

Vestry Minutes for the Regular Meeting of March 2020
Grace Church, Lexington
Zoom Meeting
Feast of Gregory the Illuminator, Bishop of Armenia, 332,
March 23, 2020
5:00 - 6:30 p.m.

In Attendance: Fr. Tuck Bowerfind, David Connolly, Gail Dickerson, Punky Dod, Don Ellis, Tom Gosse, Diana Kenney, William McCorkle, John Milford, Liz Moss, Steve Shultis, Cecile West-Settle.

Absent: Judy Schram

Officers: Buster Lewis, Treasurer, Lisa McGuire, Clerk

Call to Order 5:00 pm

Fr Tuck

Formation

Opening Prayer:

The Lord's Prayer

Collect for Gregory the Illuminator

Meditation

John Milford

Oswald Chambers/His Commission to Us "Feed My sheep." John 21:17

John spoke about wanting to focus more on others than himself. He mentioned supporting outreach programs such as Boys' Home, Habitat Faith Build, and Prison Ministries and encouraged others to support the needy and get involved.

Information

- Time and Talent Review: please consult with team members and draft next year's program calendar by the end of April

Note: Margaret Haberman is going off as Chair of Finance Committee at the end of 2020; her second three-year term on the Finance and Investment Committee ends December 2021. It was mentioned that finding a new chair for the Finance Committee is on their to-do list.

- Revised Lent, Holy Week, Easter scheduling (attached)

Suggestions regarding streaming services: Audio was poor, need to have clear instructions how to connect to live stream, lighting issues.

- February 24, 2020 Resolution #2 is unexecutable because the money is not in the 2020 budget: 09302019 Resolution 2 \$1250 (from money formerly designated for carpeting in the nursery) for engaging Rockbridge Environmental to test for asbestos in the Parish Hall.

Reports

Wardens' Reports

Gail Dickerson, Liz Moss

On March 12, 2020, Linda Knowlton from Church Insurance of Vermont was at Grace Church on Diocesan review of the property and performed a walkthrough inspection with Gail Dickerson and Don Ellis. As a whole the inspection was positive. Two items that need to be addressed:

1. Lack of Smoke or Fire Alarm system in Sanctuary.

2. Need for a current written or video inventory of Church Building and Parish House. (*Video is an easier way to accomplish the inventory.*)

Linda noted electronically into Grace's records information regarding the new organ and electrical upgrade. Grace Church must notify Church Insurance of Vermont of changes that are made during the renovation, and we must obtain proof of insurance for the organ before Casavant will install the new organ.

Gail emailed with Simone from Casavant Freres and none of their employees have contracted Covid-19, and any employees who had traveled had self-quarantined.

Liz Moss reported that the Security Committee had a productive meeting. She wanted to thank Tuck, Donnie McBrayer, and Anne Hansen for helping get information to us regarding Covid-19.

Tuck also mentioned that the staff has been fabulous and done outstanding work during this crisis.

Reports Received by Consent - Approved

Vestry Minutes for February 24, 2020

Rector's Report 03232020

Treasurer's Report for January, February 2020

**Note: The Berry money is in a short-term money market for now.*

Property (Punky Dod)

**Note: Don mentioned that JD Electric will be working at the Church on 3/31/20 to replace canopy lights in the breezeway, replace coach light fixtures on exterior of the Church, install motion activated switch in the undercroft, replace lights in the balcony of the Church, re-lamp chandelier fixtures in the Nave, and test the system for proper operation.*

Freezer has been installed.

Christian Education (Sharon Massie)

Mission Outreach Committee of the Gadsden Trust

Christian Outreach

Administration and Personnel

**Note: Proposed Annual Meeting date change to December/will revisit later.*

Worship

Old Business

Courtesy Resolution

Vestry members need to come to parish office to sign.

For Discussion

Unexecuted resolutions

Gail Dickerson

January 21, 2019 Resolution 1

Resolved that, the Vestry approve the implementation of several measures proposed by the Finance & Investment Committee, as recommended by the auditors, Robinson, Farmer, Cox Associates, and laid out in detail in an attachment to these minutes, said measures in response to the Auditors' recommendations to better address the concerns of: **1) handling money received in the alms basins (not addressed as of March 2020;** 2) ECW, ACTS and the Gadsden Trust will begin appearing on the Church books, 3) internal controls will be strengthened by having the finance committee chairperson review Payroll and Form 941 quarterly, 4) meticulous record keeping regarding Capital Renovation was instituted in order that the church would be able to take advantage of tax credits when the renovations are complete, and 5) nine Designated Funds will have deposits

and payments recorded individually in separate revenue and expense accounts as they are earned or incurred. **CARRIED. January 21, 2019**

Options: We can purchase a drop box for Sunday's collections so counting can be done on another day to be determined. Train 6-8 people to count and rotate them for privacy purposes. List alternative ways for parishioners to give (i.e., on-line through our website, on-line banking through their bank, mail checks directly to Angie).

Decision: Not to move forward. The Finance Committee will further define the process and come back to the Vestry in April.

