

St. Stephen's Episcopal Church

Vestry Minutes

December 8, 2020

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, Liz Herbes, Jo Kelley, Cyril Meredith, John Murphy, Sandi Robertson, Brent Sigmon

Absent: Lew Felton

Guests: Rachel Kirk, Cyril Meredith III, James Rousey, Barbara Steele

Call to Order:

Fr. Norman opened the meeting with prayer at 6:40 p.m.

Approval of Agenda: Fr. Norman

The agenda was amended to add Fr. Norman's housing declaration and unanimously approved by Vestry. (Sigmon/DiGregorio).

Approval of Minutes: Fr. Norman

The minutes for November were unanimously approved (Herbes/Delaney).

DISCUSSION:

Fr. Norman led discussion from Dwight Zscheile's book, "The Agile Church" (Chapter 5). Fr. Bailey reviewed concepts including:

- how we at St. Stephen's share our faith;
- how we promote and form meaningful commitments;
- how we witness in and to a broken world;
- cultivating spaces, conversation and practices where people feel comfortable to share their faith; and
- understanding what is God up to in our particular neighborhood.

Vestry discussed the value of being welcoming and promoting free flow of ideas.

Sitting around the table sharing a meal, enjoying music programs together, small group meetings and activities were all cited as examples wherein St. Stephen's enables faith formation. St. Stephen's response to Covid-19 pandemic required experimentation that resulted in creating innovative practices. Fr. Norman ended the discussion by reinforcing the importance of joy in our experiences and times together.

LEADERSHIP REPORTS:

Priest-in-Charge: Fr. Norman

Fr. Norman reviewed St. Stephen's planned Advent and Christmas activities. He acknowledged the Advent Fair held for our youth and their families. Fr. Norman reviewed plans for the December 19, 2020, "Drive-Through Christmas" sponsored by the Oak Ridge Ministerial Association. St. Stephen's will portray the Birth of Jesus and the Manger. St. Stephen's is planning an in-person Christmas Eve service without a Children's Christmas Eve pageant. Advent Lessons and Carols and Christmas Day services will be pre-recorded and subsequently streamed. No Blue Christmas service will be offered,

vulnerable parish members will be contacted individually. Fr. Norman commended the new CARE ministry recently implemented by the Pastoral Care Committee.

Fr. Norman discussed the portion of his salary to be designated as housing allowance. He moved that \$25,000 be designated as housing allowance and that \$56,700 be designated as compensation (for a total 2021 compensation of \$81,700). Judith Delaney seconded the motion. Vestry unanimously approved the motion.

Fr. Norman acknowledged Vestry members (and officers) whose terms end on December 31, 2020. They include: Brent Sigmon (Senior Warden), Jo Kelley, Cyril Meredith II, John Murphy and Courtney Manrod (Vestry Secretary).

Senior Warden: Brent Sigmon

Mr. Sigmon reflected on his tenure on Vestry and as Senior Warden. He noted the work was a joy. Mr. Sigmon further noted that calling and on-boarding of Fr. Norman as Priest-in-Charge as well as establishment and acceptance of same sex marriage at St. Stephen's are outstanding memories for him during his tenure. Vestry acknowledged Mr. Sigmon for his leadership in response to the COVID-19 pandemic.

Junior Warden: Judith Delaney

Ms. Delaney expressed her sincere appreciation for the contributions of outgoing Vestry members.

ITEMS FOR ACTION

Approval of the November 2020 Finance Committee Report: Cyril Meredith

Mr. Meredith submitted the finance report with Finance Committee's recommendation for approval. The November financial report was unanimously approved.

Election of 2021 Vestry Officers: Fr. Norman

Fr. Norman moved to nominate Cameron Ellis as Parish Treasurer. Motion was seconded by Ms. Delaney. Vestry unanimously voted Mr. Ellis as Parish Treasurer.

Fr. Norman moved to nominate Betsy Ellis as Vestry Secretary. Motion was seconded by Ms. Herbes. Vestry unanimously voted Ms. Ellis as Vestry Secretary.

Ms. Bautz moved to nominate Judith Delaney as Senior Warden. Motion was seconded by Ms. Anderson. Vestry unanimously voted Ms. Delaney as Senior Warden.

Ms. Bovee moved to nominate Barbara Steele as Junior Warden. Motion was seconded by Ms. Anderson. Vestry unanimously voted Ms. Steele as Junior Warden.

Fr. Norman informed Vestry that Mr. Sigmon will be assuming chairmanship of the Finance Committee beginning in January (following departure of Cyril Meredith II, who will have rotated off Vestry).

Election of Delegates and Alternates for the 2021 Diocesan Convention: Fr. Norman

Fr. Norman moved to nominate Judith Delaney, Cameron Ellis and Elizabeth Pack as primary candidates. Motion was seconded by Mr. Meredith II. Vestry unanimously approved the candidates.

Fr. Norman moved to nominate Victoria Megdalia as first alternate for the convention. Ms. DiGregorio seconded the motion. Vestry unanimously approved the Ms. Megdalia as first alternate.

ITEMS FOR INFORMATION

Program Committees

Christian Education: Nancy Anderson
No addition to written report.

Evangelism: Judith Delaney

Ms. Delaney noted the evangelism video is complete and being reproduced for hand out. She has read a recent report on playground fencing at Oak Ridge City schools. The National Church has not responded to St. Stephen's request for a grant to provide fencing around the children's playground. Ms. Delaney stated the intent to resume Walk Over Wednesdays when in-person worship fully resumes at St. Stephen's.

Liturgics: Jo Kelley

No addition to written report

Outreach: John Murphy

Mr. Murphy noted the last food basket distribution for the calendar year, on December 5, 2020, was a joyful and rewarding experience

Pastoral Care: Liz Herbes

Ms. Herbes described the new CARE program. Twenty-four parishioners have been trained and are enthusiastically looking forward to begin this pastoral care initiative in mid-December.

Administrative or Support Committees

Buildings and Grounds: Fr. Norman
No addition to written report.

Bylaws and Policies: Fr. Norman

No addition to written report.

Communications: Sandi Robertson

Ms. Robertson informed Vestry that implementation of a new e-mail suite (Google Work Place) and new web site are underway. She noted 8 parishioners have been trained to provide audio-visual support for live streaming of worship services.

Finance: Cyril Meredith

Mr. Meredith discussed status of St. Stephen's 2021 budget. He noted forecast 2021 pledge income is currently approximately \$50,000 less than the forecast 2021 operating budget. He noted the need to identify and train additional people on Realm software.

Gifts and Memorials: Barbara Bovee

No addition to written report.

Memorial Garden: Brent Sigmon
No addition to written report.

Nominating: Brent Sigmon
No addition to written report.

Parish Life: Bonnie Bautz
Ms. Bautz updated status of gift bag distribution.

Personnel: Judith Delaney
No addition to written report.

Stewardship: Judy DiGregorio
Ms. DiGregorio discussed activities to conclude St. Stephen's annual stewardship campaign.

ADJOURNMENT: Fr. Bailey Norman
The meeting adjourned at 8:06 p.m.

Respectfully submitted,
Courtney A. Manrod, Secretary

Next meeting January 12, 2021