

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**Tuesday, March 13, 2018**

**Vestry Present:** Lyn Ballard, John Dotson, Kelly Eschenroeder, , Rebecca Harrison, Chris Ludbrook, Mike Heyer, Tom Voller

**Vestry Absent:** Mike Johnson, Pat O'Brien

**Clergy Present:** The Rev. Todd McDowell

**Guests:** Shari Bonham, Director of Development and Ministries Coordinator; Tim Engelbrecht, Treasurer

The meeting was called to order at 7:00.

The opening prayer was given by John Dotson. The opening prayer at the April Vestry meeting will be given by Mike Heyer.

The evening's agenda was amended by moving the devotional time to the end of the meeting and moving the Rector's Report to the beginning of the meeting.

Rebecca Harrison moved, and Tom Voller seconded, that the minutes from the February 2, 2018 Vestry meeting be approved as drawn. Motion passed.

**Report of the Rector:** An informational brochure and a proposal from Randy Burkett Lighting Design were distributed to the Vestry. Randy Burkett Lighting Design is located in Webster Groves, and has expertise in lighting design for public places and for churches. They have worked on projects across the U.S.. They were invited to submit a proposal for developing a master plan for lighting in the nave/chancel/altar area, which would include new master controls to replace the very outdated control system currently in place. The nave is the only area of the church that has not made the transition to all LED lighting. A master plan for lighting design by an experienced lighting consultant will ensure that the choices made regarding lighting make sense aesthetically and practically. The master plan could be implemented in stages. There is \$15,800.00 set aside in the budget for lighting. Lyn Ballard moved, and Mike Heyer seconded, that the Vestry approve spending up to \$5,250.00 to have Randy Burkett Lighting Design develop a master plan for lighting in the nave/chancel/altar area. Motion passed.

The Vestry discussed having a capital campaign. Timing of a campaign, as well as the focus of a campaign were discussed. Father Todd has recently discussed capital campaigns with people he has met through the Consortium of Endowed Episcopal Churches. Norm Olson, who was hired by Grace to help run the 2017 stewardship campaign, would not be able to provide Grace the clerical help that is necessary to run a capital campaign. Father Todd will continue to pursue ideas regarding capital campaigns.

The Bishop will be visiting Grace on Sunday, March 18. He will meet with the Vestry in the LaVielle Room shortly after the 10:00 service. Ministry leaders will be invited to attend the meeting.

Father Todd would like to have Grace serve as host for an Invite, Welcome, Connect workshop. The cost for a three day workshop is \$4,100.00. Father Todd will contact the Bishop's office to find out if the Diocese would be willing to sponsor the event by providing marketing of the event and/or monetary support. The workshop would be open to churches in the Diocese as well as area churches of other denominations. Participants would pay to participate, which would help to defray costs. Lyn Ballard moved, and Rebecca Harrison seconded, that, should the Diocese agree to support the Invite, Welcome, Connect workshop, Grace will move forward with the plan, including financial resources to put on the workshop. Motion passed.

#### **Five Marks of Mission:**

Ministries of Governance, Administration, Stewardship and Facility: Stewardship – Tim Engelbrecht reported that the final number of pledges received for 2018 is 138, totaling \$400,942.

*Financial Report:* Tim presented the financial report for the two months ending February 28, 2018.

Pledge Income for the month of February was \$27,961, which was \$461 above budget. YTD Pledge Income was \$95,588 versus the budgeted amount of \$94,500. Total Revenues for the month were \$42,870, which was \$334 above budget. YTD Total Revenues were \$140,479, which was \$7 above budget. Total Expenses for February were \$58,606 which was \$3,599 below budget. YTD Expenses were \$104,635, which was \$8,612 below budget. Net Revenue for February was (\$15,736) which was \$3,933 above the budgeted amount of (\$19,669). YTD Net Revenue was \$35,844, or \$11,619 above the budgeted amount of \$27,225. Our current cash reserves would cover an estimated 2.59 months of the budgeted 2018 expenses.

Tom Voller moved, and Mike Heyer seconded, that the Vestry receive the financial report for the two months ending February 28, 2018. Motion passed.

*Miscellaneous Designated Account:* Tim requested Vestry approval to move some funds from the checking account to the appropriate accounts in the Legacy Fund. Mike Heyer moved, and Rebecca Harrison seconded, that the following funds should be moved to the appropriate accounts in the Grace Legacy Fund: \$20.00 from the Heigham memorial, \$7,100.00 from the Berry Estate memorial, \$50.00 from the Rogers Estate memorial, and \$20.00 Legacy Fund donation. Motion passed.

