

**St. Stephen's Vestry Minutes
November 16, 2021**

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

Present: Bailey Norman, Nancy Anderson, Bonnie Bautz, Barbara Bovee, Adam Cavender, Tom Clary, Judith Delaney, Judy DiGregorio, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith III, Jim Rousey, Barbara Steele

Absent: Beth Reed, Sandi Robertson, Ashton Sims

Call to Order:

Fr. Bailey Norman called the meeting to order with prayer at 6:33 p.m.

Approval of Agenda: Fr. Bailey Norman

The agenda was approved as submitted (Lew Felton, Liz Herbes).

Approval of Consent Agenda: Fr. Bailey Norman

Approval of Minutes

The minutes for October were approved as submitted (Judy DiGregorio, Barbara Bovee).

LEADERSHIP REPORTS

Priest-in-Charge: Fr. Bailey Norman

Since Fr. Bailey arrived, there have been 20 deaths in the parish. There are 2 services in the coming week – the interment of Bob Rouse and a funeral for Dora Marmon. The three Cavender boys were baptized last Sunday. There is a combined theme of optimism and hope but also a feeling of being overwhelmed. Fr. Bailey has support from Steve Herbes in pastoral care. He asks that you please come to him if something in life is hard or hear of other people who are having trouble. This is part of his job, spiritual as well as mental and physical concern. That has been what Bailey has been doing over the last month, but he has also been taken care of. Although he may not be able to fix the problem, he can help carry the burden.

Bailey is trying to stay active in the community. He is going to join Rotary. He has been asked to be on the Board of Directors of the Ministerial Association. He hasn't decided if he will accept.

Curate: Ashton Sims

This week Ashton was at Clergy Conference and then at Happening as a clergy chaperone. Ashton's report is included.

Senior Warden: Judith Delaney

Judith asked that if you haven't made a pledge, please do so.

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 with 89.6% of pledges received and ~\$13K to the good on receipts compared to expenditures at the end of October. On the main spreadsheet, GF635 shows \$14,721 expended but only \$8500 budgeted. The budget reserve will be used to balance the budget. At the end of the year, funds will be used from the Endowment Fund to supplement any budget shortfall.

ITEMS FOR ACTION

Approval of the October 2021 Finance Committee Report: Jim Rousey

The report was accepted as submitted.

Approval of the 2020 Audit report: Jim Rousey

The draft of the audit was received with the identification of 2 minor corrections which were sent back to the auditor. The cost of the audit was \$4000. There were no findings, and the financial statements are a fair representation of church financial affairs. The Finance Committee recommended acceptance. The audit was accepted unanimously.

Buildings and Grounds projects approved by the Finance Committee: Lew Felton

- **Contract with Craig Bjelland for tree removal.**

Please see the discussion at end of agenda. Two of the trees are at the end of life and the Bradford pears in the oval at the front of church will be removed. A plus is that a streetlight was embedded in the pear trees so its removal will provide more light on the church. Stump removal was not part of the bid because of cost. Bailey and Lew will talk about stump removal. He asked for approval of the \$2500 bid. Finance committee stated that funds to cover this would be found. Approved unanimously.

- **Approval of replacing or repairing piping insulation in utility room.**

Please see the discussion at end of agenda. There was only one bid from a small business because there are not many businesses that take on this work given the small size of the job. He asked for approval not to exceed \$8000. Approved unanimously.

- **Approval of replacing 3rd floor HVAC and repairing floor and ramp room ceiling.**

Please see the discussion at end of agenda. Bids of ~\$10,000 were received for the 2-step process – replace unit, repair damage. A family will cover cost with a check to G&M earmarked for this work before the end of 2021. The proposal was to accept the donation. Approved unanimously.

Approval of Fiscal Policy C-1 change: Lew Felton

Please see the attachment at the end of the agenda. The request was for the addition of #9 Segregation of Duties for fiscal responsibilities. This change addresses one of recommendations from the 2019 audit. The recommended policy follows the practices recommended by Episcopal Church. Approved unanimously.

ITEMS FOR DISCUSSION

2022 Committee Assignments: Bailey Norman

Judith sent out an email requesting preferences for committee assignments. She is still waiting for a few outstanding responses. Bailey asked for these by the end of week.

Election of Officers for 2022: Fr. Bailey

At the December meeting officers will be selected from among 2022 Vestry members: Senior and Junior Wardens, Treasurer, and Secretary. Bailey wanted to know of interest by November 25.

Fr. Bailey recommended staying on Zoom for December. He wants to have an in-person Vestry retreat in January to get to know each other better and to address some vision items. He prefers half a day at an off-site location. Bailey asked for each Vestry member to let him know of any Saturdays in January that do not work.

Fr. Bailey wants to do another book. He has a few ideas but asks for any recommendations on visioning and creativity in ministry and outreach

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson

The Advent Fair was on Nov 21 in lieu of Sunday School. A meeting with Sherry B. and Nancy A to discuss details was scheduled for November 17. No new volunteers for Christian Ed were identified from the Stewardship green sheets received to date.

Evangelism: Bonnie Bautz

Bonnie wants to move forward with plans for a Spring Fling.

Liturgics: Cyril Meredith

Cyril was meeting with Fr. Bailey this week.

Outreach: Liz Herbes

Nothing to add.

Pastoral Care: Barbara Steele

Nothing to add.

Administrative or Support Committee

Buildings and Grounds: Lew Felton

Nothing additional

Bylaws and Policies: Lew Felton

Nothing additional

Communications: Sandi Robertson

Quotes are being collected for the comprehensive sound upgrades.

Finance: Jim Rousey
Nothing additional

Gifts and Memorials: Barbara Bovee
Nothing to add.

Memorial Garden: Jim Rousey
Nothing to add.

Nominating: Nancy Anderson
Nothing to add.

Parish Life: Rachel Kirk
Nothing to add.

Personnel: Bonnie Bautz
Nothing to add.

Stewardship: Judy DiGregorio
There have been 102 pledges units received to date compared to 105 last year. There are 18 new pledges. The total pledged to date is \$470,000+. The focus is on the number of pledges not the amount of the pledge. There are about 180 active family units in parish. About 1/3 of parishioners do not pledge but do support the church with gifts. A realistic target is 125 pledging units. Dan's leadership has been outstanding. He put out a plan for the committee with action items and dates for completion.

ADJOURNMENT: Fr. Norman
The meeting adjourned at 8:12 p.m.

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next Meeting: December 14, 2021