

Vestry Minutes
March 10, 2020

Present: The Rev. Jeff Jackson, Debra Titkemeier, Jeana Langford, Brenda Hattaway, Randy Denmon, Craig Williard, Ryan Roenigk, Catherine Gordon, Margaret Louttit, Juan Forero, Marcy Brewer, Ryan Weber

Father Jeff opened meeting with a prayer.

Finance

Ryan Roenigk spoke about each endowment St. Margaret's and the uses and restrictions of each. He Stated that he would like to get more information about the Alice Huffard Richard Endowment and would speak with donor to clarify use of endowment. Ryan also informed the vestry that according to the St. Margaret's Endowment requires an administrative board and that there hasn't been one in several years.

Randy Denmon made a motion to Re-establish the Administrative Board (required by the St. Margaret's Endowment Agreement) as a sub-committee of the finance commission, with the following membership:

The Rev. Jeff Jackson, Rector and permanent member
Ryan Roenigk, Vestry member 2020-2022
Ryan Weber, Vestry member, 2019-2021
Jeana Langford, Vestry member, 2018-2020
Georgia Carter, finance committee
Audrey Griffin, finance committee
Bill Parrish, finance committee

Margaret Louttit second the motion and vestry approved motion.

Craig Williard presented February financials. He felt finance were doing well but noted that non-pledge contributions were down. Vestry suggested a few changes to restructuring the financial report to show prior year to date as well as moving endowment income from top of report to bottom of income statement. Margaret Louttit move to accept the financial report, Brenda Hattaway second and financial report was accepted.

Buildings and grounds - (report submitted, see below)

Randy Denmon submitted bid from North Georgia Inliners to repair bathroom. (See attached). Discussion followed. Brenda Hattaway motion to approve bid from North Georgia In-liners, Marcy Brewer second the motion. Vestry approved bid.

Randy also reported that the leak in the gallery was fixed. Cosmetic repairs to the gallery ceiling will take place soon.

Conley Scout Project

Father Jeff showed the vestry Mike Conley's project of installing stations of the cross on the grounds. Randy Denmon said he and Michael will go over grounds and post flags where the marbled plaques will be installed.

COVID-19 Precautions

Per today's directive from Bishop Wright, Jeff presented changes to the service until further notice. (see attached)

New Vestry Persons of the Week protocol - Vestry persons of the week will get the money from offering plate after each service. After the 9:00 a.m. service the money will be put in envelope and taken to safe in church office. After the 11:00 a.m. service the vestry persons of the week will get the money from that service and retrieve the envelope from the safe, count the money, and then put all offering in envelope and put in the safe in the church office.

April Vestry meeting will not be held unless needed.

Commission Reports - submitted by email (see attached)

Respectfully submitted
Julie Foreman
Clerk of the Vestry

Dear St. Margaret's,

With nonstop rain and looming viruses, this month looked to be pretty gloomy. Despite that, it's been a busy month.

In the Last Month:

