

St. Stephen's Episcopal Church

Vestry Minutes

September 8, 2020

Conducted as an on-line meeting via ZOOM platform due to COVID-19 Social Distancing Restrictions

Present: Fr. Bailey Norman, Nancy Anderson, Bonnie Bautz, Barbara Bovee, Judith Delaney, Judy DiGregorio, Lew Felton, Liz Herbes, Jo Kelley, Cyril Meredith, John Murphy, Sandi Robertson, Brent Sigmon

Call to Order:

Fr. Norman opened the meeting with prayer at 6:30 p.m.

Approval of Agenda: Fr. Norman

The agenda was unanimously approved (Delaney/DiGregorio).

Approval of Minutes: Fr. Norman

The minutes for August were unanimously approved (Sigmon/Herbes).

LEADERSHIP REPORTS:

Priest-in-Charge: Fr. Norman

Fr. Norman noted tonight's meeting is an abbreviated business meeting. Ministry discussion was addressed on of September 2, 2020, during the initial Mutual Ministry Review (MMR) between St. Stephen's Vestry and Father Norman and facilitated by the Canon to the Ordinary, Episcopal Diocese of East Tennessee (DioET). Fr. Norman informed Vestry that Adam Ballintoy has entered into discernment for the priesthood. Per standard protocol, a Parish discernment committee will be formed to aid in the process. Fr. Norman discussed guidelines for re-opening St. Stephen's for in person worship services. Vestry members provided thoughts including inclement weather cancellation protocol, how to receive Holy Communion and encouraging young families to bring children. Additional Vestry feedback will be provided via e-mail. Fr. Norman noted an outdoor funeral service will be conducted for Barbara Bennett on September 30, details will be announced.

Senior Warden: Brent Sigmon

Mr. Sigmon expressed his thanks to all who prepared for and participated in the initial Mutual Ministry Review on September 2. He noted the October Vestry meeting will be deferred to the third Tuesday of the month.

Junior Warden: Judith Delaney

Ms. Delaney referred Vestry to her written report. She acknowledged the young family gathering held on Saturday, September 5 and commended Caroline Wood's event leadership.

ITEMS FOR ACTION

Approval of the August 2020 Finance Committee Report: Cyril Meredith

Mr. Meredith submitted the finance report with Finance Committee's recommendation for approval. There is a favorable balance for the year to date, income is ahead and expenditures are behind those forecast. The August financial report was unanimously approved.

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson

The Committee is working with clergy and parents to define Christian Education curriculum for elementary school grades. Fr. Norman has discussed the subject with parents of affected children to obtain their thoughts about what Sunday School education programs should provide. EYF begins September 13.

Evangelism: Judith Delaney

In addition to information presented in her written report, Ms. Delaney noted a Parish Evangelism video is being prepared.

Outreach: John Murphy

In addition to information presented in his written report, Mr. Murphy noted that St. Stephen's has received a warm letter from a student participant in our Clearfork Community ministry. Now a high school junior, she provided positive news about her dual enrollment in high school and community college and requested prayers from the Parish.

Pastoral Care: Liz Herbes

No information beyond that presented in written report.

Administrative or Support Committees

Buildings and Grounds: Lew Felton

Mr. Felton noted repair of damage from a prior water leak in Room 209 (including mold) is almost complete and has been well done.

Communications: Sandi Robertson

In addition to information presented in her written report, Ms. Robertson noted Adam Ballintoy will coordinate a focus group to identify preferences for web site update. She further noted installation of new camera equipment will be finished on Friday September 11 and that the next service will live streamed from the Nave.

Finance: Cyril Meredith

Mr. Meredith noted that the Finance Committee had no comments on the 2019 draft financial audit. The document will be sent to St. Stephen's treasurer then to Vestry for approval. Mr. Meredith stated the 2021 budget process has begun, Finance Committee members will contact budget chairs for budget needs. An initial draft budget for 2021 will be available in November or December 2020.

Gifts and Memorials: Barbara Bovee
No addition to written report.

Memorial Garden: Brent Sigmon
No addition to written report.

Nominating: Brent Sigmon
Mr. Sigmon noted there are currently four candidates to fill 2021 Vestry open positions.

Parish Life: Bonnie Bautz
Ms, Bautz noted the possibility of rotating hosts for the Zoom coffee hour.

Personnel: Judith Delaney
No addition to written report.

Stewardship: Judy DiGregorio
Ms. DiGregorio noted St. Stephen's annual stewardship campaign has begun. Pledge cards are ready to be mailed. As lay leadership for the church, Vestry members were encouraged to submit their complete pledge cards early.

ADJOURNMENT: Fr. Bailey Norman
The meeting adjourned at 7:24 p.m.

Respectfully submitted,
Courtney A. Manrod, Secretary

Next meeting October 20, 2020