

Calvary Episcopal Church
Vestry Meeting Minutes
June 17, 2025, 7:00pm

Present: The Rev. Robert Harvey; Bryan Gorney, Emily Sityar, Wardens; Ted Andrews, Larry Bernhard, Nancy Bolton, Howard Craig, Laurie Kaiser, Dennis McCoy, Janet Metcalfe, Janet Newall, Vestry; Alice Brown, Clerk pro tem

On Zoom: Guy Whalen, Vestry; Dale Harten, The Rev. Leann McConchie, George Faeth, guests

7:01 Welcome and Call to order

Fr. Robert Harvey

Father Robert called the meeting to order and opened with prayer.

The May 20 regular meeting minutes were previously approved via email.

7:02 Christian Formation Report, Adult Ed

Dale Harten

Dale Harten spoke about the upcoming Common Ground event on June 22, encouraging Vestry attendance and support. He noted that Salva Dut is more than an interesting speaker, because his organization *Water for South Sudan* is an outreach opportunity. Salva Dut exemplifies living a Christian life of service. St. Paul's, Rochester rallied around and supported Salva, giving Calvary an example of being an incubator for a fledgling nonprofit. The donation link is currently in the e-news and on the website, and a QR code will be printed in the program. The Clergy Discretionary Fund has donated \$500 and Outreach has allocated \$1000. Dennis McCoy mentioned that each well costs about \$20,000, but for \$25,000 the well can be maintained in perpetuity.

7:17 Christian Formation Report, Sunday School

Ted Andrews

Ted Andrews reported that the year starts strong but competes with travel sports at the end. Teachers will use the same curriculum next year. Safe Church practices require two teachers per classroom, which Calvary does not meet; recruiting teachers and subs is challenging. Ideally the older youth would have a room which could close off instead of the Children's Chapel. The kids come together especially well when they are doing more hands-on activities or helping others. Some of the older youth are approaching 16. Use of the nursery is growing.

7:23 By-laws discussion

Dennis McCoy

Dennis McCoy had several suggestions to change the by-laws based on last month's Vestry discussion. Portions in bold italics would be added and in bold would be removed.

- The section titled 'Stewardship' would change in the following way:
 - In Section 3, add points d and e, taken directly from the Planned Giving section. Eliminate the remainder of the Planned Giving section.
 - In Section 3, add point f about addressing capital needs.

Ted Andrews made a motion to accept the amendments to the Stewardship section and eliminate the Planned Giving section of the by-laws. Laurie Kaiser seconded the motion. The vote will take place at the next vestry meeting, as per the by-laws.

- Last month's discussion also included the creation of a Standing Outreach Committee and a Standing Communications Committee. Those committees should draft their own function statements. Those sections are not completed.
- Dennis also proposed an addition to the 'Finance Committee' section. The amendment requires Finance Committee to meet with Vestry in September to hear Vestry priorities before proposing a draft budget to Vestry in October. Discussion followed.

7:46 Diocesan Listening Sessions Report

Fr. Robert Harvey, Emily Sityar

The diocese held two listening sessions about the dissolution of the Partnership with Northwest Pennsylvania. Fr. Robert and Deacon Leann attended the clergy session. At the meeting, Standing Committee president Rev. Luke Fodor presented an ambitious schedule to call a retired bishop as Bishop Provisional until a new bishop can be elected by a goal of October 2026. They heard lots of optimism. Emily Sityar, Howard Craig, and Joan Scalfani attended the session for lay people. They sensed a great deal of positive energy and good ideas as well.

7:56 Rector's Report

Fr. Robert Harvey

- Fr. Robert will add an unrestricted gift made in memory of Susan Schroeder to the Memorial Fund. The Memorial fund recently paid for the installation of streaming capability. Future projects could include better Wi-Fi in Hughson Hall or updating the Sacristy.
- The July Vestry meeting date falls in the middle of the Old Home Days parade when traffic and parking are a nightmare. The date of the July vestry meeting was changed to Thursday, July 24 at 7 p.m. There will be no August meeting.
- Vestry persons in charge will be
 - June 22 – Dennis McCoy
 - June 29 – Larry Bernhard
 - July 6 – Nancy Bolton
 - July 13 – Howard Craig
 - July 20 – Ted Andrews

8:09 28 Milton Report

Fr. Robert Harvey, Bryan Gorney, Emily Sityar

Fr. Robert announced that he and Anne have decided not to make an offer to purchase 28 Milton. At the time of his retirement, establishing appropriate boundaries and developing a healthy relationship with a new rector would be difficult for the congregation if he lived next door to the church. Bryan discussed Standing Committee requirements regarding the sale of real estate. Repair work on the property is expected to be completed by the end of the month; funds will come from capital reserve which can be repaid if the house is sold. Discussion about how to proceed followed. Dennis McCoy made a motion to sell 28 Milton, which Howard Craig seconded. The motion passed subject to Standing Committee approval.

