

Calvary Episcopal Church Minutes

MINUTES OF VESTRY MEETING

September 10, 2019

The September 2019 meeting was called to order by Sr. Warden Amber Zentis at 6:31 PM. The vestry said an opening prayer for the parish.

Vestry Members Present: Betty Best, Eric Cain, Angela Cooley, Jim Kidada, Frank Lemkowitz, Oscar Lozano, David Taylor, Bob Watts and Amber Zentis.

Also Present: Rev. Lecia Brannon

Vestry Members Absent: Roy Haley, Missy Marek and Don Whitehead.

Frank Lemkowitz led the vestry in a devotional entitled Never Forget [9-11].

Review of August 2019 Meeting Minutes

The minutes of the August meeting were reviewed for accuracy and approved, following a motion to approve by Angela Cooley which was seconded by Bob Watts.

Finance Committee Report

- * Pledge and plate offerings are approximately \$3500 short of budget. However, Finance Committee noted that this time last year, offerings fell below budgeted year to date amount by \$17,515.91. Total year to date expenses were \$4,978.99 below budgeted amount.
- * Budget planning for 2020: Financial Administrator Kathy Haley has given each ministry leader a list of their expenses for the past year to cast their budget for 2020. Their budget requests are due September 23 for consideration by the Stewardship Committee on September 28.
- * Finance Committee report was accepted with a motion by Betty Best seconded by Eric Cain.

Senior Warden's Report

- * Approval of CEP employee: The bylaws of Calvary Episcopal Preparatory require approval of both the vestry and the school Board of Trustees to hire an employee who is related to a member of the board or school staff. CEP requests this approval to hire Katie McClellan as a part time employee in the CEP After School program. She has completed Safeguarding God's Children training and a course in childcare safety. David Taylor moved to approve the request and Jim Kidada seconded. The motion carried.
- * Vestry candidates: Amber Zentis informed the vestry that there were an insufficient number of candidates for the 2020 vestry. Some names were suggested and Amber will contact these people as well as anyone expressing a desire to be on the vestry.
- * Newcomer reception: The Scarboroughs have consented to host the Newcomers social at their house on November 3. Some members of vestry will be requested to attend to answer questions and meet the newcomers, and the vestry is asked to provide hors d'oeuvres and dessert.

Locum Tenen's Report

- * The Stewardship Committee has been formed and will be chaired by Wendy Doherty with John Johnston, Susan Grotte, Kathy Haley and Amber Zentis assisting. The theme will be Shining Our Light.
- * Bishop Suffragan Kathryn Ryan will visit October 6, for baptism and confirmations. She will want time to examine the confirmands as well as meet with the vestry.

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- * Episcopal School Sunday is rescheduled to November 3. It would ordinarily be October 13, but as this is a 3-day weekend, student attendance may be reduced on the October date.
- * Due to a family death in California, Rev. Lecia will not be here Sunday, September 15. The Rev. Blake Rider has consented to conduct both services that day as he will be present to train the search committee.

Jr. Warden's Report

- * Duran Roofing estimate for the Comfort/ Bride's Room roof was \$8,500.00 but includes re-engineering the roof for which the City of Richmond will require engineering drawings which could run an additional \$1,100.00. Roy Haley recommended CNC Roofing due to their work with Attack Poverty, so CNC Roofing was invited to bid on the Comfort/ Bride's Room roof. CNC Roofing will be able to fix the roof without re-engineering it at an estimate of \$4,500.00, so they were selected to do the work.
- * CNC Roofing also bid on the wheelchair ramp to the youth building and underbid Duran Roofing. A decision will be made after the quality of CNC Roofing's work on the Comfort/ Bride Room can be assessed.
- * It was noted the Youth building needs a handrail. Oscar Lozano found one online for less than the bid price and will install it himself.
- * The senior and junior warden have assessed the Rector's office for improvements for the next rector, to include replacing ceiling tiles, cleaning the rug, replacing electrical wall outlets to white and replacing the blinds.
- * Church office windows have been identified as needing replacement due to leaks, drafts and energy inefficiency. A bid has been received for \$4,980.00 to replace them, but more bids are being received.
- * Bids are being received to replace fascia on the school building.
- * Brian Gamble (parishioner who aided in caulking around the Jesus Window) will write a report on how to protect that window long term, after which estimates will be sought.

Committee Reports

- * The Care Team submitted a report outlining their upcoming plans, highlights of which follow. The You Are Not Alone (YANA) program will be presented to the congregation by members of the Sheriff's Department on September 25. The Pastoral Care Team will make a presentation to EYC on October 6. The Blue Christmas service will be held December 1 at 5:30 PM. Journeying Through Grief booklets are provided to families who have experienced a death, with sentiment cards sent to these families on holidays and birthdays of their loved ones. The Care Team has sent over 120 cards this year with themes of Get Well, Sympathy and Thinking of You, as well as birthday cards.

New Business

- * None.

Old Business

- * None.

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The vestry shared prayer concerns and said a closing prayer.

At 7:45 PM, the meeting was adjourned.

Submitted by / David Taylor, Clerk