

St. Stephen's Vestry Agenda
July 12, 2022

Present: Fr. Ashton Sims, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith, Beth Reed, Jim Rousey, Barbara Steele

Absent: Fr. Bailey Norman, Sandi Robertson

Call to Order:

Judith Delaney called the meeting to order.

Opening Prayer:

Fr. Ashton Sims offered the opening prayer.

Approval of Agenda: Judith Delaney

Agenda was approved as submitted (Jim Rousey/Tom Clary)

Approval of Consent Agenda: Judith Delaney

Approval of Minutes of June 14, 2022 Meeting.

There was a question about the financial package for the bookkeeper. Should "more than Cameron" be changed to "unsure of the amount?" Minutes approved as submitted (Adam Cavender/Cyril Meredith)

LEADERSHIP REPORTS

Sr Warden: Judith Delaney

If you want a t-shirt to support Ukraine, see Judith. There is a new nursery worker who is a rising senior at UT-K and set to start next Sunday.

ITEMS FOR ACTION

Approval of the June financial statements: Tom Clary

Halfway through the year and receipts and expenditures are about 50%. Tom reminded the vestry that income from the Endowment is being used to balance this year's budget. This will not be an option for next year if all the funds are used this year. Jim started the mid-year review but found an error so that will be reviewed next month.

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

There was discussion about ACS and the Restricted Funds. The amount of \$13,000 in GF300 was to be moved to a line item labelled Food Baskets in the Restricted Funds. A request will be made to the bookkeeper to move those funds.

Approval of 2022 Developmental Goals: Judith Delaney

A motion was made and passed to approve the 2022 Developmental Goals to Canon Michelle Bolt. (Bonnie Bautz/Lew Felton)

Contract with Hyperion for phone and IT: Lew Felton

The Vestry has been briefed several times on the proposal. Lew has received more positive feedback for individuals that have used this company. The proposal has been approved by the Building and Grounds Committee. He is requesting permission to proceed with the proposal. Bailey has reviewed the proposal and supports it. There was discussion around several points in the proposal:

- the number of seats included under overall systems management services. Seven are included in the proposal, but the number will most likely be fewer. The cost per seat is \$100/month.
- a question about leasing equipment rather than buying it outright. The rental cost will be about \$6400 per year. Lew gave a general breakdown of the cost included in the monthly rental costs.

The one-time cost of the system can be covered by unrestricted funds in G&M. In addition, he has about 50% of the costs covered through gifts from parishioners.

The motion to approve up to \$9000 for the project was approved unanimously.

Item for Discussion**Developmental Goals:** Judith Delaney

There is a 4th part to the process of finalizing the call for Fr. Bailey as Rector. This requires providing responses to specific issues. The Vestry requested and Judith agreed to provide a deadline for responses of July 31.

Reports

Evangelism: Beth reported she is working on getting Evangelism going. The laundry love event is being planned.

Buildings and Grounds: There were 3 roof leaks during the heavy rain. The hole in the roof was found and repaired as well as a gutter cleaned out. The concern about security remains. There are funds from FEMA for security systems.

No other additions were made to the submitted reports.

Old Business

Tom went to St Elizabeth's for an informational meeting about adopting a Ukrainian family. Several other churches were there. They are trying to decide whether to go through Bridge that permanently settles refugees versus an agency that temporarily settles refugees with the expectation that they will return to their country. Melissa Kirk is the contact person at St Elizabeth's.

The meeting was adjourned by the Sr Warden.

Respectfully submitted,
Elizabeth Ellis
Secretary

Next meeting August 9, 2022

Reports for July 12, 2022 Vestry Meeting

PRIEST-IN-CHARGE REPORT

No Report

CURATE'S REPORT

It feels like we just met, but I realize now that is because I was sick with COVID for half of the time since our last vestry meeting. I am feeling normal now though, thanks be to God. Since I will not be around St. Stephen's much during the month of July, I wanted to shed some light on what I have been up to. This last Sunday I served as a supply priest for the first time at St. Andrew's Maryville and had a wonderful first experience doing that.

Also, as most of you have probably heard, I will be going to England this coming Sunday for what I am calling continuing edu-vacation, and I will be there for ten days. Since even before my ordination to the diaconate I have been an aspirant member of a priestly fraternity called the Sodality of Mary, Mother of Priests. It is an internationally dispersed community of priests, most of whom are of the Church of England, who find great value in the Catholic tradition of Anglicanism and are dedicated to growing in holiness of life. This month we will be holding our very first international residential at the University of Oxford, where I will be for four days, and we will have a time of fellowship and a series of talks on the priesthood. And as far as I am aware, I will be officially inducted as a member of the Sodality on the feast of St. Mary Magdalene. The remainder of my time in England will be spent as a pilgrim going to several places significant to English Christianity, including Julian's church at Norwich, the Shrine of Our Lady of Walsingham, as well as the Cathedrals of Canterbury and Westminster. I will look forward to being back amongst you for worship on July 31st.