8:32 Two year Warden

Bryan Gorney

- The fundraising Chicken Dinner raised about \$1100. Bryan suggested a Fish Fry on Ash Wednesday, when so many come through for Ashes to Go.
- Bryan also updated Vestry on some Property issues.
 - Erlich Pest control came on Friday, June 13. The traps have already caught two mice.
 - The neighbor's new driveway seems to have increased water around the front corner of Hughson Hall. Contractor Ralph Peters thinks some gravel and perhaps railroad ties could alleviate the issue. That portion of the building still needs gutters.
 - The pothole in the circular drive will be repaired soon. Adding handicapped parking places also seems appropriate.

8:38 One Year Warden's Report

Emily Sityar

- Over eighty people attended the Parish Picnic, which was more than signed up. The event was a great success.
- Journey's End is shifting its focus from refugee resettlement to refugee assimilation. With their reduced staffing, there are many summer volunteer opportunities.
- Emily attended a webinar "Empowering Church Leadership through Volunteer Innovation." Alice will send a link to the recording. Emily recommended vestry members watch and share with their liaison committees.

8:47 New Business – none

8:49 Fr. Robert closed the meeting with prayer.

Faithfully submitted,

 6/20/25

Alice Brown, Clerk pro tem

Next Meeting: Thursday, July 24 at 7 p.m.

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- b. The Board of Managers shall administer policy in the name of the Vestry to the extent delegated by the Vestry from time to time.
- c. The Board of Managers shall utilize, as appropriate, the services of the sexton and the Property Committee for care, maintenance and construction associated with the Churchyard and the Churchyard wall.
- d. The Board of Managers shall maintain, regularly review and update the governing documents of the Churchyard, including Account Categories, Churchyard Policies and all other documents as appropriate for the operation and care of the Churchyard all of which shall be subject to the review and approval of the Vestry.

Finance Committee

- 1. The Finance Committee shall be a standing committee appointed by the Vestry.
- 2. The Finance Committee shall consist of the Treasurer as chairperson, at least one Warden, one Vestryperson, and such additional members in good standing as the Vestry may deem appropriate to accomplish the Committee's functions. The members of the Finance Committee shall serve at the pleasure of the Vestry.
- 3. Functions
 - a. The Finance Committee shall engage in short and long range financial planning and recommend policy for maintaining the financial stability of the Parish.
 - b. The Finance Committee shall assist the Treasurer in the preparation of the annual operating budget for the Parish and in the performance of the Treasurer's other duties as the Treasurer may request from time to time.
 - c. The Finance Committee shall advise the Vestry with review and recommendations as to insurance coverage and related matters for the Parish.
 - d. The Finance Committee shall advise the Vestry with review and recommendations in all matters pertaining to the Parish real estate (e.g., rent, taxes).
 - e. The Finance Committee shall advise the Vestry and the Rector with review and recommendations in all matters pertaining to the compensation of Parish staff.
 - f. The Finance Committee shall advise the Vestry with review and recommendations in all matters pertaining to the compensation of the clergy.

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- g.** In consultation with the Endowment Board, the Finance Committee shall advise the Vestry with review and recommendations with respect to the prudent use of invested funds for the purposes intended and in the evaluation of investment managers.
- h.** *The Finance Committee shall meet with the Vestry at its September meeting to discuss the budget for the following year. The Finance Committee shall submit to the Vestry at its October meeting a proposed budget for the following year.*
- h.** The Finance Committee shall have the right to appoint such other subcommittees as the Finance Committee shall deem necessary or appropriate from time to time, each with such duties and responsibilities as the Finance Committee may assign such subcommittee from time to time.

Nominating Committee

- 1.** The Nominating Committee shall be an annual ad hoc committee appointed by the Vestry. The Nominating Committee shall come into existence upon appointment by the Vestry and shall cease to exist upon conclusion of the Annual Election.
- 2.** A Warden shall be the chairperson of the Nominating Committee. The composition of the Nominating Committee shall be a minimum of six (6) members of the Parish, including the chairperson, all of whom shall be in good standing. In appointing the Nominating Committee, the Vestry shall endeavor to select members representing a broad cross section of the Parish. The members of the Nominating Committee shall serve at the pleasure of the Vestry. A majority of the Nominating Committee shall be changed from year to year.
- 3.** Functions

 - a.** The Nominating Committee shall propose a slate of candidates (for the Annual Election) to fill the expiring terms of Warden and Vestrypersons and any other vacancies.
 - b.** The slate of proposed candidates as determined by the Nominating Committee shall be provided to the Rector and to each of the Wardens for review to determine eligibility before the members of the Parish are notified of such slate. The Rector and Wardens shall conduct a prompt review of such proposed candidates and notify the Nominating Committee if any of such proposed candidates are not eligible to serve for the position for which such candidate is proposed to be nominated.

