

EMMANUEL

Episcopal Church



CONNECT
WORSHIP
SERVE
CREATE

Vestry Meeting Minutes

04.20.2021

Opening

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:00 pm on 04/20/2021 via Zoom (due to Coronavirus-Stay at Home orders) by Reverend David Jackson

Present

Reverend David Jackson (Rector)

Marc O'Brien (Senior Warden)

Mary Borge (2024)

Matt Longo (2022)

Dorren Gertsen-Briand (2023)

Kathy Lampert (2023)

Cliff Egel (2023)

Diane Coutre-Clark (2022)

Leslie Stahulak (2024)

Terry O'Neill (2022)

Non-Voting

Adam Harp (Treasurer)

Judy Staiano (Administrator & temp. Clerk)

Absent

Drew Beyer (Junior Warden)

Andy Dolliff (2024)

Katherine Valenta (Clerk)

Hadley Weaver Rivera (Youth Representative)

Formation

- A. Minute of Sanity –
- B. Opening Prayer – Matt Longo
- C. Check-Ins

Information & Discussion

A. March Minutes – **Motion to Approve with a minor amendment made by Marc O'Brien & 2nd Dorren Gertsen-Briand**

a. **Motion Approved**

B. Treasurer's Report (March) – by Adam

- a. Operating cash balance of \$73k at March 2021 month-end,
- b. General giving income for the month of March was \$20k about on budget
- c. Total operating expense to March was \$61k, which is below budget
- d. April giving seems a little low so far
- e. Organ fund – final payment made to Casavant in February of around \$49k, a final \$10k drawn against the loan on April 1st so we have enough POP money to pay monthly organ payments for a year, with approx. \$39k in the POP fund. Monthly repayments will be approx. \$1,400 per month. We borrowed \$135k total. Re-payments begin on May 1st.

Report accepted by Kathy Lampert, seconded by Leslie Stahulak, all in favor.

C. POP Report – last POP meeting held on the second Thursday of April, due to Easter.

Usually meeting's held on 1st Thursday of the month, all are welcome to participate. Concerts are booking beginning with the Clive Driskill-Smith re-dedication service, listed on our website https://emmanuel-lagrange.org/holiday_concerts_at_emmanuel

D. First though is our informal gathering Show and Tell party on June 6th which will hopefully be outside, with pre-packaged appetizer plates and drinks. The event will need volunteers before, during and after. Please contact Sue Jasiak if you can help.

E. Building & Grounds

- a. Breezeway lock works really well now.
- b. The Columbarium door needs repainting, please choose a suitable color. The lock is also quite tricky.
- c. The boiler – does it need servicing? When is the heating due to be turned off? Contact Dan M. for his opinion.
- d. Discussion about the exterior light bulb color – the really bright white lights are too bold and not in keeping with the history and building. It was noted we need the brighter lights for the darker 'corners' of the building, but we will work with Clarence to change some of them; to find the right brightness and lumen.

F. Wardens Report

- a. As drew absent, Marc said that they had put off the strategic planning meetings due to the upcoming ministry review.
- b. We have 4 high-school students who have come forward for the George & Annie Scholarship, which is really good.
- c. Youth Sunday is on may 2nd this year