1. I accompanied two parishioners to the diocese's Here I Am Day at the Cathedral. This day is for those who are beginning to formally discern a call to ministry, be it lay or ordained. Of the two who accompanied me, one is wanting to continue the formal discernment process, which starts with a Parish Commission on Ministry (PCOM). We have talked with volunteers and have a group ready to go. They will discern with the individual from April to August and will make a formal recommendation to me and the Vestry on which order of ministry this person should explore.
 - The highlight of my month was going with the J2A class on their Urban Adventure to Austin, Texas. The planning of this event started late, and taught us all some good lessons, but thanks be to God, the trip went extremely well. The adult chaperones, Debra, Craig Williard, Noah and Beth Brewer, and Sarah Jones, were a fun and deeply inspiring group of people to travel with. They are all excellent leaders and teachers. The youth were equally wonderful to be with. Every single one brought something important to the depth of the group. We had wonderful conversations, fun adventures, and deeply spiritual moments. We also got to spend a lot of time with Andrew and Julie Gordon and see their lives at the Seminary of the Southwest. I'm really looking forward to going with this group on their pilgrimage next year.
 - The Coffee House & Low Country Boil events were outstanding. Coffee House was jam-packed and had wonderful performances. The Low Country Boil was excellent as well, especially the silent auction, which I think was better than it ever has been. Thanks to all the folks who made those events possible.
 - Ash Wednesday was a busy day! Juan Carlos and I started with Ashes to Go at 7:15am in attempts to offer them to our Hispanic community. It didn't quite work out, but we did have 1 person come. The imposition of ashes on Adamson Square went well, and got us two days of coverage in the Times-Georgian. The chaplain at Tanner asked if we could come and do a brief service and imposition of ashes on the floors at the hospital, which Pauline Rodwell and I did. That was also a wonderful experience and I hope we can do Ashes To Go in more institutions like that. We also had 2 lovely Ash Wednesday services, which were well attended. Overall, Ashes to Go gave ashes to around 100 people, not including our service attendance. I debriefed with those who volunteered and we have more ideas for next year.
 - On February 27, I attended a Clergy Day on Compassionate Leadership at the Cathedral taught by Bishop Jennifer Baskerville-Burrows of the Diocese of Indianapolis. She talked about having "fierce" conversations and how to approach difficult conflict in pastoral situations.
 - In the community, in addition to the monthly Ministerial Alliance and Pastors/Police luncheon, I attended the Golden K Pancake Breakfast (thanks Carol Bachus), I was invited to give the invocation at the Carrollton City Council meeting, and I attended a reception at UWG for the Invisible Histories Project, which is an initiative to chronicle the hidden stories of LGBTQ+ people in the Deep South. I was deeply moved by this project and would like to see how we might partner with UWG on helping find more history.

- I think the Vision 2020 launch has gone well. I've gotten a little bit of feedback from folks who haven't entirely connected the dots, but I think this will take some time. Was anyone manning the Worship booth today?
- I thought it might be helpful for the Vestry to know how many pastoral visits/appointments I keep in a month. This includes hospital visits, home visits, and visits with newcomers and parishioners in the office and out for lunch. This doesn't include phone calls, texts, or emails where I check in with folks. In January, I made 14 pastoral visits, and in February, I had 10.
- The Lenten Series has started off well. I think Joshua has done a great job of creating a spiritually enriching meditation on the Way of the Cross.
- I also attended Commission meetings for Communication and Adult Formation and will be attending Finance on Monday. I don't plan to be at every meeting for every commission, but hope to drop in when I can.

What's Coming Up:

1. I will be going to visit my mentor Sam Thursday-Saturday this upcoming week as well as seeing my therapist and having my clergy support group. Self-care!
2. We'll be focusing on Pastoral Care as part of Vision 2020 starting March 22.
3. We have 4 people signed up for confirmation/reception on March 22 at the Cathedral. I'll be going with them to sponsor them, so I will be missing the Evensong that afternoon. Dock tried to reschedule Evensong, but couldn't due to the recital guest, but hopefully we won't do that in the future.
4. March 29 is the next Youth Sunday! I'm always excited to have our youth lead us.
5. I'm working with Head Acolyte Wright Roenigk and Debra on "Acolyte Olympics" on March 29 at EYC, which will serve as training for our acolytes. We are hoping to make learning fun with several games and competitions.
6. Spring Break is scheduled as the same week as Holy Week, which is a bummer for me and my family, as we won't be able to go anywhere. But we are planning to go see Hamilton at the Fox in Atlanta on the Tuesday night of Holy Week. I am looking forward to Holy Week, though, as it's one of the busiest and most meaningful weeks of the church year.
7. We are moving the Easter Vigil from Saturday night to Sunday morning at 6:30am as an experiment. We hope that having a sunrise service may take a little pressure off the Easter Sunday attendance, as those services are way beyond capacity. Also, we think doing it at sunrise will enhance the Vigil liturgy as we move from darkness to light.
8. After Easter, I plan to take a few days off. Whew!

