

The Cathedral Church of St. Luke
143 State Street
Portland, Maine 04101

Minutes of The Lesser Chapter Meeting - Revised

February 15, 2023

The meeting was held in person

Attending in person: Bishop Thomas Brown, Transition Priest in Charge The Rev. Dr. Paul St. Germain, Rev. Suzanne Roberts, Rev. Rebecca Grant, Senior Warden Sam Allen, Junior Warden Claire Hammen, Treasurer Tim Wilkins, Nancy Brain, Jane Briggs, Jamie Cough, Jamie Moore, Michael Thorne and Dan McDonald.

Absent: Catherine Hyde, Oscar Mokeme, Alfred Nyarawa.

Call to Order and Opening Prayer

The Transition Priest in Charge called the meeting to order at 6:00 p.m. The opening prayer was An Order of Worship for the Evening.

Confidentiality Norms

Sam Allen reminded members of our Lesser Chapter norms, primarily to be respectful, and to respect others' privacy.

Minutes, Consent Agenda and Elections of Treasurer and Clerk

Upon motion duly made and seconded, minutes of the January 7, 2023 Special Meeting and January 18, 2023 Regular Meeting were **approved**.

Written reports of the Transition Priest in Charge, Senior Warden, Junior Warden and Treasurer, attached, were accepted.

Tim Wilkins was elected Treasurer and Dan McDonald was elected Clerk.

Treasurer's Report

Due to the on-going conversion from Church Windows to Realm, there are no financial reports for January. The Treasurer elaborated on his pre-circulated narrative, as follows:

- The Lesser Chapter recently put \$20,000 into the Building Reserve Fund. That may prove to be fortuitous because building expenses have started off 2023 higher than normal.
- Following a recommendation from the Finance Committee, and upon motion duly made and seconded, the Lesser Chapter **approved** the expenditure of approximately \$21,000 to be taken from the Vestry Restricted account, and added to a \$2,000 diocesan grant, for improvements to the Cathedral's audio system. The improvements consist of: (1) replacing hearing assistive devices; (2) providing new wireless microphones operating on the proper frequency; and (3) upgrading the public address analog system to digital.
- Tim indicated he would move two recent gifts of \$10,000 each to the Vestry Restricted Pastoral Salary account temporarily.

- The Cathedral will solicit additional contributions for the Shambaugh farewell party.
- The kitchen will probably break even in 2023.

Bishop Brown Time

The Bishop themed his talk “Be Encouraged”. He reported that he had established a Loring House Task Force to recommend a future for the building, which has seen scant activity since the pandemic began. Other dioceses have sold their headquarters; this one has no parking and no handicapped accessibility. Jamie Cough is the Cathedral’s representative on the Task Force, which will submit its report in the fall.

The Bishop encouraged improvement in the relationships between Cathedral and Diocesan staffs.

Due to recent arrangements, US post office mail will now be delivered to 143 State Street, as well as to the Cathedral’s and Diocese’s separate post office boxes.

The Bishop sees the Cathedral going through three transitions: first, Dean Shambaugh’s announcement and leaving and the arrival of Transition Priest in Charge Paul St. Germain; second, Paul’s leaving and the arrival of an interim dean; and finally the departure of the interim dean and arrival of a new dean. The second transition will likely take place at the end of April when Paul leaves, and the third transition will likely take place in the late summer or early fall of 2024.

The Bishop will not appoint an interim dean. He suggests a committee consisting of 5 to 6 people be formed to start advertising for the interim dean, likely to come around September 1, or earlier. Paul will be gone at the end of April, but may be willing to be available after he returns from his long planned travel in May in order to continue to help "bridge" until an interim Dean is in place. The interim dean does not necessarily have to be trained as an interim.

The search committee for the new dean probably will not be formed before the fall of 2023. That is a Lesser Chapter function. The Bishop recommended Holy Cow! Consulting to assist the Cathedral with its self-assessment and surveys, and suggested they be engaged by this summer, with a survey to follow this fall. He also suggested employment of a search consultant to advise the Cathedral on the search process.

