41.7% of the budget year. Pledge receipts totaled \$233,328 or 48.8% of budget amounts. Loose offerings for the month of May totaled \$1065. Coupled with prior year pledge receipts received FY21, total receipts were \$242,953. Total disbursements were \$208,614, which represents 39% of the budgeted expenses. The Committee believes the Financial Statement accurately reflects St. Stephen’s financial status and recommends it to Vestry for approval.

## ITEMS FOR ACTION

### **Approval of the May 2021 Finance Committee Report:** Jim Rousey

Report was accepted as submitted.

**Installation cost for the pump for the cooling system in the Chapel:** Lew Felton stated that the estimate of right at \$1000 for the installation. Installation is occurring at the current time and set a limit of \$1200 for installation of the pump. (Bovee/Rousey)

**Regular patterns of worship in the Fall: Fr. Bailey Norman**

Fr. Norman is proposing the schedule that he presented last meeting with a change of the first service to 7:45am so there is enough time for the Choir to rehearse in the Nave. He is still interested in doing the 5pm Sunday evening service but not immediately until the morning schedule is set. He wants to move deliberately in setting up that service. The evening service is envisioned to be similar to the 9am service. The goal is to attract folks who are not drawn to a traditional service. He wants it to be outside as much as possible. He is interested in a strategy team to come up with ideas.

His big picture is looking at how all the pieces fit together. He is trying to find ways we can all be together in some way. The big change is lunch after the late service. One of the things he hopes to do is have different groups in the Parish help with the lunches. Eating events are something the Parish loves to do and the hope is that food after the late service will encourage folks to stay and interact with each other or in participate in Christian Education classes. Christian Ed has concerns about asking the kids to stay so long. The time between services allows the kids to have time to run around. The new schedule allows the EYF to be here for 2 hours instead of up to 4 hours with the old schedule. It also it later and involves food which is attractive to this age group. The 5pm service is delayed so that the Parish doesn't get burned out trying to start up. Fr. Norman proposes that the new schedule start on August 15. He is stressing that we stick with the schedule once we fix it because of the instability of service times over the last few years.

**ITEMS FOR INFORMATION**

**Program Committees**

**Christian Education:** Nancy Anderson  
Nothing to add to the submitted report.

**Evangelism:** Bonnie Bautz  
Ms. Bautz is hoping to have the tri-fold ready for the Vestry to review by next meeting.  
Courtney Manrod has joined the committee.

**Liturgics:** Cyril Meredith III  
Nothing to add to the submitted report.

**Outreach:** Liz Herbes  
Nothing to add to the submitted report.

**Administrative or Support Committees**

**Buildings and Grounds:** Lew Felton  
Mr. Felton has had a committee meeting. He has identified some items that need attention.

**Bylaws and Policies:** Lew Felton

Parish Life provided an update to its policy. He is requesting a redline of any policy changes to get to him by next Vestry meeting.

**Communications:** Sandi Robertson

The committee is meeting Friday. If you haven't submitted your ministry biography to the website, please do that.

**Finance:** Jim Rousey

Work on internal controls is continuing. Changes to policies have been sent to Mr. Felton. An auditor has not been identified for last fiscal year. There is a provision in the Canons to form an internal Audit committee to do the audit.

**Gifts and Memorials:** Barbara Bovee

Nothing to add to the submitted report.

**Memorial Garden:** Jim Rousey

Nothing to add to the submitted report.

**Nominating:** Nancy Anderson

Nothing to add to the submitted report.

**Parish Life:** Rachel Kirk

Nothing to add to the submitted report. The committee is starting slow with an ice cream event in June and lemonade and snacks in July with a meal in August.

**Personnel:** Bonnie Bautz

Nothing to add to the submitted report.

**Stewardship:** Judy DiGregorio

The new Chair is Dan DiGregorio. He provided a spreadsheet of plans for the committee. There are 12 members of the committee plus Fr. Norman. There is a timeline based on the Stewardship Committee policy. Launch date is October 3, 2021. Commitment Sunday is All Saint's Day.

**ADJOURNMENT:** Fr. Bailey Norman

The meeting adjourned at 8:24 p.m.

Respectfully submitted,  
Elizabeth D. Ellis, Secretary

Next meeting July 12, 2021