

Calvary Episcopal Church Minutes

CALVARY EPISCOPAL CHURCH
MINUTES OF VESTRY MEETING
July 14, 2020

The July Zoom meeting was called to order by Sr. Warden Amber Zentis at 6:30 PM.
The vestry said an opening prayer for the parish.

Vestry Members Present: Eric Cain, Angela Cooley, Tim Hillis, Jim Kidda, John Ondrusek, David Taylor, Don Whitehead and Amber Zentis.

Also Present: Rev. Lecia Brannon, and Jacob Hillis for a brief presentation.

Vestry Members Absent: Susan Grotte, Frank Lemkowitz, Oscar Lozano and Missy Marek.

Tim Hillis led the vestry in a devotional based on Hebrews 11: What God Can Do with Faith.

Review of June Meeting Minutes

The minutes of the June 2020 meeting were reviewed for accuracy and approved, following a motion to approve by Don Whitehead, seconded by Eric Cain.

Finance Committee Report

- * Analysis of Revenues for June: Monthly plate offerings were \$486.67 below budgeted amount. Pledge payments continue to be \$6,352.67 below budgeted amount. The cumulative effect of monthly pledge shortfalls resulted in a year-to-date revenue shortfall of \$38,700.31 from budgeted amount, though actual year to date revenues have totaled \$301,249.79.
- * Balance Sheet: With a view to Calvary's accounts, Calvary's financial position is strong and sustainable for 2½ months. The Analysis of Revenues and Expenses for June was approved following a motion by Don Whitehead, seconded by David Taylor.
- * Bank recommendations: The Finance Committee recommended that once the annual audit is completed, the Vestry consider switching to Texas Citizens' Bank, which not only has better rates than other banks but has demonstrated better customer relations as well. John Ondrusek made a motion for the Vestry to accept this recommendation, again with the caveat that no change be made until the audit is completed. Angela seconded and the motion carried.
- * IT Upgrades: A review by Calvary's IT consulting firm recommended replacement of a web-based switch which is obsolete and no longer supported, at a cost of \$3,500.00, as well as acquisition of a back-up battery at a cost of \$400.00. These purchases were approved following a motion by John Ondrusek, seconded by Tim Hillis.
- * Additionally, Audio Consultants recommended an AV bridge to enable use of the sound board and cameras to livestream services. The cost of this is between \$4,500.00 and \$5,000.00. The Diocese has offered a \$2,000.00 grant for churches such as Calvary to upgrade live-streaming capability during the pandemic, for which this project would be eligible.
- * College Ministry Support: Jacob Hillis desires to renew his commitment to the evangelical work of the Cru organization (Campus Crusade for Christ International) on a part-time basis, at Texas State University. He made a presentation of the work he intends to do and answered questions. His monthly needs for this ministry total \$2,300.00 for which he has already raised 81%. It is noted that whatever is approved this year would require a vote in January to continue into 2021, but that it would be detrimental to Jacob for his budget to be reduced next year since his commitment to Cru is for the entire 2020-2021 school year. Noting that Jacob has done this work successfully before and nobody would be better qualified, Jim Kidda made a motion that the vestry commit no less than \$100.00 per month for this ministry for the school

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year. John Ondrusek seconded the motion with amendment that the monthly amount be increased to \$150.00. The motion carried.

Senior Warden's Report

- * Calvary currently uses software from ACS Technologies, a company which provides integrated software solutions to faith-based organizations. The current ACS platform has become obsolete and will be migrated into an upgraded software called Realm by the same company. The initial upgrade will cost a few hundred dollars but will be offset with lower monthly costs.
- * Calvary Episcopal Preparatory is on track to reopen August 19, with a remote-learning option for students needing it. Teacher orientation is scheduled for August 10.
- * Outreach: The Outreach Committee will meet July 28 to discuss how to reformulate outreach in the context of new limitations and needs imposed by the pandemic, as reported by Tim Hillis.
- * Budget planning at the ministry level should begin now so that the Finance Committee will have sufficient information to cast a 2021 budget.
- * Parish Hall Renovation: The City of Richmond has approved all permits. Work has not begun per vestry decision to not begin until the project is fully funded. \$43,000.00 has been raised so far.
- * The parish is switching to a different janitorial service, DTK, also is used by Christ Church Cathedral. This service is less expensive than the present service and capable of providing (for extra cost) disinfecting for COVID 19 pandemic reopening. Details on this are under Locum Tenens report.

Locum Tenen's Report

- * Worship re-gathering and related costs: Calvary's plan for reopening has essentially been approved at the Diocesan level. Calvary will begin a "soft opening" on August 11 for the vestry meeting to work out logistics of spacing and movement. Afterward, services will be limited to 42-50 people by RSVP with Rite I services on Saturday afternoons and Rite II services on Sunday mornings so the sanctuary can be disinfected between services.
- * To facilitate adequate disinfecting between services, DTK janitorial services has been asked for an estimate for deep-cleaning and fogging of certain select areas to include just the narthex, nave, chapel, baptistry, kiosk room, parlor hall with its two bathrooms and the Thompson Street foyer, along with the conference room. The balcony and parish hall will be off-limits except for staff enroute to and from the conference room. Fogging must be done quarterly at a cost, with deep-cleaning, of \$1,302.00 per three months. This additional cost over the present budget was accepted following a motion by John Ondrusek, seconded by Eric Cain.

Junior Warden's Report

- * Oscar Lozano could not attend the meeting, but submitted his written report. Foster Stained Glass has removed all the windows to be redone and took exact measurements of all the windows to order the frames. Next week they will reinstall the windows, remove the hinges and weld them shut, and paint the frames.
- * Renovation of the kitchen hallway bathrooms has been completed.
- * May utility savings have been \$1,203.00 of which \$962.00 was paid to Ideal Impact reducing the balance owed to \$71,030.00.

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- * The flood lights in front of the church have been replaced by Oscar Lozano at a cost for materials of \$175.00. Oscar and the sexton have installed a fence by the wheelchair ramp and behind the garage to reduce the occurrence of stray animals in the area.

Committee Reports

- * Outreach: The Habitat for Humanity house on Fields Street in North Richmond is very nearly finished. Interior trim work, painting and flooring are complete. Exterior work on the house is also complete and the fence is installed. Limited crews of six people worked, adhering to social distancing and wearing masks. The project is anticipated to be completed this month.

New Business

- * Don Whitehead reported that Calvary Episcopal Church's volunteer involvement in the Community Garden will end this fall. The charter plan for the Garden will need to be reviewed with all stakeholders including the Wessendorf's and Friends of North Richmond.
- * David Taylor brought up the idea of the parish having a tech committee comprised of the music director, soundboard ministry, school computer lab representatives and other stakeholders to collaborate on IT recommendations to ensure all projects are mutually beneficial and integrated. Per ensuing discussion, Calvary's IT consulting firm currently meets with the school and church to give integrated recommendations. A tech committee may be useful to identify future needs. No motion was made to this effect.

Old Business

- * Because of the uncertainty of the pandemic and the limited window of opportunity to get a refund for Camp Allen, the steering committee of the Parish Retreat decided to cancel this year. Alternative activities are being considered.
- * Regarding other Camp Allen campers, some enrollees will get their refund, some are awaiting slots for this summer, and others will use their fees for slots next year.

The vestry said a closing prayer. At 8:10 PM, the meeting was adjourned.

Submitted by / David Taylor, Clerk