

The Vestry of Calvary Episcopal Church
Meeting Minutes
November 10, 2020

Term Expires:

January 2021

Jim Kidda
Frank Lemkowitz
Missy Marek
David Taylor, Clerk
Oscar Lozano, Jr. Warden

January 2022

Eric Cain
Angela Cooley
Don Whitehead
Amber Zentis, Sr. Warden

January 2023

Susan Grotte
Tim Hillis
John Ondrusek

Staff to the Vestry

Fr. Ralph Morgan, *Rector*
Christian Iversen, *Treasurer*
Bill Daw, *Chancellor*

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

Also Present: Rev. Ralph Morgan, Rector. Bishop Suffragan Kathryn M. Ryan attended virtually for vestry sharing prior to the meeting. Christian Iversen, Treasurer

Vestry Members Absent: Tim Hillis and Missy Marek

1. Call to Order: The meeting was held in person and online (Zoom) . The meeting was called to order by Fr. Ralph Morgan at 6:32 PM.
2. Opening Prayer: Fr. Ralph opened the meeting with prayer for the parish.
3. Devotional/ Hospitality: Angela Cooley led the devotional based on Joel Muddamalle's *A Christian Response to Uncertainty*.

Bishop Suffragan Kathryn Ryan met virtually with the Vestry. She offered guidance on pandemic safety and financial concerns during reopening. She reported the Diocese' perception was that things will not "return to normal" until 2022, so creativity and flexibility will continue to be required in planning worship and outreach activities. She believes Calvary's financial situation should begin improving with a new rector being in place and a Stewardship drive being launched.

4. Review and Approval of Minutes: October Meeting Minutes were reviewed for accuracy and were corrected so that the first numbered objection on Page 2 would read "There was a question regarding cost of renovations, which included the new furniture", and the second sentence of the last bullet point of the Junior Warden Report was modified to read "Jim Kidda opposed the decision to get a desktop [changed from "laptop"] because of space limitations on the sound board and recommended a laptop instead." With these changes, October Meeting Minutes were accepted following a motion by John Ondrusek, seconded by Angela Cooley.
5. Treasurer's Report: Christian Iversen, Treasurer, presented the Finance Committee Report.

- a. Year To Date Financials: An annual pledge was caught up in the amount of \$6,192.38, bringing year to date revenues as of October to \$477,925.43, or \$88,658.07 less than budgeted amount. Worship ministry incurred an expense of \$5,259.98 for a computer and other equipment to integrate the audio and video systems into digital broadcasting. Calvary applied for and was approved for a \$2,000.00 grant from the Diocese for this upgrade, but the money has not yet been received. Year to date expenses were \$475,297.29, which is \$95,663.21 below year to date budgeted amount, leaving a year to date net of \$2,628.14. \$165,210.51 remains in the general operating account, which is more than enough to cover two months of operating expenses. The finance committee report was approved following a motion by Don Whitehead, seconded by Jim Kidda.
 - b. 2021 Budget Draft: Christian presented the proposed budget for 2021 with self-calculating numbers and contractual obligations highlighted, as well as an item-by-item comparison to the 2020 budget. This first draft was based solely on a survey of requests by leaders of the ministries and is therefore completely optimistic. After the Stewardship drive is completed and pledge cards are received, the vestry is encouraged to attend a Finance Committee meeting where a second draft of the budget, matching the identified revenue, will be developed.
 - c. An audit letter to the vestry from Reimer, McGuinness and Associates, PC, dated October 7, 2020, was distributed. Highlights of the letter included that there were no transactions entered by the Church during the year for which there was lack of authoritative guidance or consensus, all significant transactions have been recognized in financial statements in the proper period, and all apparent misstatements have been corrected in documents reviewed.
6. Rector's Report: Fr. Ralph Morgan began his report by thanking the Vestry and the parish for hospitality extended to him and his wife, including the meet and greets and the welcome basket. He has begun a good working relationship with CEP's new headmaster Beth Dow. The annual golf tournament to benefit the school was successful, though the proceeds have not all been counted yet.
- a. Stewardship gathering on Sunday, November 15, will be Calvary's annual picnic and the welcome for Fr. Morgan.
 - b. Services during the pandemic will remain Rite I Sunday at 8:00 AM, Rite II Sunday at 10:30 and a service on Saturday at 5:00 PM, which will be less formal and may become a Rite III service.
 - c. There will be five openings on the Vestry for 2021, and five candidates have submitted their names for consideration: Paula Grossman, Debbie Helbert, Christian Iversen, John Johnston and Philip Zanghi. Their nominations require Vestry approval before being put forward.
 - d. Because of the pandemic, Bishop Kathryn had to deliver her homily online and was not present for offering collection. Additionally, her visit occurred the second Sunday of the month, when all plate offerings are used for Outreach. Therefore Fr. Ralph proposed that the bishop be provided an offering of \$250.00.
 - e. Fr. Ralph will begin having Men's Meetings. The first will be Taco Tuesday November 17 from 7:00 to 8:00 AM at Rudy's Country Store.
 - f. Fr. Ralph will be filling in as Camp Allen chaplain from November 30 through December 6 and will find a supply priest to fill in for him during that time.

