



ST. JOHN'S CATHEDRAL

30
2022

VESTRY MEETING

MINUTES OF OCTOBER 19, 2022

REGULAR MEETING

A regular meeting of St. John's Cathedral Vestry was held Wednesday evening October 19, 2022 at six minutes past six. Bishop Franklin Brookhart called the meeting to order and opened with prayer.

PRESENT

Nancy Koehring, Arnie Ree, Jenna Kyle, Michael Tracy, Jeffrey McLellan, Paul Adesokan, Franklin Brookhart+, Hamilton Yang, Aveline Kimbell, Charlotte Borst

ABSENT

Matthew Jimenez, Kelly Coyne, Erik Knutzen,

GUESTS

Michael Kramberg (Accountant), Kyle Black (Administrator),

MINUTES

APPROVED

The minutes of the September regular meeting were read. The chair entertained a motion to receive and approve the minutes. Mr. McLellan so moved and was seconded by Mr. Tracy. The motion was put to a vote and carried unanimously.

REPORT OF THE TREASURER

Both Mr. Kramberg and the Treasurer, Ms. Koehring, are working on the proposed budget for next year, this includes finalizing the budget for the Cathedral's music program. The report was presented. No motion was made to receive the report. The meeting continued with no additional comments.

WARDEN'S REPORT

Mr. Knutzen met with the development company last week. The meeting was deemed non-substantive. The Wardens are stressing that the church would like to be kept in the loop as much as possible. Another meeting has been set up for the middle of November.

BISHOP -IN- CHARGE'S REPORT

The Bishop has finished a round of home communions for the parish community. So far, two baptisms have been scheduled for All Saints' as well as one reaffirmation. Visitors at both the 8am and 10am Mass have been noticed. The Bishop emphasized that visitors are a gift from God. Visitors from USC are given the bishops personal contact information and encouraged to contact him via phone or email to establish a deeper pastoral relationship. Ms. Veronica Green (a granddaughter of a parishioner) is finishing up a master's degree and needs a capstone project in connection with the religious life office at USC. She will hopefully work with us in

understanding what kind of ministry might be effective in connecting and serving USC students. This would be free; she will connect with the Bishop more. The bishop mentioned that the Diocesan Convention will take up important issues about minimum compensation for lay employees as well as two resolutions regarding climate change. The meeting of our Deanery highlighted that the Diocesan budget has been balanced for the second year in a row and that starting in 2024 a 12% mission share will be mandated for all parishes. This money helps mission churches in the diocese to continue spreading the Good News of Christ as well as the work of our national church. When it comes to the leadership transition, the Bishop feels that people are “beginning to dream about the future and what that might look like...” Some of these dreams are not realistic and we must be careful to understand that a church our size can handle two or three major projects at a time. The Vestry needs to help folks understand that while we have many calls, we want to move forward – and move forward well.

DEANS’
CELEBRATION

The Vestry received the report submitted by Ms. Kelly Coyne which will be attached to these minutes. There were some questions: “Are we paying airfare? Are we putting them up in a hotel? What about entertainment?” Mr. Ree noted that we will probably end up spending \$5k. The Daughters of the King will be taking care of gifts with a statue engraving.

STEWARDSHIP
COMMITTEE

Stewardship will begin in a about a week or so. There will be three mailings. The Vestry received a draft of the stewardship plan which will be attached to these minutes. Mr. McLellan and Ms. Kimbell are assisting in the process. “Temple Talks” are a part of the plan which refers to an individual who stands up and testifies about the importance of St. John’s and the community to their lives. Mr. Knutzen has agreed to do one of these. Dr. Borst will speak on November 6th and Mr. Yang will speak on November 13th.

CHILDREN’S
MINISTRY

Some members of the vestry wondered if changing tables in both the men and women’s restrooms should be installed. Dr. Borst and Ms. Koehring will investigate the situation.

STAFFING

A discussion about the proposal submitted by our independent events contractor, Mr. Benjamin Simons, was continued. Ms. Koehring, the Treasurer, noted that the request is not realistic. The Bishop-in-Charge was “startled to find out more about the fee schedule” as established. He also

noted that there may be canonical issues when the church is used for marriage ceremonies of other faiths, particularly concerning visiting clergy who may take anti-gay or anti-women's stances. The Senior Warden is also concerned about the aforementioned and would like to encourage Episcopal marriage services in the church and more interaction with our community. The chair entertained a motion not to renew the contact. Dr. Borst so moved and was seconded by Mr. Ree. The motion was put to a vote and carried unanimously. The Parish Administrator will notify Mr. Simons in the presence of the Bishop-in-Charge.

REPORT TO THE CONGREGATION It was decided that Dr. Borst would make a report to the congregation Sunday morning concerning this meeting.

EXECUTIVE SESSION At twenty-five minutes past seven the Vestry moved into executive session and this notetaker departed.

Jenna Kyle, Vestry Clerk

Date

Kyle Black, Administrator

Date

Note to the Vestry
October 17, 2022

Dean's Banquet Progress Report

I'm sorry Erik and I can't be with you at the meeting to discuss this. I trust Arnie will be able to answer your questions. We are eager for feedback and participation so I hope to get word back on your thoughts and ideas.

The Team

I've been partnering with Martha Ree on arrangements, with Arnie and Erik consulting. We have a lot of help, especially Ada and Kelsey and Kyle. With those three on our team, we can't go wrong! The Daughters of the King will be handling all the table arrangements/decor. Martha will be designing the floral centerpieces. Charlotte and Arnie are going to go wine shopping for us.