Peace,
Jeff+

COVID-19 Protocols

1. As people of deep prayer, we will add prayers for those who are sick and those who care for the sick, including medical staff and all who are working diligently to prevent and find a vaccine for COVID-19. We will also pray for those who have died as a result of the virus, and those who are oppressed by fear and those who will be affected financially because of this virus.
2. The Altar Guild will sanitize all the areas that many people may touch, including the door handles, railings, pews, Processional Cross, tapers, Gospel Book, Eucharistic vessels, hymnals, and prayer books.
3. At the Peace, we will wave, elbow bump, or give the "I love you" sign to each other. We will also continue to verbally share the Peace by saying things like "Peace be with you!"
4. Birthday and anniversary blessings, and blessings at the communion rail will be done with the sign of the cross and not the typical cross on the forehead.
5. During the Offertory, the alms basins (offering plates) will be placed on a table in front of the steps and parishioners are encouraged to come forward and put their offering in the basins. An acolyte wearing gloves will come and retrieve the plates and bring them to the altar to be blessed. The alms basin for Children's Church will not be used until further notice.
6. The chalice will remain on the altar, and we will continue to have a small amount of wine present at the Eucharist to be consecrated, but we will not partake of it. After the service, the Altar Guild will pour it outside on the ground, as they do with any leftover sacrament. The congregation will receive the Sacrament in one kind only - the Body of Christ, in which we believe Christ is fully present, even without the Blood. Eucharistic Ministers will stand with me at the altar, but they will stand with the acolytes during the distribution.
7. If available, hand-sanitizer will be provided for all to use before Communion, and all in the Altar Party will receive hand-sanitizer there. Donations of hand-sanitizer are welcome.
8. Live-streaming of the service will be provided through the St. Margaret's Facebook page for those who wish to view it from home.
9. Lay Eucharistic Visitors (LEVs) will temporarily refrain from taking communion to homebound or hospitalized parishioners until further notice. If someone is in need of Communion at home, especially in emergency cases, I will take it to them.
10. Lay Readers should bone up on their comfort of leading Morning Prayer. If, for some reason, I cannot preside over the Eucharist, the back-up plan is for our Lay Readers to officiate the service as Morning Prayer. If any Lay Readers need further directions on how to do this, please let me know.
11. Wednesday Night Supper, meetings, and all other gatherings will continue as normal unless we are directed otherwise by the Bishop or local officials. Pertinent directives above apply to these gatherings as well (washing hands, refrain from contact, etc.). We will monitor day-by-day and if something needs to be cancelled or postponed, we will notify everyone.
12. If other institutions like schools close at some point, the need for food will increase, as many children receive meals at school. One way you can help is to keep our food pantry stocked. Extra donations to the pantry would be welcome. Also, this may affect those who work paycheck to paycheck, and more financial assistance may be needed, so extra financial donations to Outreach would be welcome.

NGI Quote for Drain Line work - 2/24/2020

Front restroom drain line: we have some heavy scale and roots in the Cast Iron pipe along with what appears to be some grout and rocks mixed in.

NGI will have to hand dig about 3'-6" to not disturb foundation or sidewalks to the church. This is where they will install the two way clean out system and remove all the Scale, Rocks and Concrete or Grout in the sewer lateral.



NGI techs would also clean the toilet riser and hydro jet the scale to the open access pit out by sidewalk. Just removing all the scale on 110' line could take two full days.



2/28/2020

Submitted: Randy Denmon – Jr. Warden,

North Georgia Inliners Inc.

4441 Whiteleaf Way
Canton, GA 30115
(404)682-2998

**Estimate# :**

10111

Acc / Cust # :

1127

Technician:

Genesis G

Date:

02/24/2020

Billing Address:

Randy Denmon
606 Newnan Street
CARROLLTON GA 30116

Service Address:

ST. Margaret's Episcopal Church
Randy Denmon
606 Newnan Street
CARROLLTON GA 30116
(770)235-3825

TASK	WORK DESCRIPTION	WARRANTY	RATE	QTY	TOTAL
0000	Install Clean Out in front yard.		4,800.00	1.00	4,800.00
0000	Picote High Speed Drain Cleaning of approximately 100' of 4" pipe.		1,350.00	1.00	1,350.00
0000	Hydrostatic Jetting of approximately 100' of 4" pipe.		1,350.00	1.00	1,350.00

Service Agreement:	N/A		
Customer PO/WO:		Customer Auth #:	
Recommendations:	None at this time		

Terms & Conditions / Approval / Start	Method of Payment	Change Order:	
	No Payment Found		
	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	Estimate:	\$ 7,500.00
		Flat Rate Labor & Material:	\$ 0.00
	<input checked="" type="checkbox"/> Other _____	Amount Paid / Adjustment:	\$ 0.00
		Balance Due:	\$ 0.00
		When mailing a check, please include invoice number 10111 on your check.	Thank You!