Property Committee

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1. The Property Committee shall be a Standing Committee appointed by the Vestry.
2. The Property Committee shall attend to the management and maintenance of Calvary's building and grounds.
3. The Property Committee shall consist of such members in good standing as may be determined by the Vestry. Members of the Property Committee shall serve at the pleasure of the Vestry. Provision shall be made for rotating membership. At least one (1) member of the Property Committee shall be a Vestryperson. The Chair person shall be appointed by the Wardens and approved by the Vestry.
4. Functions
 - a. The Property Committee shall recommend to the Vestry policy regarding the development, operation, and maintenance of Calvary property, buildings, and overall campus.
 - b. The Property Committee shall administer policy in the name of the Vestry to the extent delegated by the Vestry from time to time.
 - c. The Property Committee shall utilize, as appropriate, the services of the Sexton for care, maintenance and construction associated with Calvary.
 - d. The Property Committee shall have the right to appoint such other subcommittees as the Property Committee shall deem necessary or appropriate from time to time including, but not limited to, an Arts and Furnishings Subcommittee, each with such duties and responsibilities as the Property Committee may assign such subcommittees from time to time.
5. Arts and Furnishings Subcommittee
 - a. The Arts and Furnishings Subcommittee shall be a subcommittee of the Property Committee with the Chairperson appointed by the Vestry.
 - b. The Arts and Furnishings Subcommittee shall consist of such members in good standing as may be determined by the Vestry. Members of the Arts and Furnishings Subcommittee shall serve at the pleasure of the Vestry. Provision shall be made for rotating membership.
 - c. The Arts and Furnishings Subcommittee shall choose or approve all artwork, furnishings, and décor for all the Calvary campus facilities, and they shall conduct an annual inventory of silver, and valuable artifacts and artwork covered by insurance.

Stewardship Committee

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1. The Stewardship Committee shall be a standing committee appointed by the Vestry upon the recommendations by the Rector.
2. At least one (1) member of the Vestry shall serve on the Stewardship Committee. All members of the Stewardship Committee shall be members in good standing and serve at the pleasure of the Vestry. Provision shall be made for rotating membership.
3. Functions
 - a. The main work of the Church is involving people in using all that is entrusted to them in carrying out the mission of Jesus Christ. Stewardship is the main work of the Church. Towards this end, the Stewardship Committee is to encourage the people of the Parish to give of their gifts of time, talent and treasure to the furtherance of the mission of the Parish.
 - a. The Stewardship Committee shall develop an on-going educational program to promote a fuller understanding of the concept of Christian Stewardship.
 - b. The Stewardship Committee shall develop policies for and implement the annual stewardship campaign of the Parish.
 - c. The Stewardship Committee shall develop policies for and implement a program to encourage fulfillment of stewardship pledges.
 - d. ***The Stewardship Committee shall develop a comprehensive on-going planned giving educational program to promote gifts and bequests to the Parish Endowment Fund.***
 - e. ***The Stewardship Committee shall maintain or cause to be maintained an accurate and up-to-date record of all persons who have made a commitment to include the Parish in their estate plans. The Stewardship Committee shall recognize through the Calvary Legacy Society those persons who have notified the church of their planned giving intentions, and also, upon notification by the Treasurer, those from whom a legacy gift has been received.***
 - f. ***At the request of the Vestry, the Stewardship Committee shall review extraordinary capital needs and other financial needs not addressed in the annual budget of the parish and advise the Vestry of a plan to address those needs through, for example, a capital campaign. If the plan is approved by the Vestry, the Stewardship Committee will execute on the plan and report to Vestry regarding the progress of its efforts.***

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Planned Giving Committee

1. The Planned Giving Committee shall be a standing committee appointed by the Vestry.
2. The purpose of the Planned Giving Committee is to develop a comprehensive on-going planned giving educational program to promote gifts and bequests to the Parish Endowment Fund.
3. The Planned Giving Committee shall consist of members in good standing of the Parish. The Vestry shall appoint the committee chair(s); committee members are selected by the chair(s) but are subject to the approval of the Vestry. All members of the Committee shall serve at the pleasure of the Vestry. Provision shall be made for rotating membership.
4. The Chair of the Endowment Board shall serve as a liaison to the Planned Giving Committee, and shall keep the Committee informed of changes in policies regarding Gift Acceptance and Disposition of Bequests.
5. Functions
 - a. The Planned Giving Committee shall prepare and distribute planned giving literature to potential donors; offer informational opportunities to explain options for making deferred gifts; facilitate contacts between potential donors and counselors who can assist in accomplishing their charitable goals and otherwise promote planned gifts to the Parish.
 - b. The Planned Giving Committee shall maintain or cause to be maintained an accurate and up-to-date record of all persons who have made a commitment to include the Parish in their estate plans.
 - c. The Planned Giving Committee shall recognize through the Calvary Legacy Society those persons who have notified the church of their planned giving intentions, and also, upon notification by the Treasurer, those from whom a legacy gift has been received.

