

**St. Luke's Episcopal Church**  
**VESTRY MEETING MINUTES**  
**November 16, 2021**  
**5:00 PM**  
**Conference Room at St. Luke's**

**I. Call to Order and Quorum:**

The meeting was called to order by Rev. Susan Schubert at 5:00 pm after it was determined that there was a quorum to conduct business.

In attendance were members: Rev. Susan Schubert, Jr. Warden Don McKellar, Mary Berkheiser, Kathy Pessin, Carol Sweeden, Lloyd Needham, Roger Peacock, Nancy Reynolds, and Leanne Bryan. Also in attendance were Rev. Jim Schubert and Vestry Clerk, Susan Hetherwick. Absent members were: Sr. Warden Rich Schwartz, Ron Weiss, and Don Martin.

**II. Opening Prayer:**

Kathy Pessin led the opening prayer.

**III. Consent Agenda:**

**A. Vestry Minutes October 26, 2021**

Corrections to the minutes: Correct sell to "sale" on page 1, correct salaries are "lower" instead of higher on page 2, and correct the spelling of Bordable to "Boardable" on page 3. A motion was made by Roger Peacock to accept the corrections of the minutes, the motion was seconded, and passed unanimously.

**B. Vestry Minutes Special Session, November 11, 2021**

Corrections to the minutes: change misspelled Ron McKellar to "Don McKellar". A motion was made by Roger Peacock and was seconded to accept the corrections to the minutes.

**C.** A motion was made by Nancy Reynolds, and second by Leanne Bryan to accept the Consent Agenda reports, including the Stewardship Commission Report, the Letter from Bishop Reddall, and the corrected Vestry Meeting Minutes from both 10/28/21 and 11/9//21. The motion was passed unanimously.

**IV. Treasurer's Report: Dave Cain**

Dave reported that he had been unable to find financial statements for year ending 12/31/2020. Don McKellar provided a copy.

A trust agreement has not been negotiated with the Diocese which would define the terms and conditions for handling the money from the Rectory. This needs to be done and Pastor Susan Schubert asked that Dave proceed to do this. He will contact the Diocese. The money from the rectory sale is in St. Luke's checking account. Dave believes this should be held until we have a written agreement.

Dave has been reviewing accounting procedures, bookkeeping, etc. with Darin. He does not completely understand the accounting policies and procedures yet. He will continue working with Darin to reconcile some items of uncertainty. He believes that some things which appear to be issues are probably just a result of bookkeeping only. Carol Sweeden volunteered to review the bookkeeping process and records with Darin.

Dave has started review of Diocese and St. Luke's policies, procedures, and requirements to get a general understanding of them. Much more work is needed. General impression is while they are reasonable, they are comprehensive, complex perhaps too much for us to use. First impression is

that they have not been made widely available and have not been read by the people affected. With our limited staff and turnover of volunteers, this is completely understandable. Whole issue for further work at some later date.

Audit or Review of 2021 financial statements. Dave has a proposal from a local firm which he believes Bill Towne negotiated. St. Luke's has not used this firm before. Dave wants to discuss possible audit issues with Bill Potts, Diocese Treasurer, and have him review the proposal, and then direct us to sign, modify, or take some other course for 2021. Depending on results of conversation with Bill, Dave then intends to have further discussion with the audit firm. The proposal bid ranged from \$14,000 to \$16,000.

### **Old Business: Don McKellar Building and Grounds Updates**

We are working on the IT system. A new server is on the wall, and wiring needs to be completed.

## **VI. New Business: Don McKellar**

### **A. Progress Report**

- 1. Dishwasher:** A new dishwasher was installed 11/16/21.
- 2. Roof:** Waiting for the new roof installation. We have \$67,000 in insurance for this.
- 3. Reserve Study:** It is still underway. We are given 6-12 questions to answer that will determine the lifespan of items.

### **B. Motion to approve Becky Hansen and Susan Hetherwick as signers on St Luke's OneAZ Checking Account.**

A motion was moved and seconded to approve these individuals as signers on the above account. The motion was passed unanimously.