Make Payable To: North Georgia Inliners Inc., 4441 Whiteleaf Way Canton GA 30115

For a copy of Terms & Conditions / Wavier that were signed in the presence of technician, please visit

North Georgia Inliners Inc.

4441 Whiteleaf Way
Canton, GA 30115
(404)682-2998



Authorization to Start Work

Home Improvement Contract

I have reviewed the estimated cost of the proposed work to be completed on my property. I agree to pay for all work completed on my property by North Georgia Inliners Inc at my request. I am aware of the terms and conditions of this agreement and expressly agree to all the terms contained therein. I understand the above is an estimate and not a guarantee figure for the completion of work on my home. I understand that North Georgia Inliners Inc will only perform the work outlined above unless it obtains a further agreement from me.

Terms and Conditions To Be Displayed When Clicked:

Terms & Conditions: I have reviewed the estimated cost of the proposed work to be completed on my property. I agree to pay for all work completed on my property by North Georgia Inliners Inc at my request. I am aware of the terms and conditions of this agreement and expressly agree to all the terms contained therein. I understand the above is an estimate and not a guarantee figure for the completion of work on my home. I understand that North Georgia Inliners Inc will only perform the work outlined above unless we obtain a further agreement.

1. North Georgia Inliners Inc does hereby warranty the services provided by it for the period stated on the Contract. This warranty covers service and labor only. Any and all parts installed as part of the work by North Georgia Inliners Inc is covered by the manufactures warranty only. Customer shall have no recourse against North Georgia Inliners Inc for the defects in parts utilized. This warranty is limited to defect in workmanship not caused by intervening acts such as mistreatment or neglect by customer. If a defect in workmanship is detected, customer shall promptly notify North Georgia Inliners Inc of the defect and shall allow North Georgia Inliners Inc the opportunity to complete repairs of the defective workmanship. This remedy is exclusive. If customer fails to notify North Georgia Inliners Inc of the alleged defect in workmanship and Not allow North Georgia Inliners Inc the opportunity to repair the defect, customer shall have no remedy at law.

2. Limitations of Liability. Customer understands and agrees North Georgia Inliners Inc shall not be liable for any damage caused as a result of existing improper, worn, rusted or defective plumbing, pipe fixtures, walls, flooring, and/or roofing. Customer further understands and agrees North Georgia Inliners Inc shall not be liable for any incidental or consequential damages which result from materials supplied of services rendered.

3. Resolution of Disputes. A. Customer agrees that all disputes under this agreement shall be litigated in courts chosen by North Georgia Inliners Inc. B. Customer further agrees that the Law of the State shall apply to all disputes between the parties hereto.

4. Attorney's Fees. It is hereby agreed between the parties hereto that the prevailing party in any action instituted, relating, or referring to this agreement, shall have additional right to recover his/her attorney's fees costs in addition to the cost of the action itself.

5. Entire Contract. This agreement replaces and supersedes and and all previous agreements, written or oral, with the respect to the work to be performed by North Georgia Inliners Inc. Should anyone or, more of the contract provisions be determined illegals and/or unenforceable, all remaining provisions shall nevertheless remain effective.

6. Amendments. Amendments to this agreement may only be made in writing and signed by Change Order.

7. Warranty of Ownership. Customer does hereby represent that he or she is the owner or the authorized agent of the owner of the real property which North Georgia Inliners Inc will commence work.

8. Force Majeure. North Georgia Inliners Inc shall not be liable under the provisions of this agreement for damages on account of strikes, lockouts, accidents, fires, delays in manufacturing, delays of carriers, acts of God, governmental actions, state of war, or any other cause beyond the control of the manufacturer whether or not similar to those enumerated.

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9. Mold Release. Contractor North Georgia Inliners Inc makes no representation or warranty, express, implied, or otherwise regarding mold, fungi, rust, corrosion or other bacteria or organisms. Contractor shall have no duty or responsibility or liability all of which is expressly waived by you for losses, fines, penalties, testing, analysis, monitoring, cleaning, removal, disposal, abatement, decontamination, remediation, repair, replacement, relocation, loss of use of building, or building equipment and systems, or personal injury, sickness or disease associated with mold, fungi, rust, corrosion or other bacteria or organisms. Any implied warranty of workmanlike construction, implied warranty of habitability or an implied warranty of fitness for a particular use hereby waived and disclaimed.

