

# Vestry Meeting Minutes

6/22/2021

The regular meeting of the Emmanuel Episcopal Church of LaGrange was called to order at 7:06 pm on 6/22/2021 via Zoom (due to Coronavirus-Social Distancing Guidelines) by Reverend David Jackson

## Present

Reverend David Jackson (Rector)      Marc O'Brien (Senior Warden)      Drew Beyer (Junior Warden)

Matt Longo (2022)    Terry O'Neill (2022)    Dorren Gertsen-Briand (2023)

Cliff Egel (2023)    Kathy Lampert (2023)    Mary Borge (2024)    Andy Dolliff (2024)    Leslie Stahulak (2024)

\*Non-Voting    \*Adam Harp - Treasurer    \*Judy Staiano - Administrator    \*Katheen Valenta - Clerk

Absent – Hadley Weaver Rivera (Youth Representative)    Diane Coutre-Clark (2022)

## I. Formation

- A. Minute of Sanity
- B. Opening Prayer – Cliff ( Dorren in August)
- C. Check -In

## II. Information

**A. Minutes** [May Minutes](#) - Motion to Approve (Kathy Lambert ) & 2<sup>nd</sup> (Cliff Egel) - Approved

**B. Treasurer's Report** - [Full Report](#) - Motion to Approve (Marc O'Brien) & 2<sup>nd</sup> (Terry O'Neill) - Approved

1. Operating cash balance of \$57k at May 2021 month-end, \$12k lower than prior month.
2. General giving income for the month of May was \$15k. Operating expenses of 107K YTD is 13K below budget.
3. Total operating revenue for the month of May was \$15k. May YTD total operating revenue of \$155k is \$9k over budget.
4. Total operating expense for the month of May was \$26k. May YTD total operating expense of \$107k is \$13k below budget.
5. The first combined principal and interest payment on the organ loan was made on 5/5/2021. The bank deducted a total of \$2,722 (\$2,197 principal, \$525 interest) from the account based on the original loan commitment amount of \$250,000 instead of the actual draw amount of \$135,000. A loan modification agreement was signed to reflect the actual draw amount of \$135,000. The total monthly payment going forward will be \$1,456.
6. Organ fund month-end cash balance in the Emmanuel bank account was \$17k. Including the Friends of Casavant account, the total organ fund cash balance was \$40k. Note that a portion of this cash must be held in reserve for potential refunds. for the cancelled Notre Dame choir concert.

### III. POP Discussion

1. A thank you event for our parishioners was held on Sunday, June 6th from 2:00 - 4:00 pm. It was an informal "Show-n- Tell" Celebration with George explaining the changes that have been made. Cake and coffee was served outdoors.
2. Plaques for recognition of giving are being reviewed. All parishioners should look them over to be sure they are accurate. Mock ups will be available through the church e-news and in the back of the church for review.
3. Rededication Concert will be held September , 2021 Clyde Driscal Smith will be flown in and is well known in the organ world.
4. The next meeting will take place on July 2nd at 6:30pm via zoom.

### IV. Building & Grounds - Report

- **Projects to be finished**

- Gate for garbage area – it all needs to be glued, according to Dan M & Ed A, are on it- Fans for upstairs, promised

- **Projects to be addressed**

- Repair wooden crosses for easter
- Floor replacement for the KCC, upstairs – getting estimates – had one already from
- Get KCC up and running

- **Projects needing attention**

- tuckpointing south side of the south building
- gas stove for memorial hall kitchen
- drapes to be cleaned in Beaudway Hall
- windows need reglazing
- waiting for estimate for stained glass window repair
- metal sash on the inside of the breezeway windows at the bottom (interior window seals)

- **Projects completed**

- sump pump has been repaired/replaced by Schemmer Plumbing
- roof leak repair above baptismal font seems to be holding, done by Dan M and Clarence fall 2020
- window crank repair/replacement completed by Clarence- columbarium door has been repainted by Clarence
- somebody donated a professional white board (a huge flat glass sheet) which we have put upstairs in the KCC, ready to be wall-mounted whenever. It is quite fragile (as glass) and very heavy.

- **Outdoor bulbs/lighting project**

- if we want softer lighting, we need a volunteer to work with Diane to physically change bulbs, try new/different versions etc.
- keeping in mind that the lights need to be bright enough for security/safety
- the parking lot spot lights cannot be changed as they are a complete unit

### J. Wardens' Reports

Tabled due to other agenda items

## K. Rector's Report

Discussion items below

## V. Discussion

### 1. Recap of The Mutual Ministry Review & Goal Setting -

- a. The vestry completed a Mutual Ministry Review on June 1 at 6:30 pm. Discussion was held on how the process worked for the vestry and rector. A summary will be presented to the parish for discussion. The next job of the vestry is to pick a few goals to work on. Discussion was held.
- b. One goal is around a shift in vestry structure / discussion was held around reimagining the vestry structure and responsibilities
- c. Another goal is that the vestry will explore better ways to get to know more about the community around us and invite them and ourselves to get to know one another more fully.

### 2. Parish Re-Entry Plan (COVID guidelines)

- a. 15 months since we stopped in person worship at the beginning of Covid.
- b. We are released from all restrictions through the diocese except:
  - 1) No common cup during communion
  - 2) No loaf of bread during communionThere are two strong recommendations - 1) mask for singing and 2) develop a parish plan.
- c. The vestry discussed the parish plan: to eliminate forced social distancing and to eliminate mask wearing for fully vaccinated people. It is the expectation that all unvaccinated people will wear masks. "Keeping God's People Safe" We will continue communion using individual cups. Congregational singing will be revisited in the fall. Communion ministers will wear masks while serving communion. No sign in will be required for services. A cantor will be planned when possible at events.

### 3. Coffee Hour schedule/ideas

- a. No coffee hour until fall
- b. Discussion will be held

### 4. Vestry Meetings

The vestry will resume meeting in person in August with the option of online attendance as needed.

### 5. Service times

- a. Service times for the fall will be finalized at the August meeting.

## VI. Decisions

### 1. 3 Election of Rector and approval of Letter of Agreement

- a. The Rev. David Jackson has been called as the permanent rector of Emmanuel and the letter of agreement is approved. Motion to Approve (Kathy Lambert ) & 2<sup>nd</sup>(Leslie Stahulak) - Motion Approved
- b. **Letter of Agreement for Associate Rector**  
The vestry has approved a ¼ time Associate Rector. Rev. Katherine (Kate) Spelman 3 Sundays a month with approximately 40 hrs. per month. The priest would cover outreach, sermons, pastoral care and whatever is agreed upon. **Motion to Approve the letter of agreement (Andy Doliff ) & 2<sup>nd</sup> (Mary Borge) - Motion Approved**

## **2. Housing Allowance for Associate Rector**

At her request, all of Rev. Kate's salary is designated as a Housing Allowance under the tax code. A formal written resolution to that effect was drafted.

**Motion to Approve (Kathy Lampert) & 2<sup>nd</sup> (Cliff Egel) - Motion Approved**

**3. Retroactive approval of sump pump repair - Emergency repair an additional sump pump of \$685 Motion to Approve (Drew Beyer ) & 2<sup>nd</sup> (Cliff Egel) - Motion Approved**

## **VII. Closing Prayer - Closing Prayer – Led by Rev. David**

**Meeting adjourned at 9:23**

**Minutes submitted by Kathleen Valenta, Clerk**