

St. Stephen's Vestry Minutes
October 12, 2021

Conducted as a hybrid meeting via ZOOM platform due to renewed concern about COVID.

Present: Bailey Norman, Nancy Anderson, Bonnie Bautz, Barbara Bovee, Tom Clary, Judith Delaney, Judy DiGregorio, Lew Felton, Cyril Meredith III, Beth Reed, Sandi Robertson, Jim Rousey, Ashton Sims, Barbara Steele

Absent: Adam Cavender, Liz Herbes, Rachel Kirk

Call to Order:

Fr. Bailey Norman called the meeting to order at 6:32 p.m.

Opening Prayers and welcome of new Vestry members and Curate: Fr. Bailey Norman

Approval of Agenda: Fr. Bailey Norman

The agenda was approved as submitted (Judy DiGregorio, Barbara Steele).

Approval of Consent Agenda: Fr. Bailey Norman

Approval of Minutes

The minutes for September were approved as submitted (Judith Delaney/ Felton).

"Getting to Know You": Fr. Bailey Norman

Fr. Norman asked each Vestry member to state their year on the Vestry and what committee they represented (old members) or area of interest (new members).

LEADERSHIP REPORTS

Priest-in-Charge: Fr. Bailey Norman

Fr. Norman received good natured comments about the length of the annual meeting. He stated two wonderful take-aways from the meeting: lots of wonderful things are going on and folks were asking questions about how to get involved because of the green sheets. About \$3,000 was received for Haiti.

Christmas will be the normal schedule with no scaling back for COVID unless something unforeseen develops. On Christmas Eve the Christmas pageant is scheduled 4:30. It will be family friendly with some special music. The 10:30 service will be high church. There will be a service Christmas morning.

Curate: Ashton Sims

Ashton has been here for about a month and is getting into rhythm of preaching and service. He started an Adult forum class using the text *Life in Christ* by Julia Gatta. He is trying to get involved with everything he can. He is focused on starting a group for young adults. He will write the "Curate's Corner" for Evangel.

Senior Warden: Judith Delaney

Judith had nothing to add to her written report.

Junior Warden: Barbara Steele

Barbara had nothing to add to her written report.

Finance Report: Jim Rousey

Financial charts continue to look good this year--84.1% pledges at 75% of year.

Two discrepancies in the balance sheet were discussed. There has been a \$15 variable that shows up in different accounts on the balance sheet. The error was identified. It occurred in 1999 in the Rector's Loan which shows \$50,015 but should be \$50,000. The Lay Pension amount of \$426.57 that continues to show up on the balance sheet resulted from entering the payment twice of a bill for the lay pension of a new employee. Jim asked for permission to rectify these offset amounts with an adjustment. His request was approved unanimously.

ITEMS FOR ACTION

Approval of the September 2021 Finance Committee Report: Jim Rousey

The report was accepted as submitted.

Contract with Volunteer Mechanical to replace the HVAC unit on the third floor: Lew Felton

This unit has caused substantial damage to the floor and ceiling of the Ramp room. The cost estimate to replace the unit is \$7500. A family in the Parish has been identified to cover this cost plus any additional cost resulting from other damage caused by this unit. Lew wants permission to tell the vendor (Volunteer Mechanical) to order long-lead materials. This unit must be replaced before switching the system back to cooling. He is getting an estimate for the remaining repairs. He estimates that the total cost to replace the unit and repair any damage will be \$10K. The motion passed with one abstention (Rousey/Bovee).

Fr. Bailey raised concern about something "growing" in Men's Choir Room. Lew is having a sample tested.

ITEMS FOR DISCUSSION

2022 Committee Assignments: Bailey Norman

Last year Fr. Bailey sent out a request to each Vestry member asking for top 3 choices for Committee assignment. He will do the same thing again this year.

Fr. Bailey is developing a new committee by separating Christian Ed into 2 parts. A policy will be needed for Adult Education.

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson

There is a lot going on and a lot coming up. Keep an eye out for announcements. There are plans for a fall event for the whole Parish.

Evangelism: Bonnie Bautz

A Newcomers gathering is being planned. Seventeen newcomers were contacted through Bread Upon Waters. About a third become regular. Bailey's policy is to reach out only once to those he hasn't seen. Everyone will be invited to a social event that will be outside and informal. She wants to do this sooner rather than later to provide an opportunity to make connections with St. Stephens. She asks for support from Vestry. If interested in helping, contact Judith or Bonnie.

The first meeting of new service discernment committee is scheduled for a week from tonight to lay down cornerstone for general ideas of what we want this service to look like.

Liturgics: Cyril Meredith

There was a training day last month for new lay participants and acolytes. Training of adults to be acolytes is available.

Outreach: Liz Herbes

Nothing to add to the submitted report.

Pastoral Care: Barbara Steele

A letter is going out in a few weeks to the Parish for folks to continue or decline participation in the CARE ministry.

Administrative or Support Committee

Buildings and Grounds: Lew Felton

Lew used emergency authority to repair safety items which were below the cost threshold for a Vestry vote. These were repair of the drop ceiling in kitchen that was coming apart and external lighting on the lights on the sign that faces Tulane and lighting at the entry into the church. All lights were switched to LEDs. The total cost to fix these items was ~\$1400.

Bailey noticed during the meet that the sign at Tulane and Vienna was not currently on. Lew thinks it is a timer issue.

Lew identified that the insulation covering the cooling pipes was falling off, causing condensation to drip onto the floor of the utility room. Lew will take this to the Finance Committee for funding to address this issue.

Bylaws and Policies: Lew Felton

Nothing to add to the submitted report.

Communications: Sandi Robertson

The older mics are illegal according to FCC. These will be replaced with new lapel mics. The hand-held mics also need to be replaced. Most of the electronic amplification equipment in Nave is illegal or very old. Sandi is working on a plan to prioritize items that

need to be replaced. For budgetary purposes, a request to gifts and Memorials may be made. Lew commented that he considers this infrastructure.

Finance: Jim Rousey

The 2020 audit report was received. Jim will review it at the next Finance Meeting. There were no findings except some labels that weren't obvious.

Jim needs input from each Committee on budget requests for 2022 so that a budget can be developed.

Gifts and Memorials: Barbara Bovee

The next meeting is November 1.

Memorial Garden: Jim Rousey

Nothing to add to the submitted report.

Nominating: Nancy Anderson

With the election of four new Vestry members, the job of this committee is done.

Parish Life: Rachel Kirk

Nothing to add to the submitted report.

Personnel: Bonnie Bautz

We received Ashton's letter agreement from the Diocese.

Stewardship: Judy DiGregorio

We are in the early stages of the campaign with 57 pledges totaling \$208,000+. Of those 57 pledges, 29 were increased from 2020. This is about half the number of pledges received for 2020. Brent did a wonderful speech last Sunday and more speeches are coming. There are also folks writing for the Evangel. The green volunteer sheets are reaping a harvest with 47 new volunteer units (some people volunteered for more than one unit) received. This does not count folks who were already volunteering for the ministry. Someone from the ministry needs to follow up with these new volunteers. There is good momentum which needs to keep going.

ADJOURNMENT: Fr. Norman

The meeting adjourned at 7:52 p.m.

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next Meeting: November 9, 2021