The parochial report must be seen by the Vestry. It is in progress and must be filed by March 1.

The closing prayer was taken from Vestry Devotions.

The meeting adjourned at 8:20 PM.

Respectfully submitted,

Dan McDonald, Clerk

Attachments: Transition Priest in Charge Report, Senior Warden’s Report, Junior Warden’s Report; Treasurer’s Narrative.

Transition Priest in Charge Report

It is a pleasure to begin my brief tenure as interim “priest in charge” of St Luke’s. My preaching and office schedule * has been publicized online - and may also be accessed under ministry calendar 2023 at: paulstgermain.site.

This is a challenging and exciting time - that is not without its own form of considerable stress and uncertainty. While privileged to navigate part of this with you - it is all of us pulling together through which we will best discern God’s call and purpose. We are all blessed with the fine and caring support of our wardens Sam & Claire, Avery and the office staff (upstairs and downstairs!), as well as the clergy support team of “The Revs” - Suzanne, Anne, Christopher, and Rebecca. We may be contacted individually, or through the cathedral office.

My “mission program” and “liturgical focus” - is helping us all breath in the Holy Spirit - and take RESPITE time for “ressourcement” - before a new interim dean arrives.

I’ve also been working with the staff to facilitate the daily life of the parish - as well as updating some of the policies, procedures and forms that may be helpful for ministry and community engagement in the next few months. I particularly would like to thank everyone for the warm welcome, the embrace of my ministry, my foibles, and this chance to grow together.

Paul St Germain

*Basically, until May 1st I will be here 2 Sundays each month - 2nd & 4th, and Tuesdays & Thursdays weekly for office hours.

Senior Warden's Report

February 12, 2023

The Lesser Chapter is embarking on a major journey. We've bid very fond goodbyes to Dean Shambaugh and Shari with a festive party to celebrate Ben's achievements as Dean. A new team of clergy is in place to help guide us through the major transition of leadership as we begin what promises to be a high-intensity period of introspection and discernment. And as of our Annual Meeting, we have a new Senior Warden and four new members of the Vestry. This is a huge change in the past two months!

I am enthused about being Senior Warden, and we are already off to a good start. Paul St. Germain and I have been meeting frequently and are developing a very good working relationship. I met with Bishop Brown late in January to get his initial thoughts about the transition process for the search for a new Dean. Paul, Claire, and I met last week to plan the agenda for our first Lesser Chapter meeting. Earlier today Paul and I held a "New Vestry Orientation" session that allowed each of us to share stories and talk a bit about our history at St. Luke's. I know from that meeting that our new members bring rich experiences and energy that will serve St. Luke's very well. We also have a Vestry Retreat scheduled, and Paul and I are working on the program for that.

Our first meeting of the new Lesser Chapter is just days away. We will be joined by Bishop Brown and our plan is to devote the majority of our meeting time in conversation with him. He will give us more information about the transition process, and there will be ample time for him to answer questions and for him to get to know each of us better.

St. Luke's has had challenges in the past year and it has strained relationships between the Dean, the Wardens, the Vestry, and individual parishioners. Although I have been only tangentially involved, I know that the strains have been serious and despite efforts at reconciliation, this rupture is not entirely healed. I will be working to restore an atmosphere of understanding and partnership among those involved. The need for open communication is clear, as well as effective organizational structures for all our committees. Achieving this will require careful planning and it will need to be a team effort.

I feel a natural tendency to want to dive in and attempt to "fix" problems as they arrive. We need a new Dean?—Let's get started! is the way most of us are used to acting. The Bishop, Paul, and I all appreciate this tendency, but also recognize the need for taking the necessary time for deep discernment as we move forward. It's my hope that we can take time to learn how to work together, to dig deep into our own spiritual resources, and to help each other serve St. Luke's and God as we forge our future.

May God bless us all in our work.

Sam

Junior Warden Report, February, 2023

A number of projects are underway. Please see summaries below.

Nave Lighting:

- An outdated lighting panel finally stopped functioning right before the Dean's farewell party. Pine State replaced the panel and got the lights working. We are currently gathering bids from electricians/lighting vendors to install a lighting plan that can accommodate the needs in the nave.

