

St. Stephen's Vestry Minutes
May 10, 2022

Present: Fr. Bailey Norman, Fr. Ashton Sims, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Lew Felton, Rachel Kirk, Beth Reed, Barbara Steele

Absent: Liz Herbes, Cyril Meredith III, Sandi Robertson, Jim Rousey

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 (Tom Clary/Lew Felton)

Approval of Consent Agenda: Fr. Bailey Norman

Approval of April 7, 2022 meeting Minutes

The minutes were approved as submitted. (Barbara Steele/Adam Cavender)

LEADERSHIP REPORTS

Priest-in-Charge: Fr. Bailey Norman

Fr. Ashton's ordination has been rescheduled for May 27, 2022, at 7:00 p.m. Fr. Ashton will officiate and preach at the May 29, 2022, services due to Fr. Bailey's previously scheduled vacation. A simple reception will be held that evening and a larger celebration will be held on Pentecost Sunday. The Pentecost Sunday reception will be hosted by DOK with parish wide assistance.

May 15, 2022, is Youth Sunday. Gavin Madgett will be the preacher. Other youth will serve as lectors, intercessors, greeters and ushers.

Junior Warden: Barbara Steele

The Flower Guild has been reactivated. Volunteers are creating small arrangements using the altar flowers. Additional help is needed to deliver the flowers to the recipients.

ITEMS FOR ACTION

Bookkeeper: Fr. Bailey Norman

A tentative offer has been made to Rachel Durfee to assume the position of bookkeeper. Tom Clary conducted a Zoom interview with her. Fr. Bailey and Judith Delaney held an in-person interview. Cameron Ellis also met with Rachel at that time. She is highly qualified for the position and it is believed she will be a "good fit" with the staff. She will be in the office two days a week and has the option of working remotely the remainder of the time. Cameron's retirement date is June 30, 2022. Rachel will start June 20, 2022, and work with Cameron to learn the accounting software.

The Priest-in-Charge/Rector has the responsibility to hire staff but the Vestry must approve the salary. Rachel expressed a preference to be considered a contractor rather than an employee. She would receive \$2500.00 per month with no additional benefits. The motion to approve compensation of \$2500.00 per month was unanimously approved. (Judith Delaney/Lew Felton)

Finance Report: Tom Clary

At the end of April, the yearly receipts totaled \$211,722.84 or 36.88% of the budget. Disbursements totaled \$201,511.85 or 32.29% of the budget.

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

ITEMS FOR DISCUSSION

Goals for 2022: Fr. Bailey Norman

As part of the process of moving from the Priest-in-Charge designation to making the Rector call, our goals need to be updated. Fr. Bailey had developed a proposed set of goals, shared them with the Vestry, and asked for comments. Written responses were received from two members who could not be present. Liz Herbes suggested adding the development of a new worship service under the Evangelism goal. Fr. Bailey will add that. Jim Rousey emphasized that focus on ministry and growth in formation through worship should be included. The in-person members added comments. Bonnie Bautz suggested the goal of empowering lay leadership be given higher priority because the diocese is encouraging greater lay leadership. Lew Felton suggested a goal that focuses on trust be added. Fr. Bailey asked that the Vestry identify the next iteration of these goals as Tier 1, 2, and 3 in order of effort required to accomplish them.

REPORTS

Buildings and Grounds: Lew Felton

Lew reported on the meeting that was held with Hyperion, an IT company, about upgrading the phone and internet services in the church. This company has worked with and is recommended by The Church of the Ascension.

Envision St. Stephen's: Fr. Bailey Norman

Fr. Bailey reported the Envision Committee had met recently and decided to gather feedback from committees and ministries. Each committee would be asked: 1. What about the buildings and grounds works for your ministry? 2. What about the buildings and grounds doesn't work for your ministry? and 3. What improvements to the buildings and grounds would benefit your ministry?

Parish Life: Fr. Bailey Norman

Fr. Bailey thanked Adam Cavender and Parish Life for the wonderful bar-b-que dinner in honor of Bishop Cole's recent visit.

Evangelism: Beth Reed

The Evangelism Committee will meet May 16, 2022, at 1:00.

NEW BUSINESS

Bonnie Bautz said the kitchen has been dirty and items placed incorrectly in the refrigerator after use. Because we feed groups outside the parish family, WOW for instance, we are inspected twice a year by the health department. No one specifically was being blamed but she needed to call our attention to the problem. Lew suggested posting refrigerator instructions on its door. Beth suggested a "gentle reminder" to the parish.

The meeting ended at 7:45 PM

Respectfully submitted,
Judith Delaney, Substitute Secretary

Next Meeting: June 14, 2022

Reports for May 10, 2022 Vestry Meeting

PRIEST-IN-CHARGE REPORT

No Report

CURATE'S REPORT

Since my last report to the vestry, I have had the opportunity to assist Bailey in what was a successful and well-received inquirer's class, and I am gearing up to lead an Easter season book study on Rowan Williams' book, *Being Christian*. It is my hope that it will attract some of the very people who attended our inquirer's class over the Lenten season. In the meantime, I have continued to assist Bailey in visitations and recording our *Take Five with the Saints* video series.

As you all know, there was a hiccup in moving forward with my ordination to the priesthood, but we are hopeful that we will have a new date by the time we actually meet on May 10th. All in all, it looks like I will still be ordained by the time that Bailey goes on a well-deserved and long overdue vacation.

