

**St. Stephen's Episcopal Church  
Vestry Minutes**

March 9, 2021

*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, Rachel Kirk, Cyril Meredith III, Sandi Robertson, Jim Rousey, Barbara Steele

**Absent:** None

**Call to Order:**

Fr. Norman opened the meeting with prayer at 6:31 p.m.

**Approval of Agenda:** Fr. Norman

The agenda was approved unanimously by the Vestry. (Delaney/Meredith III).

**Approval of Minutes:** Fr. Norman

The minutes for February 2021 were unanimously approved (Herbes/DiGregorio).

**DISCUSSION:** Fr. Norman

Because the mutual ministry review was held March 3, 2021, the book discussion was not included with this meeting.

**LEADERSHIP REPORTS:**

**Priest-in-Charge:** Fr. Norman

Fr. Norman thanked the vestry for their feedback on the survey to the parish. He would like to send that out by this weekend. Each member of the household is to respond to the survey. The suggestions to include questions about Christian Education and demographics will not be included in the survey. Only Fr. Norman and the church secretary will be able to see who responded.

Fr. Bailey has had conversations with parishioners about church services. These conversations have been all over the map. The report from the Liturgics Committee which met last night were shared on the Wardens' call today. Thoughts from those meetings are that safety is the first priority. There is a tension between safety and being back in community. The Vestry needs to present a united front as it leads the congregation back to in-person church. Some additional thoughts:

- Continue to stream services so parishioners have a choice about coming back.
- Keep an eye on new variants and adjust accordingly.
- Follow CDC guidelines.
- No one will know the vaccinations status of a person.

- COVID-19 is probably going to be with us forever so there is no clear-cut answer about when to come back; close enough may be OK
- A thought – the first indoor service might be an early service so that there is less stress.
- Using CDC and DOET guidelines the infection rate is currently “red” and we go inside when the infection rate is “green.”
- Other churches use sign-up for going inside; if hit limits, then no more are allowed.
- Think about how to do communion inside with social distancing and masks required.
- Continue to wear masks.
- Outside services are lots of work for set up and take down.

Ray Evans is working on putting together a long-range planning committee and is reaching out to parishioners.

**Sr Warden:** Judith Delaney  
Nothing to report

**Jr Warden:** Barbara Steele  
Nothing to report

**Finance Report:** Jim Rousey  
Mr. Rousey submitted the finance report with Finance Committee’s recommendation for approval. The report showed revenues of \$107,839 and disbursements of \$81,264. The February financial report was unanimously approved.

## ITEMS FOR ACTION

**Approval of the February 2021 Finance Committee Report:** Jim Rousey  
Mr. Rousey submitted the finance report with Finance Committee’s recommendation for approval. The February financial report was unanimously approved.

**Adoption of Safeguarding Policies:** Fr. Norman  
The Diocese requires training of Safeguarding God’s Children which is under the direction of the Diocesan Youth Director, Caroline Wood. After initial training, retraining is required every 3 years. This training is under the Christian Education Committee. Beth Reed is trained to do the training in person. It is also available on-line. Fr. Norman wants the training set up by the April Vestry meeting. An announcement needs to be put out to the parish and identify the parishioners who need to take the training. Nancy Anderson has the list of parishioners who have had the training.

Judith Delaney read the resolution concerning the safeguarding of children that the Diocese of East Tennessee requires each church to adopt and to be signed by the Senior Warden, Clerk to the Vestry and the Priest in Charge. Caroline Wood requested that the resolution be signed and

returned to her by March 12, 2020. The resolution was passed unanimously.  
(Delaney/DiGregorio)

## **ITEMS FOR INFORMATION**

### **Program Committees**

**Christian Education:** Nancy Anderson  
Nothing to report.

**Evangelism:** Bonnie Bautz  
Nothing to report.

**Liturgics:** Cyril Meredith III  
Nothing to report.

**Outreach:** Liz Herbes  
Nothing to report.

**Pastoral Care:** Barbara Steele  
Nothing to report.

### **Administrative or Support Committees**

**Buildings and Grounds:** Lew Felton

The 4 new heating/cooling units have been installed in the Nave. With the installation of computer controls, the temperature is very stable now. The message that must be delivered is that the temperature must not be messed with. The Nave doors should be kept closed so that the organ and piano are not impacted.

**Bylaws and Policies:** Lew Felton  
Nothing to report.

**Communications:** Sandi Robertson

The link to the new website was put in everyone's mailbox this morning. Send any feedback to Adam Ballintoy.

**Finance:** Jim Rousey

The Vestry provided feedback to the Finance Committee concerning internal controls. There is a need for a confidentiality policy and a non-disclosure agreement for those who work with personally identifiable or financial information.

**Gifts and Memorials:** Barbara Bovee  
Nothing to report

**Memorial Garden:** Jim Rousey  
Nothing to report

**Nominating:** Nancy Anderson  
Nothing to report

**Parish Life:** Rachel Kirk  
Nothing to report

**Personnel:** Bonnie Bautz  
Nothing to report

**Stewardship:** Judy DiGregorio  
Nothing to report

**ADJOURNMENT:** Fr. Bailey Norman  
The meeting adjourned at 8:35 p.m.

Respectfully submitted,  
Elizabeth D. Ellis, Secretary

Next meeting April 13, 2021