### **C. Associate Interim Rector's Report: Rev. Jim Schubert**

There are no major issues or complaints. Rev. Jim is making rector visits. When considering the new rector, we need to make sure his/her job doesn't turn into an office job. We need an office administrator, not a secretary and a rector's assistant.

We appreciate the Lay Eucharistic ministry as they are working hard due to a deficit.

They provide a valuable service to us.

### **D. Interim Rector's Report: Rev. Susan Schubert**

1. Triangulation continues to be occurring and is destructive community. I ask each of you to be aware of attempts of anyone to triangulate you. Redirect complaints/issues to the decision maker and refuse to listen. (Or you yourself will be facilitating gossip or rumors.)
2. Website Redesign for better functionality & reflection of parish's Mission, Vision & Values. Lauren Crawford has accepted that role and will be working closely with Carol Sweeden to improve our first image to the outside world. Jim Hardesty will provide photographs as he is able.
3. Vestry needs to start considering names for persons eligible to be nominated to serve on the Vestry who represent all sectors of our congregations, as well as at least one person to represent each worship service.
  - a. Our Vestry Retreat in January to follow our Annual Mtg. will focus on our Mission, Vision and Values as well as the "Great Commission". Matthew 28:16-20. Retreat is entitled, "Mission Possible." We will explore this question; "What does the Great Commission indicate as to our Intentional Focus in Matthew 28:16-20?"
  - b. Study ways in which the Contemporary Service and our Youth Group can be vehicles to carry out the Great Commission.
4. Contemporary Service not to be resumed until after Christmas due to not enough priests available. We have access to the Diocesan Clergy Supply Priests list, but the cost for someone to preach at all three services is around \$500.00 per

weekend. Can any of you Vestry Members offer meals and lodging occasionally to a priest? (Dennis and Kay have offered to do so).

5. Parish Administrator Position - I hope to have a position description by tomorrow and advertise it as soon as Thursday.
6. We need to be considering who is qualified and might be asked to serve as Treasurer when Dave steps down.
7. We need new tables for the large conference room. Present ones are dangerous and too heavy for most of us to lift. Staff discussion today reveals that we have volunteers to pay for two tables and a likelihood that six more will be provided by others to be approached. They need to be plastic, 8' x 4' without a fold in the center. Dennis has offered to haul the old tables away to the dump as they are deemed unsafe to donate anywhere.
8. New policies for use of our facility by outside groups to include an insurance clause for our bells (valued between \$50,000 - \$60,000) to be insured by any party taking them off site. (Proof of insurance required). Additional clause: any group to include credit to St. Luke's bells in their advertising. This policy is presently being written.
9. Sound booth is in need of new microphones. The cost for new mics (2 lavalier mics at \$900.00 each) and one or more handhelds (cost not yet known). These items are greatly needed.
10. Our Sr. Warden ,Rich Schwartz, is working hard on the Second Commission which will interface with the Diocese as they consider candidates for our next Rector. As in all Commissions, I am not a part of any of that process.
11. Lauren Crawford will be posting an electronic summary of the First Commission's work in our weekly Epistle this weekend. If you know of anyone who does not have computer access and would like a copy, please tell them to call the church office and we will print them a copy.
12. In our special session, you all affirmed that you would assist as needed. I am looking for a few excellent typists to assist until a Parish Administrator is hired and trained.
13. Thanks to all of you. You have assisted in numerous ways to this point. You have been blessed to be a blessing and you are living that out - as you have been a blessing to both me and to Jim. I include Dave Cain and Susan Hetherwick as they have been willing to accept what at times seems overwhelming, yet when shared, becomes doable.

**VII. Suggestions for next Vestry Meeting December 14, 2021**

The Vestry meeting will be moved to one week earlier so as not to interfere with Christmas celebrations. There will be a potluck for the Vestry members and spouses at this meeting.

**VIII. Closing Prayer**

The closing prayer was given by Roger Peacock.

**IX. Adjournment**

The meeting was adjourned at 6:25 pm.