New Business

Finance Committee Resolutions

Creation of a Finance Committee Investment Subcommittee

That a sub-Committee of the Finance & Investment Committee, the Investment Committee, be created to focus on overseeing and managing the investments of the Church. The Committee would consist of 3-5 Parish members knowledgeable about financial investments. The Chair would be chosen by the Vestry. The Committee would meet on an "as needed" basis, rather than on a set schedule of once a month. In exigent circumstances, the Investment Committee could make suggestions regarding Parish investments directly to the Vestry, rather than wait for the monthly Finance & Investment Committee meetings.

Sending back to the Finance Committee for review. Suggested that a sub-committee of the Vestry talk to the Finance Committee and come back to the Vestry with more detailed information.

Approve the policy on "Payment Approvals & Check Signatories"

The present policy on this subject was approved by the Vestry at its meeting in February 2018. The policy has been amended to conform with the procedures on approval of disbursements outlined in the "Manual of Business Methods in Church Affairs." Approval by the Rector of disbursements is now required. In the absence of the Rector, the Parish Administrator, Senior Warden, or Junior Warden may approve disbursements. A copy of the policy is attached. Changes from the February 2018 version are in italics.

Resolved, that the policy on Payment Approvals & Check Signatories is hereby approved. **Approved**

Chancel Renovation Committee

Buster Lewis

Memorandum of Understanding (attached) – proposed that the Vestry approve W. Grigg Mullen, Jr. PhD, PE as Clerk of Works to interface between the Church and the General Contractor during Chancel construction project. A resolution will be prepared for April's Vestry meeting.

Note: review further. Steve will draft a letter of thanks to Grigg.

Election Lay Convention Delegates

The Vestry unanimously voted to elect James Keane, Melissa Cox, and Elizabeth Moss as Delegates to Diocesan Convention 2021 with Donald Ellis, Laura Dod, and Judy Schram serving as alternates.

Sudan Mission Group Application for Facility Use for Yard Sale 7/11/2020 **Approved**

Note: fundraising reason approved. May need to adjust date.

Other – Purchase of \$650.00 camera and on-line streaming service (Vimeo ~\$180/year) for streaming worship service. Could the money come from Vestry account, Worship, or some other account? Worship Committee was suggested. Tuck will reach out to Joanne Robblee, Chair of Worship Committee.

Adjourn

Closing Prayer

Next meetings of the Vestry are wHoly conversation April 20 via ZOOM and Business Meeting April 27 via ZOOM (meditation by Punky).

Lent, Holy Week, Easter

WE WILL BE LIVE STREAMING THE 10:30 SERVICE ON SUNDAYS, 8:30 am weekday Morning Prayer, 7 pm Maundy Thursday, 12:20 Good Friday.

One or Two Vestry assigned to each service/event?

Daily Morning Prayer Continues 8:30 am
Regular 8 am and 10:30am Sunday services continue

Wednesday March 18 6:45 pm **ZOOM** program wHoly Conversation about Reconciling Community (LGBTQ)

Fourth Sunday of Lent March 22

Feast of the Annunciation of Our Lord, Wednesday, March 25, 6:45 pm **ZOOM** program wHoly Conversation TBD

Fifth Sunday of Lent March 29 5pm Fifth Sunday Community Healing Liturgy

Wednesday April 1

The Passion of our Lord, Palm Sunday *Community Procession 9am*

Maundy Thursday *7pm*

Good Friday *12:20pm*

Easter Vigil *7:30 pm service*

The Sunday of the Resurrection: Easter Day *Community Sunrise Service 7am; Taize?*

Possible resumption of services TBD

The Second Sunday of Easter, April 19 **5pm Family Service with music**

The Third Sunday of Easter, April 26 *5pm Evensong,*

The Fourth Sunday of Easter, May 3

The Fifth Sunday of Easter, May 10 (Mothers' Day) *5pm Taize*

The Sixth Sunday of Easter, May 17 **5pm Family Service with music**

Ascension Day, May 21 **7pm Service**

The Seventh Sunday of Easter, May 24

The Day of Pentecost: Whitsunday, May 31 **5pm Fifth Sunday Community Healing Liturgy**

The First Sunday after Pentecost: Trinity Sunday, June 7

April 20 Wholly Conversation – *Location:*
April 27 Vestry Meeting – *Meditation: Punky*
May 11 Wholly Conversation – ***Cecile's***
May 18 Vestry Meeting – *Meditation: Bill*
(**May 25** Memorial Day)
June 15 Wholly Conversation – ***Tom's***
June 22 Vestry Meeting – *Meditation: David*
July 20 Wholly Conversation – ***Don's***
July 27 Vestry Meeting – *Meditation: Lisa*
August 17 Wholly Conversation – ***David's***
August 24 Vestry Meeting – *Meditation: Cecile*
September 21 Wholly Conversation – ***Bill's***
September 28 Vestry Meeting – *Meditation: Tom*
October 19 Wholly Conversation – ***Liz's***
October 26 Vestry Meeting – *Meditation: Steve*
November 16 Wholly Conversation – ***Punky's***
November 23 Vestry Meeting – *Meditation: Judy*
(**November 26** Thanksgiving)
December 14 Wholly Conversation – ***Gail's***
December 21 Vestry Meeting – *Meditation: Liz*

Vestry Nominating Committee