WARDENS' REPORTS

Senior Warden

No Report

Junior Warden

No report

COMMITTEE REPORTS

Christian Education

The Christian Education Committee met May 4, 2022. Seven members were able to attend. The following activities and issues were discussed:

- May 15–Youth Sunday. As many young persons as possible will participate.

- May 22—Last day of Sunday School classes followed by the summer break
- June 26 and July 10—Possible dates for family/churchwide picnic and/or summer swim
- Late summer—Rector installation with children/youth involved in presentation of gifts
- July 25—Oak Ridge Schools start classes for the Fall

Proposed teachers and rosters for the fall will be

- Catechesis: Linda Twohig and Ashley Hillis; 3 potential students
- ECC: Jeff Robertson and co-teacher TBD; 7 boys
- EYF: Craig Brent and Rachel Kirk, 7 teens

The present ECC classroom probably isn't large enough for 7 boys and 2 teachers.

The Envision St. Stephen's Committee asked the Christian Ed Committee to consider how the current building and grounds meets the needs of Christian Education, how it doesn't meet the needs, and what changes could be made. As an example, the suggested changes included a pavilion, basketball goal, the ability to incorporate new technology into lessons, and updating the spaces to make them more dynamic.

Adult Christian Formation

No report

Evangelism

No report

Liturgics

No report

Outreach

- Mary Jeanne French gave an update on the Food Baskets, and the refocusing on emergency food bags and collection of non-SNAP items to be given to the Family Resource Center and Food Banks.
- Thus far, \$2376.63 has been collected through the Mite Boxes. The funds will be sent to the Episcopal Relief and Development Fund for Ukrainian relief.
- Bailey gave an update on the training of volunteers to help screen people seeking assistance with utilities, food, gas and rent. Naomi Asher, ED of United Way, will be doing the training. This should help alleviate the time demand placed on Elizabeth Pack, who is currently screening those seeking assistance.

- Linda Twohig stated that Clearfork Camp is scheduled for the week of July 18th. The proposed theme is “Life Skills” which will focus on basic cooking, education about internet scams and possibly money management. They are also hoping to work with the Claiborne Extension Program.
- A payment of \$2045 (which includes the transfer fee) was made to Haiti in April. It was also reported that the average age in Haiti is 24.
- Judith Delaney stated that the last WOW lunch of this school year is on May 13th. Lately the number of students coming has been lower; the WOW teams are not sure what has been causing this decline.
- A report on a visit to TORCH was given by Liz Herbes. TORCH (Tennessee Out-Reach Center for Homeless). They are a growing ministry and currently engaged in building a duplex and a quadplex on Hamilton Circle which will house a total of six new families.

Pastoral Care

- St. Therese’s Flower Ministry volunteers have begun putting the flowers from the altar arrangements on Sunday and Tuesday into vases that can be delivered by the EVs, clergy, and some of the volunteers to homebound individuals, and those in the hospital and nursing homes.
- The EVs continue to make calls to members of the congregation.
- The expanded Pastoral Care Committee is planning to meet to discuss its restructuring, scope and goals. Jamie Kennedy has accepted the new chairmanship of this committee.

Building and Grounds

1. Meeting with IT company to explore and discuss upgrading our phone systems. Our current system is outdated and does not use currently 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. We will be continuing meeting to review proposals for upgrading the phone system and correcting and network security issues.
2. Seeking volunteers to help paint our “gray” entry doors red.
3. Scheduling routine maintenance of our HVAC external chiller unit.

Bylaws and Policies

No report

Communications

No report because communications hasn’t met due to being busy trying to do communications.

Finance

Bookkeeper Candidate

Bailey reported on the search for a bookkeeper and his intent to hire Rachel Durfee. She is asking to be hired as an independent contractor, at a fee of \$2500/month. Her fee is the entire financial package—no

benefits or withholding payroll taxes. This works out to a lower cost to us than included in the current budget. Bailey (with input from Judith and Tom who were also involved in interviewing her) briefly described her qualifications and the intended working conditions. The Committee agrees that we are blessed to have found her.

April Financial Statement

The committee reviewed the April Financial Statement. Cameron noted that we have first quarter results on our investments, with all showing the losses that are affecting the entire stock market. Judith reported that the food basket ministry is being re-evaluated, as it appears food is not the current need in Oak Ridge. It was noted that the \$12,000 in the Temporarily Restricted Rector Loan account (RL300) will eventually be moved into the Clergy Loan investment account (CL300), but with current market conditions, we may be better off keeping that money where it is (in the form of cash) rather than investing in a declining market. Cameron will consult with our investment company and bring recommendations to the next meeting. Jim Rousey noted that the Heritage Income and Principal accounts (HI300 and HP300) show different amounts on the Balance Sheet than are shown in the Summary of restricted Accounts. Cameron stated that the software should have these amounts identical and will consult with the REALM folks to identify the problem. With that caveat, the Committee recommends acceptance of the April statement.

Policy on Transfers from TR to GF

Prior to the meeting, Brent had made recommendations via email on how to handle future transfers from Temporarily Restricted accounts into the General Fund. Dan recommends that any such procedure be incorporated into Policy C-1. Brent will draft recommended changes to that policy and circulate before the next meeting, including the Bylaws and Policies Committee in the process.

Gifts and Memorials

No report

Memorial Garden

No report

Nominating

No report

Parish Life

No report

Personnel

In the process of finalizing the Bookkeeper position. Candidate has accepted the offer. In the process of checking references, conducting a background check, and crafting the letter of agreement.

Have posted on Indeed.com vacancy for church nursery worker.

Stewardship

No report