10. Deposit / Down payment It is against the law for a contractor to collect payment for work not yet completed, or for materials not yet delivered. However, A contractor may require a down payment. The down payment cannot exceed \$1,000.00 or 10% of the total contract, whichever is less. Progress payments must describe each phase of work including the amount of each payment.

Mechanic's Lien Warning

Anyone who helps improve your property, but who is not paid, may record what is called a mechanics lien on your property. A mechanics lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder. Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record a mechanics lien and sue you in court to foreclose the lien. If a court finds the lien is valid, you preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a 20 Day Preliminary Notice. this notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid. **Protect yourself from liens.** You can protect yourself from liens by getting a list of all subcontractors, laborers and suppliers that work on your project. Make sure every person has been paid in full after completion of each phase in writing. **Remember, If you do nothing, You risk having a lien placed on your home.** This can mean that you may have to pay twice, or face the forced sale of your home to pay what you owe.

Information About Licensed Contractors

Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline, the authority will investigate the complaint. If you use an unlicensed contractor, the authority may not be able to help you resolve your complaint. Your only remedy may be civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees.

North Georgia Inliners Inc.

4441 Whiteleaf Way
Canton, GA 30115
(404)682-2998



COMPLETION ACCEPTANCE OF WORK PERFORMED

I acknowledge satisfactory completion of the work designated on this invoice and that the premises have been left in a satisfactory condition. I understand that if my check does not clear, I am liable for the check and any charges from the bank. I agree to pay 1.75% per month for past due amounts (minimum charge \$30). In the event that the collection efforts are initiated against me, I shall pay for all associated fees at the posted rates as well as all attorneys fees and collection costs. I agree that the amount set forth in the space marked "Total" is the total price I have agreed to pay today. In the event if I am unsatisfied with the work, I will contact this company prior to posting to any online forums, websites, social media, or review sites. I agree to give North Georgia Inliners Inc the opportunity to address my unsatisfaction. Any comment or review posted to anywhere on the internet must be removed immediately until North Georgia Inliners Inc is contacted via phone call to North Georgia Inliners Inc, and you have spoken directly with The OWNER to address the issue. In the event that my grievances can not be resolved to my satisfaction, I agree to post the full story of our conversation and interaction with any social media posting (which includes reviews to Yelp!, Home Advisor, Angie's List, Google, Facebook etc.). If my comments and/or reviews are missing the complete story, the post must be immediately removed and will result in legal action by North Georgia Inliners Inc.

Jr. Warden Report

- R&R's Bobbie McMillan inspected the air vents over chancel and the paint chipping off. I requested he quote getting the vents cleaned and inspect and patch/paint the ceiling around the vents. Also, to look at the exterior by front door and address how to repair the rotten wood in places that are "bleeding" or just cracked. I have followed up with a request for their quote submittal.
- West Georgia Roofing made another warranty repair to the roof over Gallery. They had to remove non-firestone tape material that was applied as a temporary patch to find the active issue. They were able to correct the issue, but will monitor in the coming days with rain. Neal Langford will make the ceiling repairs.
- Please refer to the attached quote for drain line repairs for the front restroom. We can discuss during Vestry meeting.

Randy Denmon

Pastoral Care Commission Report March, 2020

The Pastoral Care Committee meets again March 16th. I spoke to Marsha Solomon about the committee around the first of February.

1. We went over the concept of Vision 2020
2. We discussed the Spiritual Gifts Assessment. Marsha will encourage members of the committee to take the assessment if they haven't already and to report their results to Catherine.
3. We discussed the March 22nd roll out of the Pastoral Care Committee to the parish during the sermon and setting up a table between services for the next three weeks to support signing up to help. Marsha is working on the five-minute story aspect. Also, she will prepare a sign-up sheet and possible some physical demonstration items that stand for the ministries encompassed in the committee, such as a casserole dish, a prayer shawl, etc. The committee will divvy up responsibilities at their next meeting, March 16th, including the above and making sure there is a table along with a couple of chairs in the gallery space between services to facilitate being present for parishioners as they come through the space.