*2017 Parochial Report:* Tim reviewed the 2017 parochial report with the Vestry. Rebecca Harrison moved, and Mike Heyer seconded, that the 2017 parochial report be submitted to the Diocese as written. Motion passed.

Three reports provided by the diocese were reviewed – Participation and Giving Trends for Grace Episcopal Church, Participation and Giving Trends for the Diocese of Missouri, and The Executive/Insite Report, which gave information about demographics in a three mile radius of Grace Church.

Tim let the Vestry know about the Church Assistance Endowment Grant. A congregation may apply for a grant of up to \$10,000 to be used for capital improvements and/or repairs. Matching funds would be required. A congregation may not receive more than two grants over four consecutive years from this fund. Priority will be given to projects which improve health, safety or accessibility. Rebecca Harrison moved, and Lyn Ballard seconded, that Rebecca get bids for converting the men's restroom near the narthex into a handicapped accessible family restroom, and that Grace apply for a matching grant from the diocese. Motion passed.

Respond to Human Need ,Seek to Transform Unjust Structures: Dismantling Racism- Grace has been asked to host a Dismantling Racism workshop. If Grace hosts, 15 people would need to attend. There would be no cost to Grace. Rebecca Harrison moved, and Lyn Ballard seconded, that Grace invite the organizers of Dismantling Racism to hold a workshop at Grace in fall of 2018. Motion passed.

**Junior Warden Report:** Rebecca Harrison distributed a written report to the Vestry. Highlights of the report are: Rebecca terminated Geno's maintenance agreement. The HVAC maintenance agreement with Murphy has been signed. Plans for landscaping are proceeding with positive feedback from parishioners. Rebecca received a partial quote from Tim Ahern for erecting the St. Matthews spire. Leftover cement from the project would be used to finish the sidewalk that runs around the building from the Columbarium to the back door. The cost for welding and brackets for the spire has yet to be determined. Lyn Ballard moved, and Mike Heyer seconded, that if a bid is received for under \$10,000.00 for spire installation, that the process of installing the spire should proceed. Funds for the spire installation would come from the Bennett Avenue Fund. Motion passed.

**Senior Warden Report:** Lyn Ballard had Vestry members sign paperwork affirming that they had read the paperwork concerning policies and procedures concerning allegation and incidents of sexual misconduct. Lyn will get signatures from Vestry members who were not in attendance this evening. Lyn reported that she and Dick Entenmann attended the diocesan Leadership Conference on March 3. Lyn brought to the attention of the Vestry an article in the diocesan publication *iSeek* highlighting Grace's labyrinth. Lyn asked Vestry members to begin thinking about persons who could be invited to serve on Vestry or as convention delegates in 2019. Follow-up on strategies discussed at the Vestry retreat will be taken up at the April Vestry meeting.

Father Todd closed the meeting in prayer.

The meeting adjourned at 9:40.

Respectfully submitted,

Sue Nixon  
Secretary of the Vestry

### **Motions from the March 13, 2018 Vestry meeting**

Rebecca Harrison moved, and Tom Voller seconded, that the minutes from the February 2, 2018 Vestry meeting be approved as drawn. Motion passed.

Lyn Ballard moved, and Mike Heyer seconded, that the Vestry approve spending up to \$5,250.00 to have Randy Burkett Lighting Design develop a master plan for lighting in the nave/chancel/altar area. Motion passed.

Lyn Ballard moved, and Rebecca Harrison seconded, that, should the Diocese agree to support the Invite, Welcome, Connect workshop, Grace will move forward with the plan, including financial resources to put on the workshop. Motion passed.

Tom Voller moved, and Mike Heyer seconded, that the Vestry receive the financial report for the two months ending February 28, 2018. Motion passed.

Mike Heyer moved, and Rebecca Harrison seconded, that the following funds should be moved to the appropriate accounts in the Grace Legacy Fund: \$20.00 from the Heigham memorial, \$7,100.00 from the Berry Estate memorial, \$50.00 from the Rogers Estate memorial, and \$20.00 Legacy Fund donation. Motion passed.

Rebecca Harrison moved, and Mike Heyer seconded, that the 2017 parochial report be submitted to the Diocese as written. Motion passed.

Rebecca Harrison moved, and Lyn Ballard seconded, that Rebecca get bids for converting the men's restroom near the narthex into a handicapped accessible family restroom, and that Grace apply for a matching grant from the diocese. Motion passed.

Rebecca Harrison moved, and Lyn Ballard seconded, that Grace invite the organizers of Dismantling Racism to hold a workshop at Grace in fall of 2018. Motion passed.

Lyn Ballard moved, and Mike Heyer seconded, that if a bid is received for under \$10,000.00 for spire installation, that the process of installing the spire should proceed. Funds for the spire installation would come from the Bennett Avenue Fund. Motion passed.