

St. Stephen's Vestry Minutes

March 8, 2022

Conducted via ZOOM platform due current surge in COVID.

Present: Fr. Bailey Norman, Bonnie Bautz, Adam Cavender, Tom Clary, Judith Delaney, Lew Felton, Liz Herbes, Cyril Meredith III, Beth Reed, Sandi Robertson, Jim Rousey, Barbara Steele

Absent: Rachel Kirk, Ashton Sims

Call to Order:

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

Approval of Agenda: Fr. Bailey Norman

The agenda was approved as submitted (Cyril Meredith, Tom Clary)

Approval of Consent Agenda: Fr. Bailey Norman

Approval of February 8, 2022 meeting Minutes

The minutes were approved as submitted. (Tom Clary, Lew Felton)

Approval of email vote on a 2022 contract with Matt's Piano and Organ in the amount of \$1,065

The email vote was . (11 yes, 1 abstain) (Jim Rousey/Tom Clary)

LEADERSHIP REPORTS

Priest-in-Charge: Fr. Bailey Norman

Inquirer's class starts tomorrow. There are 5 youth and 7 adults in the class for either confirmation or reception. There have been 23 parishioners sign up for the soup supper tomorrow. This supper will go on throughout Lent from 6:00 to 6:30 pm on Wednesdays.

Clearfork planning meeting was held with a representative from FUMC in attendance as a potential partnering with FUMC is being considered.

Ashton's ordination will be May 7, 2022, at 11:00 am. It will be live streamed.

Curate: Ashton Sim

Ashton was absent. See his submitted report.

Senior Warden: Judith Delaney

There is an upcoming Envision Committee meeting this coming Monday.

Junior Warden: Barbara Steele

Barbara has been in discussions with Elizabeth about a pictorial directory of parishioners. Pictures for the directory will be done in-house and added to the parishioner's entry in the directory. Barbara will take responsibility for scheduling. Elizabeth will coordinate and identify tasks where help will be needed.

ITEMS FOR ACTION

Finance Report: Tom Clary

At the end of February, the receipts were ~\$28K over and the disbursements ~\$10K under budget. The budget table on page 4 of the finance report will be published to the parish. The amounts in the endowment funds are now up to date on the finance report.

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

Approval of \$5000 to replace Pump F and associated piping: Lew Felton

This pump supplies HVAC to the 3rd floor and portions of the 2nd floor. Two bids were obtained. Next Level Mechanical Solutions had the winning bid at just under \$5000. The scope of work includes testing and restoring the system to operation when the replacement is complete. The funds should come out of Repairs and Maintenance. The motion was unanimously approved. (Cyril Meredith, Jim Rousey)

ITEMS FOR DISCUSSION

Masks optional: Father Norman

Bailey pointed out that there are a number of social events on the horizon: soup suppers, Holy week and Easter, the Bishop's visitation, and Ashton's ordination. Requiring masks at these events is confusing. Bailey has spoken to parishioners who are very cautious about going without masks. Their response was that they would keep wearing masks but were OK with others not wearing them. There are parishioners with health problems that are exacerbated by wearing a mask. Simon is going to talk with the Choir tomorrow night about wearing masks. Bailey recommended going mask optional beginning on March 20. This will allow him to get the word out this Sunday and next week. The Vestry was in favor of this plan.

Bookkeeper job description: Father Norman and Judith Delaney

A draft bookkeeper job description was drawn up with input from Cameron to make sure it accurately reflects what he does. It will be posted for 25 hours/week with an annual salary of \$19-21K. Health and life insurance, and a pension are included since it is more than 1000 hours annually. These benefits should be attractive to candidates seeking a part-time position since these types of benefits are usually not included for part-time employment. The Vestry was asked to review the draft and provide feedback by Friday to Judith. The goal is to post the position next week.

KARM cards: Father Bailey

Each night KARM offers a warm caring environment for 300 people. Each day a small group of people pray while placing a card with words of encouragement on each bed for the person sleeping there that night. About 100,000 notes are needed each year. These notes are provided by local churches. The Outreach Committee has taken this on as a new ministry and is asking parishioners to provide hand-written notes to place on the beds. In the month of April a small group of parishioners will take the collected notes to KARM and place them on the beds.

Next Vestry meeting will be April 7, 2022: Father Bailey

The meeting is being moved to this earlier date for two reasons. The regularly scheduled meeting falls during Holy Week. The meeting will be after the Finance Committee meeting which is the first Tuesday of the month. Second is that the 4th mutual ministry review is scheduled for the last week of April.

The meeting ended at 7:51 PM

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next Meeting: April 7, 2022