

**St. Stephen's Episcopal Church
Vestry Minutes**

May 11, 2021

Conducted as an on-line meeting via ZOOM platform due to COVID-19 Social Distancing Restrictions

Present: Fr. Bailey Norman, Nancy Anderson, Bonnie Bautz, Barbara Bovee, Judith Delaney, Judy DiGregorio, Lew Felton, Liz Herbes, Rachel Kirk, Cyril Meredith III, Sandi Robertson, Jim Rousey, Barbara Steele

Absent: None

Call to Order:

Fr. Bailey opened the meeting with prayer at 6:32 p.m.

Approval of Agenda: Fr. Bailey Norman

The agenda was approved (Felton/Bovee).

Approval of Minutes: Fr. Bailey Norman

The agenda had the wrong date. With correction of the date to April 13, 2021, the minutes were approved unanimously by the Vestry.

DISCUSSION: Fr. Bailey Norman

There was no discussion of the book *The Agile Church*, because of other items on the agenda and the desire to keep the meeting to 2 hours. The book discussion will resume next month.

LEADERSHIP REPORTS:

Priest-in-Charge: Fr. Bailey Norman

Fr. Norman commented that "a whole lot of everything is going on."

- Upcoming Youth Sunday with Blair Thurston to speak
- 2 interments
- 1 baptism
- 5 weddings in the next year

Ray Evans has established his committee with the name "Envision St Stephens." Committee members are Deborah Clary, Lew Felton, Courtney Manrod, and Mary Cooper. Ex officio members are Fr. Bailey, Cameron Ellis (treasurer), Judith Delaney (Sr. Warden). Lew Felton will be the liaison to the Vestry. The committee is to develop a plan around what do we want the building and grounds to look like and how do we enhance the functions and use of the property. A capital campaign will be developed as the committee does its work. A date for the first meeting is pending.

Sr Warden: Judith Delaney

Ms. Delaney asked the members to send her their preference for the meeting to start at 6:30 pm or 7:00pm. She had nothing additional to report.

Jr Warden: Barbara Steele

Ms. Steele had nothing additional to report.

Finance Report: Jim Rousey

Mr. Rousey submitted the finance report with Finance Committee's recommendation for approval. The report showed revenues of \$204,273 and disbursements of \$170,255.

ITEMS FOR ACTION

Approval of the April 2021 Finance Committee Report: Jim Rousey

The March financial report was unanimously approved.

Parochial Report: Fr. Bailey Norman

The report is not complete as Bailey is waiting on the final number. It will be sent in the next few days. Determining the attendance at services was difficult because of virtual services for almost the entire year.

Roles and Responsibilities per Canon Bolt: Fr. Bailey Norman

After the mutual ministry review, Canon Bolt sent the PowerPoint presentation. The first 2 slides outlined the roles and responsibilities of the Priest-in-Charge. The second slide is what the Vestry came up with. Fr. Bailey asked if there was anything the Vestry wanted to add. A suggestion tweaking several of the items was discussed.

Regular patterns of worship in the Fall: Fr. Bailey Norman

Fr. Bailey stated that the 2 in-person worship sessions have gone well. He plans to flip the indoor and outdoor services in June. There has been a discussion about the need for masks at the outdoor services. For now, masking and social distancing are still required.

Fr. Bailey sent out a proposal to the Vestry concerning the schedule for Sunday morning activities in the Fall: 8 am, 10 am and 5pm services, Christian Formation after the 10 am service. The 5 pm service would be more informal, possibly using the New Zealand Prayer Book. His goal is the find a way to hold people together to build community. For Christian Formation, the mix of coffee time with refreshments, a provided meal and a potluck on different Sundays was a suggestion to address this.

Nametags: Fr. Bailey Norman

He would also like to encourage people to wear nametags given that masks are being used, we have not met in person for over a year, and new folks have come into the church during the pandemic. He wants the Vestry to lead the effort. There was a discussion about how to deal with the location of the nametags given that services are inside and outside, using a lanyard instead of a clip to hold the name tag, and placing the person's photo on the nametag.

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson

Fr. Bailey reported that Jamey Kennedy and Paul Scheira have volunteered to help with adult Christian Education. Pastor Damos will also help.

Evangelism: Bonnie Bautz

Nothing to add to the submitted report.

Liturgics: Cyril Meredith III

Nothing to add to the submitted report.

Outreach: Liz Herbes

Nothing to add to the submitted report.

Pastoral Care: Barbara Steele

Ms. Steele suggested that contact with the parishioners through the CARE program drop from monthly to every other month, except for those parishioners for whom monthly contact seems appropriate.

Administrative or Support Committees

Buildings and Grounds: Lew Felton

Mr. Felton is planning to start the committee up again.

The new HVAC units require some hand manipulations that he is currently doing. He will teach Cameron how to adjust the new units

Bylaws and Policies: Lew Felton

Parish Life provided an update to its policy.

Communications: Sandi Robertson

Vestry input is missing from the new website. The activities of each committee need to be added, and the choice of the email service to use are the last items to finalize. Once these are done, the site will be fully operational.

There has also been discussion about placement of microphones in the Nave. More microphones will have to be purchased.

Finance: Jim Rousey

The policy calls for a 6-month financial review. Mr. Rousey will send out an email to request a response from each committee on the need for funding through the remainder of the year.

Gifts and Memorials: Barbara Bovee

The Wish List needs to be refreshed. Each committee should submit items to be considered for addition to Ms. Bovee.

Memorial Garden: Jim Rousey

Nothing to add to the submitted report

Nominating: Nancy Anderson

Fr. Bailey has a few parishioners who have presented themselves for consideration.

Parish Life: Rachel Kirk

Nothing to add to the submitted report

Personnel: Bonnie Bautz

Nothing to add to the submitted report

Stewardship: Judy DiGregorio

Fr. Bailey has identified someone to be on Stewardship.

ADJOURNMENT: Fr. Bailey Norman

The meeting adjourned at 8:24 p.m.

Respectfully submitted,
Elizabeth D. Ellis, Secretary

Next meeting June 8, 2021