As of this writing plans are in good shape to come together swiftly in November. The food and party supply rentals are secured with deposits, but we do have flexibility to change if we need to.

Gifts

During our previous Vestry meeting we discussed gifts. We agreed the greatest gift we can give the Deans is naming the new parish hall after them. So the current plan is to mock up a mounted paper sign with the name of the new hall on it, and unveil that at the gifting, as we announce this decision to them - sort of the way a charity will unveil a giant check to announce a big contribution. The announcement itself is the gift, not the sign.

I am happy to do the layout, printing and mounting and make it look good – but am unsure of the wording. My big request for help at this point is for the Vestry to decide on the name of the hall and the wording of the sign and pass that on to me.

For instance, is it only their last names (e.g. Kowalewski-Ade Parish Hall), or their full titles? (The Fr. Mark Kowalewski and Fr. Daniel Ade Parish Hall...) Is it a parish hall? A community hall? Something else? Should the sign include any other information? Like the dates of their tenure? Words of appreciation?

Next, I looked into icons as a second gift, and that was a bit of a quagmire. To make a long story short, instead of that, we propose that Erik will make a set of three beautiful craftsman oak frames which match their decor (The Deans and Erik have the same taste in furniture!).

The three framed pictures will be of old St. John's (the former building), current St. John's (a picture from the 1920's) and future St. Johns. We will try to get an architect's rendering of the

new project as the image for the 3rd frame. Eventually it can be replaced with a photo of the actual development.

The D.O.K. will also offer their own gifts – eagle statuettes

During the official gifting, I thought the DOK could go first, then the framed images could be offered as a gift from the Vestry, and the Naming as a gift from the Congregation – but you all might have thoughts on how to present these things. Or thoughts on the gifts in general. Let us know!

The Dinner and Order of Events

The following is the general shape of the evening. We would love any ideas or feedback—especially if we've forgotten something!

(As I type this I wonder if we should do anything particular for Walter?)

...

5-6 PM Cocktails.

Charcuterie board provided by Ada. Champagne or sparkling cider for everyone. Zach on the piano.

6PM - 8PM: Main program

Everyone seated at their dinner tables

Opening remarks from the Senior Warden

Speech by Bishop Taylor

Bishop Taylor leads us in prayer.

Tables go one by one to buffet service. We will have two buffet tables to speed things along.

Menu: Lasagna and salad at the buffet, bread and butter at the tables. Wine and sparkling water at each table. Desert: Coffee and cookie trays for each table.

After the dinner plates are cleared away, but cookies are still being nibbled, the program begins.

Erik is MC throughout.

Speeches:

- Cannon Melissa could speak first if she wishes - confirming this.
- Short speeches (5 min or so) from 3 members of the congregation:
 - 1) Avie
 - 2) Erik will read a letter on behalf of Ron Harwick.
 - 3) TBD. Martha Ree is working on this in my absence

We could have more speakers if there are more people who really want to speak! Vestry could consult with others – we don't want to have too many speeches but we do want to give everyone a voice who is so moved. Also, I don't want to forget to invite somebody who should be a totally obvious choice!

Presentation of gifts to the Deans – DOK, Vestry and Congregational gifts

Hillary may sing a solo. No confirmation yet but I believe so! This might be a good time for it.

The Deans speak

Deans lead us in a final prayer

(Note we will have to ask them if they want to speak, but I'm assuming yes)

Perhaps we all sing a final hymn together to close the evening?

Cost estimates

The vestry may wish to speak about asking for donations to offset costs – but as I understand it we do not wish to ask for a per head admission as that would discourage participation and leave some folks out.

But it is expensive, to be sure, despite our attempts to do much of it ourselves, and keep the menu simple. A lot will depend on our numbers, and RSVPs will be final at the month's end.

Party rentals per head (place settings)	7
Cocktail Charcuterie by Ada/ per head	6 (we could ask her to simplify to lower this)
Dinner/dessert food per head	18
Drinks per head	9 (est. 3 drinks/\$15 bottle)(could be less!)

Total food per head	40
Food total for 50 guests	2000
Food total for 100 guests	4000
Total hired labor (set up, clean up, waiters)	1,400 (may be less for a smaller crowd)
Flowers and decor	300
Music (Zach and Hillary)	?
Delivery fees	200
Low end total	3900
High end total	5900

DRAFT PLEGE PROGRAM

WEEK OF OCT. 23

First pledge letter issued (+FB, “Why Pledge?”)

Pledge card with letter

Percentage giving chart with letter

Pledge card with Sunday bulletin

WEEK OF OCT. 30

Second pledge letter (Jeff, say what you think needs to be said)

Pledge card with letter and in Sunday bulletin

Temple talk at 10 AM Mass, 3 or 4 minutes, “What St. John’s has meant for my spiritual life”
(Erik?)

E-blast message (Support in time of transition, +FB)

WEEK OF NOV. 6

Third letter with pledge care (Avie, say what you think needs to be said)

Temple Talk, 10 AM Mass (Nancy Koehring)

E-blast (The Lord loves a cheerful giver, +FB)

WEEK OF NOV 13

Temple Talk, 10 AM Mass, vestry member

E-blast (The attitude of Gratitude, +FB)

NOV. 20

Pledge cards gathered at Mass

Notes

Should we have a Temple Talk at the 8 AM Masses, too?

Pledge cards returned via offering tray, mail, email

Pledge cards need to note that they are for planning, are not legal contracts, and can be changed by pledger without question.

Should we try a big gathering of cards on Nov. 20?

Should there be a challenge element? For example, raise your pledge by 1 %, we need pledge of X amount, etc.