- G. Rectors Report – many topics to report will be covered by the discussion and decision items below, but my vacation has been postponed again. Now it will be from June 8th – 19th. I will take a few days off in May, but that will not affect Sunday's.
- H. Decision items moved to allow Adam to leave the meeting at 8pm
- a. The invoice for Cintas, the work has been carried out – it was more than in previous years due to the need to update and replace parts. Legally obliged to carry out these safety precautions. Next year should not be so high. **\$991.76 motion made to pay by Kathy Lampert and seconded by Terry O'Neill, all in favor.**
 - b. The Good Friday Offering, we normally support the Diocese nationwide appeal and send open offering to Jerusalem. Owing to no plates offering being distributed, there is no immediate clarity as to what was given on Good Friday. Proposal to donate the open offering from the Monday's counter sheet, immediately after Holy week, 04/06/2021 – which was actually \$73 – Rev. Dave thought it was around \$77. **Proposal and motion accepted by Kathy Lampert and Marc O'Brien, all in favor.**
 - c. Priest's Discretionary Fund – is used for the community and those in need. Rev. Dave has helped many people with rent, bills, fuel, food and even medicines. The was quite healthy but is now dwindling. It is not funded by the operational funds of the church, more by specific donations and topped up by the open offerings. It used to be from the 1st Sunday of the month open offering, but with the shutdown, that has not happened. Can we resume? It was decided to we will resume allocating the 1st Sunday's open offering each month to the Rector's Discretionary Fund, all in favor. To resume on May 2nd, and to be noted as such in the Sunday bulletin when applicable.
 - d. The Church telephone system, we are looking to update the office phone system, the Elevate quote is in the google drive for information. We currently pay \$165 approx. per month. The quote is for \$180 approx., and is for 8 phones. We will hopefully reduce as discussed below. It is proposed that we update 3 phones to Smart phones, (1. Rev. Dave's office, 2. Judy's (the main office phone),3. and the library (or new rector's) office) which will have video conferencing, a mobile app, so that calls made on a cell phone will appear to come from the church. The price is pretty much going to be the same and could actually be less. Discussion ensued about which rooms need a working land-line phone. We will keep the phone in the Mem Hall kitchen, and in Rachel's art room and of course Clarence's phone – downstairs. It was decided after consulting with George and Adam, that they did not need phones in their offices. We will re-quote for 3 'smart' phones and 3 regular phones. We will not know the tax-free portion until we commit because it is considered a service. Adam asked to make sure it is perpetual price and not an introductory annual price. Agreed. **Proposal accepted by Kathy Lampert and seconded by Dorren Gertsen-Briand, all in favor.**

Discussion items

- a. Vestry Formation Webinar, is to be referred for another time because of Ministry Review
- b. The Stained Glass Windows – update, we are waiting for a quote from Botti, who came out and gave us some very good detailed and informative information. They said not to worry about some of the windows until they are much worse (not to worry about small amount of bowing etc) they will highlight in their report/quote which windows are more urgent. Will not be restricted to an amount in \$'s to begin repairs. Said that Bottii Company have been in glass business for literally centuries.
- c. Ministry Review, Rev. Dave & wardens talked at length recently with Andrea from the Diocese and decided it would be prudent to go through a Ministry Review to discuss the needs and requirements of the parish. It is not a performance related process, more informational. Ultimately it would result in a meeting with a Diocesan representative, Rev. Dave, the 2 wardens and 2 representatives from the vestry (and as such the Parish). The remaining could watch but would not contribute at that time. That meeting has been scheduled for Tuesday June 1st at 6.30pm via zoom. In the meantime, the vestry need to vote on or put forth the 2 chosen representatives and discuss/answer the questions laid out in the document in the google drive and below:

I. Concerning the Vestry/BC's role and responsibilities in the past year:

1. What have we done well?
2. What might we change or do differently in the future to be even more effective?

II. Concerning the Wardens' roles and responsibilities in the past year:

1. What have they done well?
2. What might this or future Warden teams change or do differently to be even more effective?

III. Concerning the Rector/Vicar's role and responsibilities during the past year:

1. What has s/he done well? What are her/his major strengths?
2. What might s/he change or do differently to be even more effective?

IV. What do we anticipate will be the two biggest challenges that parish leadership will face in the next year?

This is to establish the renewal of Rev. Dave's contract and to discuss whether or not to hire another priest alongside Rev. Dave. The warden's will collaborate with ex senior warden Kathleen Valenta for last year's perspective.

The vestry will continue the meeting now, any non-voting participants, Rev. Dave and the wardens will leave the meeting to allow full discussion.

Other business – June's vestry meeting will move to June 22nd

May's vestry meeting already moved to May 11th

Thank Dorren for the easter Sunday overflow welcoming event outside the church.

Thanks also to the Easter Bunny.

Rev. Dave, Marc O'Brien and Judy Staiano sign off the meeting at 8.15pm.

The meeting continued with the vestry.

Closing Prayer – led by Vestry members.

Minutes submitted by: Church Administrator, Judy Staiano

Post meeting information.

Andy Dolliff and Dorren Gertsen-Briand are 2 vestry representatives nominated.

Meetings arranged as below

(May 11th, Regular Vestry meeting at 7pm)

May 18th, Voting Vestry Members Ministry Pre-Review meeting at 7.30pm via zoom (Mary to send invites?)

June 1st, Ministry Review meeting at 6.30pm

(June 22nd, Regular Vestry meeting at 7pm)