

Calvary Episcopal Church Minutes

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
April 14, 2020

The April meeting was called to order by Sr. Warden Amber Zentis at 6:32 PM.
The vestry said an opening prayer for the parish.

Vestry Members Present: Eric Cain, Angela Cooley, Susan Grotte, Tim Hillis, Jim Kidda, Frank Lemkowitz, Oscar Lozano, John Ondrusek, David Taylor, Don Whitehead and Amber Zentis.

Also Present: Rev. Lecia Brannon

Vestry Members Absent: Missy Marek

Oscar Lozano led the vestry in a devotional based on "Don't Let Go" by GENTRI.

Review of March Meeting Minutes

The minutes of the March 2020 meeting were reviewed for accuracy and approved, following a motion to approve by John Ondrusek which was seconded by Eric Cain.

Finance Committee Report

* March 2020 results: Plate offerings the past month were \$5,342.00, only \$74.67 shy of the budgeted amount, due to parishioners faithfully making non-pledge payments online during this COVID 19 pandemic. Pledge offerings were \$39,350.00 in March, \$8,016.67 below budgeted amount. This shortfall was offset in part by reduced expenses due to lack of in-person worship services. Finance Committee report was accepted without motion.

* Recommendations for Audit: Because of last year's income, Calvary is required by canon law to have a full audit, rather than a review. Calvary's auditor estimated \$11,200.00 for the cost of the audit, but the treasurer was able to get them to reduce it to \$9,200.00 which though expensive, is relatively low for an audit. John Ondrusek moved that the vestry proceed with this audit as described and Susan Grotte seconded. The motion carried.

Senior Warden's Report

* Outside revenue sources update: This year Calvary is seeking two outside revenue sources to help us through the COVID 19 pandemic. Calvary has applied for and received a one-time grant available through the Diocese equal to three months of Calvary's Diocesan assessment. (Churches must pay their Diocesan assessment in order to participate in Council, and this assessment cannot be "forgiven". However, this Diocesan grant pays the Diocesan Assessment on behalf of the church. The Diocesan grant is for no more than the payment of the Diocesan assessment. Treasurer Christian Iversen recommended applying this income to a restricted account solely for the paying of the Assessment.

* The second source of external revenue is the federal CARES act which includes a Payroll Protection Program. The assistance is up to 2.5 times the average monthly payroll amount based on 2019 tax documents, less some taxes. The Diocese recommended application for this assistance as soon as possible. The Senior Warden made the motion via email April 5 that Calvary Episcopal Church, as approved by this vestry, should make application for any and all funding available to it through the CARES Act. Due to the email nature of the request, there was no second. The vestry approved submitting an application.

Calvary Episcopal Church Minutes

- * Parish Hall Renovation: Bids for the Parish Hall renovation are being reviewed, but the numbers have not been finalized yet. This project has already been approved and partially funded with a Myers Endowment.
- * In-gathering Celebration: The annual parish picnic would ordinarily be scheduled for Pentecost Sunday which falls on May 31 this year. With the current uncertainty as to the status of executive orders regarding social distancing, the vestry is encouraged to brainstorm ideas for a celebration, either when an ingathering is possible or an alternate if ingathering is not possible by Pentecost Sunday.

Locum Tenen's Report

- * The Diocese has ruled against corporate worship services before May 17. However, Calvary Episcopal Preparatory continues to plan on reconvening May 4.
- * Church services will continue to be online, but will be reduced to one service per Sunday, at 10:30 AM. The services will alternate weekly between Rite 1 and Rite 2.
- * The Care Team has divided up the parish directory among themselves and are making calls to everyone in the parish to see how they are getting along and if they need anything. In this process, it has been learned that to date some parishioners have been exposed to people with COVID 19 and are self-quarantining but there are no known COVID cases or hospitalizations among Calvary members to date.

Jr. Warden's Report

- * Results of the bat spore testing have been completed (air quality tests for the presence of *histoplasma capsulatum* spores due to a bat infestation years ago). There was no evidence of bat spores in the sanctuary, but there was unexpected evidence in the Parish Hall. Another test of the Parish Hall will be conducted to rule out a false positive, at a cost of \$175.00.
- * The Junior Warden and Sexton replaced one of the outside flood light fixtures in the parking lot, and the ones in front of the church will be replaced. A slow water leak outside the kitchen door has been fixed.
- * The Junior Warden has contacted Jade Dobbs with Ideal Impact to request a progress report, but this has not yet been received.
- * Stained Glass Window Protection: The committee has researched the qualified contractors and will propose their recommendations in the near future for an e-mail or Zoom meeting vote by the vestry.
- * Replacement of ceiling tiles for the Office Wing has been put on hold during the social distancing period.

Committee Reports

- * New Member Team did not have a report, but per Locum Tenens, have been collecting greeting cards from children, Del Webb members and other interested parties to brighten the meals of nursing home residents. To date, 230 such cards have been produced.

New Business

- * None.

Old Business

- * The Blood Drive scheduled for April 26 has been cancelled due to continuation of social distancing orders. Parishioners are encouraged to contact Gulf Coast Regional Blood Center Sugar Land headquarters and arrange for private donations on behalf of Calvary Episcopal Church.

Calvary Episcopal Church Minutes

* Regarding a previous request for photographs to be inserted on the online directory, this labor-intensive task cannot be done at this time when office time is limited due to COVID 19, because staff do not have access to the required files on their home computers.

The vestry said a closing prayer.

At 7:42 PM, the meeting was adjourned.

Submitted by / David Taylor, Clerk