Audio Upgrades (Report from Sam Allen):

- 1. A new hearing assistance system for the hard of hearing, to be used either with earbuds or through the T-coil pickup of hearing aids equipped with such. Compatible both with included earpieces, or user-provided ones with standard 3.5mm connector. New hearing assistance system would provide the Church with the requested 10 receivers, and the ability to simply purchase and add new packs if needed.
- 2. New wireless microphone system that provides full coverage of both the chancel and chapel areas. Would include two dedicated cheek mic receivers, one dedicated handheld receiver, and a fourth receiver that could be used with either a handheld or a cheek mic as needed. New wireless microphone system would be approved by the Federal Communications Commission (FCC).
- 3. A new digital audio signal processor capable of dividing the sanctuary for use as just the nave, just the chapel, or both together (for overflow).
- 4. Additional speakers and inputs in the chapel to support its use as a standalone space.
- 5. Simple control panels both at the chancel and chapel, for control of the system from either location.
- 6. Rewiring of the existing choir mic to avoid noise induced from the lighting circuit.
- 7. Computer-accessed control for the audio processor, to be connected to the building's internet for remote access, with cooperation from the church's networking staff.

Circulator Repair:

- The bearing assembly needs to be repaired for one of the circulators. The building and grounds team will explore the possibility of installing a water filtration system for the circulators to prevent damaging build-up.

Roof and Skylight:

- The skylight continues to leak -- a plastic barrier is over it to prevent leaking. The Building and Grounds team is exploring options to remove it in the spring. Several areas need to be examined to determine roof repairs and cost. We are currently getting quotes.

Handicapped Accessible door:

- A handicapped accessible door for the Park Street entrance that will include a push button for entry will be installed soon.

Spring projects:

New Front Yard Sign:

- M&H Signs (who designed and constructed the sign for Trinity Church on Forest Ave.) has provided a quote for a new sign. It will consist of HDU material which can be carved and painted. This material looks like wood but does not rot. Several designs will be presented for consideration and will need to be approved by the Historic Preservation board of the city.

Bishop's Garden maintenance:

- The magnolia tree needs to be treated for scale insects. The boxwoods need to be treated to suppress leafminer.

East Wall:

- Some missing mortar has been identified on the exterior of the East wall. Repairs will occur in the spring. The hole on the interior of the wall has been patched with no further evidence of moisture.

Other Upcoming/Wish List Projects:

- Capital improvements to lower and upper halls
- Improve accessibility to the Healing Chapel for potential public use
- Rehab outside chapel doors
- Secure chapel doors to nave
- Install handrails at chapel front entrance
- Improve bathrooms

Claire Hammen

Treasurer's Narrative

All,

Not much to report for January and with Realm conversion underway Nina will focus on that. We will have Realm finance reports next month. We are already seeing expenses for the building- issues with heat and lights. All are resolved but cost was over \$8K. Good that we have the \$20K in the restricted building account in case we need to move it later in the year.

Realm conversion is proceeding but will take time and Avery will need help with cleaning up the data from church windows and getting all the info loaded with parishioner info. Once that is done it will be easier and more efficient for both Nina and Avery plus parishioners can make changes to their account info and also see their pledge and giving status.

We have received \$2K from the Diocese as a digital onboarding grant. Jack and Sam and others have been working on upgrading our live streaming equipment and we have a quote from Canfield Systems which will significantly enhance and improve our live streaming system. Total cost is just under \$23K so leaves \$21K after the grant. I will bring a proposal from the Tuesday Finance meeting on how to pay for the balance.

Cost for Ben's party was over \$12K so I am hoping we receive more donations as it is not in the budget. The diocese is giving us \$1K and donations so far are less than \$1K.

Community Kitchen is busy getting new clients now that all approvals from both city and state are in place. Dawn has recently added 2 new clients who are already committed to using the kitchen on a regular basis, she has another couple close to signing and interest from a few other prospective clients. This along with having New Ventures running a class with three sessions in the lower hall and our first set of cooking classes.

Thanks,

Tim