Margaret Louttit

Communications Commission Report – February/March 2020

The Communications Committee has been formed. The members of the committee are:

- Marsha Daniel
- Tai Jackson
- Billy Lindahl
- Cassie Nickle
- Susana Velez

The Committee met on March 3 with all members present. In addition to the committee, the following people were in attendance:

- Father Jeff Jackson
- Julie Foreman
- Brenda Hattaway

These topics were discussed:

- Purpose of the Committee
- Vision 2020—Our Role
- Review/Revise the Communications Ministry Short
- Plan Our Exploration of Strategies to Improve & Expand Communications Initiatives

Decisions and assignments:

- Before the next meeting, everyone will review the Communications Ministry Short and be ready to work on finalizing it.
- The committee members are to begin thinking about how we will share information about the Communications ministry with the parish in August and to bring ideas to the committee in order to plan an effective presentation.
- The group decided to create a survey to determine:
 - ♣how people are getting information about the church and various activities; and,
 - ♣how they would prefer to receive this information.

Respondents will be asked to indicate their age bracket as well as their preferences for receiving information. Billy Lindahl created a draft survey and members of the committee have edited the document. Within the next couple of weeks, the survey will be distributed both electronically and in hardcopy form.

The Communications Committee will meet again on March 29.

Brenda Hattaway

Communications Commission Liaison

Outreach

Item 1 - Meghan is BACK!!! YAY!!!

Items rest -

Meghan and I met with our new commission Chair, Lisanne Denmon, yesterday afternoon, and we agree she is going to be TERRIFIC! We discussed the different programs within Outreach and how each is organized and managed. Our plan is to have subcommittees within the commission, each one being "responsible" for one of the programs, including recruiting volunteers as needed.

Meanwhile, Meghan and I spent some time getting caught up.

General assistance has been running smoothly, with the wonderful assistance of Ron Harrell.

Carroll EMC Pre-pay is over the top, and we have rearranged how we will serve those clients.

Food boxes continue to be in high demand, and Pam Griffin and Stacey Tollerson are keeping us organized on that front.

Loads of Love is also over the top right now. We have developed a better way of keeping it organized, and Meghan will begin actively seeking some possible partners in other churches.

Now that Meghan is back, I am planning on having some "numbers" to go into my reports moving forward, but there hasn't been time yet for her to get those together.

Marcy Brewer

HOSPITALITY COMMISSION – Feb/March 2020

Mary Shadrix/Catherine Gordon met 2/10/2020

VISION 2020 / Spiritual Gifts Assessment

HOSPITALITY COMMISSION

What: Short/Handbook

Why: Short/Handbook/HolyCow

Who: Short/Handbook

How: Current Process

- Number of Greeters
- How Recruited
- Expectations
- Training
- Scheduling
- Tracking/Follow-up

Assets: Short

Needs/Challenges: Short

- Multiple Entrances
- Place to gather – hub
- Signage

Good Ideas/Goals:

- Fr YouTube Video
 - Introductions
 - Name Tags
 - Visitor Cards
 - Map
 - Brochure/Calendar
 - Tracking
- Changes/Additions to Current Process
 - Gift pack for newcomers as they return pew info card (e.g. daily devotional booklet, mug, coupon for Wed. night dinner)
 - Greeting card mailed following baptism
 - Increase newcomer receptions (quarterly, semi-annually)
 - Offer Coffee Hour monthly (time, location TBD) – encourage Vestry/Hosp Comm members to attend

Vision 2020 Hospitality Presentation to Church:

- Willing to Participate
- Ideas

Follow-up meeting with Mary has been postponed several times due to scheduling difficulties. We will be meeting again soon for further clarification of above items and planning for **VISION 2020 Hospitality Rollout to Parish** set for 4/26/2020.

Youth

Debra and I met on March 4 at 1:00 PM.