Commented [1]:

The Endowment Board

1. The Endowment Board shall be a standing committee appointed by the Vestry.
2. The Endowment Board shall consist of at least four (4) members of the Parish in good standing, all of whom shall be appointed by the Vestry. All members of the Endowment Board shall serve at the pleasure of the Vestry. Provision shall be made for rotating membership. The Senior Warden and the Treasurer shall be ex-officio members of the Endowment Board.

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The Chair of the Endowment Board shall serve as a liaison to the Planned Giving Committee and keep the Planned Giving Committee informed of changes of policy regarding Gift Acceptance and Disposition of Bequests. The Chair of the Endowment Board shall serve as, or appoint, a liaison to the Finance Committee on matters related to the Endowment.

The Outreach Committee

- 1. The Outreach Committee shall be a standing committee appointed by the Vestry upon the recommendations by the Rector.***
- 2. [The functions should be drafted by the present committee.]***

The Communications Committee

- 1. The Communications Committee shall be a standing committee appointed by the Vestry upon the recommendations by the Rector.***
- 2. [The functions should be drafted by the present committee.]***

3. Functions

- a.** The Endowment Board in conjunction with the Planned Giving Committee and the Vestry shall encourage all members of the Parish to make gifts from their assets to the on-going work of the church, employing whatever gift vehicles may be appropriate for their circumstances.
- b.** The Endowment Board shall assist the Vestry in the receipt and administration of endowment gifts in the manner expressed by the donors of such gifts, and in accordance with the Canons of the Episcopal Church, the Diocese of Western New York, the policies of the Parish and applicable law governing such gifts.
- c.** All endowment gifts made to the Parish shall be deposited in the Endowment Fund maintained by the Parish for such purpose. Such funds may be invested as provided by law and as determined by the Vestry from time to time upon such recommendations as may be made from time to time by the Endowment Board. The Vestry shall be free to accept or reject any such recommendations made by the Endowment Board.
- d.** Subject to the terms made by the donor of an endowment gift, and applicable law, distributions from the Endowment Fund shall be made as determined by the Vestry from time to time.
- e.** The Endowment Board shall meet at least quarterly and shall maintain complete and accurate minutes of all meetings.
- f.** The Endowment Board shall report to the Vestry at least once a year and render a full account of the administration and performance of the Endowment Fund during the preceding year. The Endowment Board shall also report to the Vestry at such other times as shall be determined by the Vestry.
- g.** The Treasurer of the Parish shall maintain or cause to be maintained complete and accurate books of account for the Endowment Fund, which shall be audited annually by a certified public accountant.
- h.** The Endowment Board shall maintain, regularly review and update governing documents with respect to the Endowment Fund, including its Plan of Operation, Investment Guidelines, Spending Rules, Policy Regarding Disposition of Bequests, Gift Acceptance Policy and Designated Funds all of which shall be subject to the review and approval of the Vestry.
- i.** The Endowment Board shall advise the Finance Committee on prudent use of investment funds.

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Scholarship Committee

1. The Scholarship Committee shall be a standing committee appointed by the Vestry.
2. There shall be at least four (4) members of the Scholarship Committee including a Chairperson appointed by the Vestry, all of whom shall be in good standing. All members of the Scholarship Committee shall serve at the pleasure of the Vestry. Provision shall be made for rotating membership.

3. Functions

- a. The Scholarship Committee shall receive and make recommendations to the Vestry for the disbursement of scholarships and other financial assistance from available funds to members of the Parish and their children for educational purposes all on such terms as may be approved by the Vestry from time to time.
- b. The Scholarship Committee shall maintain, regularly review and update its Policies, Procedures and Standards, all of which shall be subject to the review and approval of the Vestry.

ARTICLE XIX OTHER MATTERS WITH RESPECT TO COMMITTEES

Section 1. Right to Establish Other Committees

The Vestry shall be entitled to establish other committees with such members, functions and purposes as the Vestry may determine from time to time.

Section 2. Right to Require Reports.

The Vestry shall be entitled to require any committee to furnish a report to the Vestry from time to time as to the performance of such Committee's functions.

Section 3. Records and Documents.

Each committee shall have the responsibility of causing all pertinent minutes, resolutions and documents that are pertinent to such committee to be maintained as part of the permanent records of the Parish.

Section 4. Additional Duties.

Each committee shall be required to perform such other duties as may be determined by the Vestry from time to time.

[End of Bylaws]