Reports/ Projects/ Action

1. Senior Warden Report: Amber Zentis

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- a. Vestry Persons of the Day (VPODs) are needed for Saturday evening for the balance of November and December, so vestry members are encouraged to sign up.
 - b. The list of VPOD duties has been modified with changes needed for the pandemic. Vestry members who served as VPODs since the reopening were asked for suggestions for improvement. Suggestions regarded location of hand sanitizer refills, hardware sanitization, and placement of door placards notifying parishioners of which doors remain locked during service hours.
2. Junior Warden Report: Oscar Lozano
- a. Stained glass windows for the sides have been installed with their new frames. The Risen Christ window over the altar and the God's Gifts window over the balcony have problems identified to be discussed in New Business.
 - b. Ideal Impact balance owed is \$69,409.00, paid by 80% of the energy savings, which were reduced in October due to lack of occupancy.
 - c. Sanctuary Sound Board modifications have been installed and are working well except for the Epistle side lecturn microphone. The problem is being investigated.
3. Stewardship Committee Report: John Ondrusek
- a. Beginning October 22, Stewardship messages and reminders have been included in the Calvary's weekly E-Blast. Sunday, November 15 will be a combined Rector welcome and annual church picnic for the Stewardship campaign. Letters encouraging completion of pledge cards will be sent out November 16, and certain parishioners have been asked to give talks during the worship services. Commitment Sunday will be November 29, the first Sunday of Advent.
 - b. Vestry members are requested to arrive at 9:00 AM this Sunday to help set up tables and chairs.
4. Outreach: No Outreach report was presented today.

Old Business:

1. Renovation Committee Update: Amber Zentis and Oscar Lozano presented the update as part of their reports. The work has been completed and inspections have been completed. Because the State inspection for handicapped accessibility, Calvary needed to regrade the handicapped spots in front of the church. Final billing for the renovation project has not yet been received. Gifts and donations have been raised covering the cost of all the new furniture, which will be ordered this week.
2. Motion on Vestry Approvals: The slate of five candidates put forward in the Rector Report were approved following a motion by John Ondrusek, seconded by Susan Grotte.
3. Bishop Offering: The request by the Rector for funds to pay Bishop Suffragan Kathryn Ryan were approved following a motion by Angela Cooley, seconded by John Ondrusek.

New Business:

1. New Budget Item Requests

- a. John Brun, Calvary's organist, identified a leaking organ pipe and a problem with the keyboard and determined the cost to repair these to be about \$1,500.00. There is sufficient money in the Worship budget to cover this so there was no need for a vestry motion.
- b. Structural repairs related to stained glass windows: During stained glass installation, Foster Stained Glass determined that The Risen Christ window over the altar has rotted wood that must be replaced before it can be reinstalled. The God's Gifts window in the balcony is situated near a depression in the flat roof where rain collects, and this should be fixed before windows are installed. Two estimates for roof repair have been received, and CNC Roofing was chosen for the job and is expected to finish during Thanksgiving week. Money for these repairs will be appropriately drawn from the Capital Maintenance account.

Voluntary Remarks: Jim Kidda noted that Calvary Episcopal Church in times past had bylaws of which a current copy could not be found. Fr. Ralph reported he had checked with the Diocese about the issue and a copy of the current bylaws will be distributed to each member of the vestry during the December vestry meeting.

Prayer Requests: Prayer requests were shared among vestry members.

Closing Prayer: Fr. Ralph closed with prayer.

Adjournment: At 8:32 PM the meeting was adjourned.

Submitted by / David Taylor, Clerk