We would both like the Vestry to know the following:

1. Urban Adventure: 9 Youth and 6 Facilitators engaged in a life-changing experience in Austin (March 19-22). Debra expects to calculate the total cost and communicate that information to each participant before the Vestry meeting.
2. Vestry Policy re: Funds Raised: The Vestry can help Debra and the Youth Commission by defining how funds raised by the Youth can and cannot be used. The Finance Commission will make a recommendation to the Vestry.
3. Youth Facilitator Check-In: Debra is scheduling a lunch session with Rite 13, J2A and EYC facilitators for March 29. The purpose is to hear from the facilitators before the end of the school year so we can adjust accordingly.
4. Youth Sunday: We are committed to inviting every 6-12 grader to participate in Youth Sunday (March 29). The Youth facilitators are taking responsibility for recruiting and organizing.
5. Communication with Youth and their Families: Debra will use a combination of the parish's weekly newsletter, occasional email on a specific topic and the GroupMe app. GroupMe is intended for quick weekly reminders each Thursday about the upcoming weekend's events.
6. Recruiting: I will draft a Youth facilitator job description and an EYC facilitator job description to help explain the role to the parish at large. We will include these in our Youth Commission presentation (May 31-June 14). I will complete the first draft of each before April 5.

Sincerely,
Ryan

Summary of the Finance Commission meeting at 6:30 PM on March 9, 2020.

Attendees:

1. Georgia Carter
2. Julie Foreman
3. Audrey Griffin
4. Fr. Jeff Jackson
5. Bill Parrish
6. Ryan Roenigk
7. Craig Williard

Purpose of the meeting:

- Review documentation for the two (2) endowments that benefit our parish and recommend appropriate steps to the Vestry.
- Review the 2020 YTD balance sheet and income statement and recommend appropriate adjustments to Treasurer Craig Williard.
- Start a discussion about governance for funds raised by the Youth program.

Things we decided:

- The documentation of The St. Margaret's Endowment is complete and helpful. We recommend regaining compliance with the administrative board requirements defined in the 1998 agreement.
- The documentation of the Alice Richards Endowment Fund for St. Margaret's Episcopal Church is not as complete and helpful as we would like. Fr. Jeff and Ryan will talk with the Richards Family to arrive at the same level of documentation as with the other endowment.
- Craig has agreed to begin reporting endowment income (a) as two separate line items and (b) as "Other Income" to separate these funds from our budgeted income from pledges, etc.
- Craig has agreed to include on the financial statement a column to compare the current year to the previous year.
- Craig has agreed to include in each month's report an estimate of cash on hand in terms the equivalent number of months of expenses (e.g., As of [date], we have [\$X] of cash on hand, which translates into [Y] months of expenses).
- In preparation for our April meeting and based on our discussion during this meeting, Ryan will draft a set of questions and considerations for the use of Youth program funds.

Next meeting: 6:30 PM on Monday, April 13, 2020.

Ryan Roenigk

[illegible]

ADULT FORMATION

The adult formation Committee met 3/8/2020 and discussed the following.

1. Budget
 - Debra and Joshua have purposed that the Vestry split the current formation budget into two, with Youth getting \$3300 and Adults getting \$300.
 - Will consider fundraising to increase budget in future.
2. Commission will redefine our definitions and purpose statements for the Ministry Short
 - Each member of the commission will submit a statement on Why do Adult Christian Formation and What purpose does the Adult Formation Commission Serve by the April meeting. Members are to use the following information from our discussion to craft their 100 words or less statements.
 - Reason for Formation
 1. Building up of the laity
 2. Jesus commanded it
 3. identifying gifts and ministries
 4. lifelong learning
 5. formation is apostolic
 6. Demand from St. Margaret's parishioners
 - healing, growth, community, depth, doubt, grief, learning
3. May 10th presentation
 - Each member will use their classes to ask and identify someone who has been transformed by adult formation. Recommendation will be made at next meeting.
 - Gallery Presentation
 - Schedule will be made for people to work the gallery
 - Survey/Suggestion box for desired offerings
 - Brochure with gift and ministry alignment, as well as current offerings, and our why statements.
4. Church Needs - Pam Griffin will provide access to the website so the commission may evaluate it for future use
5. Invisible Histories - Fr. Jeff will see if we can arrange for an adult forum to be held in June. This is in conjunction with UWG's LGBT history project and International LGBT Pride month.
6. April 23 at 6:30pm set as next meeting.

Ryan Weber