WARDENS' REPORTS

Senior Warden

No Report

Junior Warden

No report

COMMITTEE REPORTS

Christian Education

Christian Ed met 6.15.22 and discussed the calendar, a few points to note:

- August 14, 2022 Sunday School Returns
- Fall – Looking toward an All Saints Celebration on Sunday November 6, 2022. We are currently brainstorming for this occasion, but are considering outdoor activities, cookie

decorating, and possibly a movie night with *Coco* video, celebrating the remembrance of ancestors.

- We will be considering other activities (like movie nights) to bring us together.

We reviewed the Staff/Curriculum for the fall. A nursery teacher is being interviewed on 6/16/2022. In search of teachers for the Middle School ECC class. Age/Grade levels for each class are not set in stone, but are more like guides, to be sensitive to the needs and abilities of individuals.

Lastly, we discussed the enhancements to building and grounds for Christian Ed:

- Larger Room for ECC
- Pavilion
- Playground
- Basketball Goal/play equipment and storage – Craig mentioned the need to locate a basketball goal in a relatively flat location and should be placed in the ground with concrete to keep it from being stolen.
- IT availability for classrooms [ppt, video, research] - Sherry pointed out that PowerPoint lessons are great because they are electronic and therefore hold kids' interest and do not require internet access to be used, which is useful while we await the IT upgrades.
- ECC workbooks

Adult Christian Formation

No Report

Evangelism

No Report

Liturgics

No Report

Outreach

- In the Outreach Meeting of July 7, the following was discussed
 - Recommendations and approval were given to fund the following Charitable Organizations: Ecumenical Storehouse, Bryson's Closet, Family Resource Center and TORCH.
 - Judith presented that she is still trying to make contact with the individual coordinating efforts to help the Ukrainian Refugee Family of 4 women and 5 children. The committee will wait to assist until we can learn what help is needed.
 - Linda Twohig, who was out of town, shared some of the plans for Clearfork Camp via email: cooking classes, a field trip to the Museum of Science and Energy, a session on First Aid, outdoor sessions and a WOW Pizza Lunch. The camp will begin on July 18th.

- The Food subcommittee is planning to provide emergency food bags for walk-ins to the church. There was also discussion on how to best use the gift cards left over from our last Food Basket Distribution.
- The next Outreach Committee meeting will be Thursday, July 28th.

Pastoral Care

No Report

Building and Grounds

The roof was repaired over the nave to stop the recent leaks. No leaks have been seen since the repair.

We are reviewing the situation of the lighting in the nave and will plan to replace the many burned out LED bulbs shortly.

Bylaws and Policies

No Report

Communications

No Report

Finance

FINANCE COMMITTEE MEETING

July 6, 2022

Present via Zoom: Jim Anderson, Tom Clary, John Cox, Judith Delaney, Dan DiGregorio, Cameron Ellis, Chris Kirk, Bailey Norman, Jim Rousey, Brent Sigmon, Rob Steele

Absent: Roger Johnson, Ashton Sims

Tom opened the meeting with prayer. The minutes of the June meeting were approved.

June Financial Statement

The committee reviewed the June Financial Statement. It was noted that the statement shows no payment curate support payment from the diocese for June. Cameron assured the Committee that the payment was received and is likely miscoded into the pledge line, but that the total income is correct. He will check and correct that. It was also noted that pledge income has been low for the past two months. Rob says this is a normal seasonal pattern. Jim Rousey asked about cash flow concerns, noting that the General Fund checking balance was below the level of monthly expenditures. Cameron said they were monitoring that balance, foreseeing no immediate problems. He also stated that he will be moving \$13K from the Outreach budget into outreach restricted accounts, at the request of that committee. The Committee voted to recommend that Vestry accept it as showing our financial status.

Finance Letter From Bailey to Parish

Bailey had sent a revised draft out to the Committee earlier today and asked for some discussion on it. The letter is to summarize where we are, where we want to be, and how we can get there. The main points of the discussion were

- We have not yet reached a level of income that will continue to support a second clergy, even a subsidized curate;
- The parish needs to be aware of that; and
- Most important, we believe we can reach that level and are committed to making it happen.

Bookkeeping Transition

Cameron reported that he has been working closely with the new bookkeeper Rachel Durfee and that the transition is going well. The plan is for her to be on site at the church 2 days per week and to work from home 2 days per week.

Midyear Budget Review

Jim Rousey presented a draft Midyear Review which the committee felt accurately reported our current status. We are generally on budget as far as revenue and expenses.

However, reserve funds are used to balance the current budget and, if depleted, will adversely affect future budgets.

Other Business

John Cox initiated a discussion on future sustainability of our finances and programs. It was felt that this is a vital issue for the parish to consider and that the Finance Committee will be glad to work with other committees in brainstorming and exploring options.

Budgeting for 2023 is an exercise that we will be beginning in a few months. In response to a desire to have an early estimate of our needs, Brent agreed to make a rough first estimate.

The meeting was adjourned with The Lord's Prayer.

Submitted by Brent Sigmon

Gifts and Memorials

No Report

Memorial Garden

No Report

Nominating

No Report

Parish Life

No Report

Personnel

Meghan (Maggie) Dadmun has been hired as Nursery Supervisor. Her first Sunday is July 17, 2022.

Stewardship

No Report