

**St. Stephen's Vestry Minutes
December 14, 2021**

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

Present: Fr. 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, Beth Reed, Sandi Robertson, Jim Rousey, Ashton Sims, Barbara Steele

Absent: None

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 (Jim Rousey, Judy DiGregorio).

Approval of Consent Agenda: Fr. Bailey Norman

Approval of Minutes

The minutes for November were approved with one correction. Under Leadership Reports, Priest-in-Charge, "Rouse" was corrected to "Reuss." (Lew Felton, Judith Delaney).

LEADERSHIP REPORTS

Priest-in-Charge: Fr. Bailey Norman

Fr. Bailey continues to be very busy. The 21st funeral since he arrived will occur on Friday. Good news is that Ashton started a new young adult group. Services and activities that we missed last year due to pandemic will be in person this year. He is looking forward to 2022 hopefully getting back to normal with some new things to try. Fr. Bailey asked the Vestry for thoughts on the Covid protocol. He has received inquiries from parishioners about relaxing the Covid protocol requiring masks. He asked if the Vestry is ready to relax to masks preferred sometime after mid- January. The consensus among comments offered was this was OK. Send any additional thoughts to Bailey. He thanked Vestry members rotating off for their service. He noted that this class was the end of the Vestry that welcomed Bailey back to St. Stephens.

Curate: Ashton Sims

The first young adult gathering was a great success with 8 folks showing up. This group agreed to meet monthly for dinner and see where it goes organically from there. The group is targeted at people from their 20s with the upper age undecided, but if you have to ask it is probably not for you. He will begin to advertise in the ENews.

Senior Warden: Judith Delaney

Judith thanked Vestry members who are rotating off for their service. She stated that older youth don't want to put on a Feast of Lights service for Epiphany as done in the past. The plan for Epiphany is to have a gathering following regular service with younger kids putting on a pageant bringing gifts to

manger as magi did. It will be in the Parish Hall with a soup lunch. The event is still very much in planning stages.

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 99.78% of pledges received and ~\$1330 to the good on receipts compared to expenditures at the end of November. Total receipts through the end of November 2021 are \$495,349; total disbursements for the same period are \$494,026. The hope is that at the end of 2021 less reserves will be needed than what was budgeted. The Endowment Fund entry on the budget sheet represents the value at the end of June. Cameron is working on updating that entry. The Finance Committee recommends approval of the report.

The proposed 2022 budget was sent out to the Vestry. It is ~\$8k underfunded. Significantly less reserves are included than in the proposed 2021 budget. The 2022 budget will be finalized at the January Vestry meeting.

ITEMS FOR ACTION

Approval of the November 2021 Finance Committee Report: Jim Rousey

The report was accepted as submitted.

Approval of purchase of wireless mics (see quote below): Sandi Robertson

A quote was received of \$2,985 from Production Source whose specialty is churches. A family will cover \$2000 of the cost. There is a need to order ASAP so that we are compliant. Sandi requested that the Vestry approve \$1000 to cover the remainder of the quote for the mics. (??/??) The motion passed unanimously. This is the first phase of the extensive renovation of the audio/visual system.

Approval of Diocesan convention Delegates: Fr. Bailey Norman

The proposed delegates are Adam Ballintoy, Adam Cavender and Anna Davis; Judith Delaney is the proposed alternate. The vote of affirmation was unanimous.

Election of Officers for 2022: Fr. Bailey Norman

- **Senior Warden:** Judith Delaney (Bonnie Bautz/Jim Rousey). Passed unanimously
- **Junior Warden:** Barbara Steele (Judith Delaney/Jim Rousey). Passed unanimously
- **Secretary:** Betsy Ellis. (??/??) Passed unanimously
- **Treasurer:** Last month a change was made to Fiscal Policy C-1 to segregate fiscal responsibilities of the treasurer and the bookkeeper which is a staff position. The details of these two positions are still being determined. Cameron has stated his intention to resign from his position in Spring 2022. However, he wants to stand for the Treasurer position once the bookkeeper is hired. A bookkeeper must be hired. As a result a motion was made to delay implementation of the new policy until no later than June 1, 2022. (??/??) The motion passed with one abstention.

ITEMS FOR DISCUSSION

2022 Committee Assignments: Fr. Bailey Norman

Committee assignments were made based on the interest expressed by each Vestry member. Fr. Bailey will reach out to each member to finalize the assignments at the January meeting. Tom Clary has agreed to chair the finance Committee and Dan DiGregorio has agreed to chair Gifts and Memorials.

Vestry Retreat: Fr. Bailey Norman

Fr. Bailey wants to have a Vestry retreat in January. The retreat will take the place of the regularly scheduled January Vestry meeting. The purpose is to get to know each other, identify and set goals, and consider the big picture moving forward. There will not be a facilitator. Church of the Resurrection in Loudon is a possible site for the retreat. It will be held on a Saturday from 9-4. Available Saturdays are the 8th and 22nd. He asked that each Vestry member let him know which of those dates work.

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson
Nothing to add.

Evangelism: Bonnie Bautz
Nothing to add.

Liturgics: Cyril Meredith
Nothing to add.

Outreach: Liz Herbes
Nothing to add.

Pastoral Care: Barbara Steele
Nothing to add.

Administrative or Support Committee

Buildings and Grounds: Lew Felton

Tree removal and the HVAC repairs are complete. Work is progressing on the pipe repair in the Furnace Room.

Bylaws and Policies: Lew Felton
Nothing to add.

Communications: Sandi Robertson

The information on the website under the "Members" tab is out of date. Place holders were needed when the new website was built so the old information was used. This tab needs to be updated

Finance: Jim Rousey
Nothing to add.

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
The campaign is complete with 111 pledges totaling \$493,904. Of those who pledged previously, 99% increased their pledge. Pledges continue to be accepted.

ADJOURNMENT: Fr. Norman
The meeting adjourned at 8:04 p.m.

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next Meeting: Date of the Vestry retreat