

Grace Episcopal Church
Minutes of the May Vestry Meeting
May 12, 2020

Special Note: There is currently a worldwide pandemic of COVID-19 coronavirus. On April 3, 2020, the State of Missouri issued a Stay at Home order, which prohibits gatherings of ten or more people. Grace Church has closed its facilities to all gatherings, both church and community related. This evening's Vestry meeting took place via Zoom, with Vestry, clergy and guests connecting to the meeting from the safety of their homes by way of computer or phone connection.

Vestry Present: Mike Casey, Katie Compton, John Dotson , Kelly Eschenroeder, Rebecca Harrison, Mike Heyer, Chris Ludbrook, Pat O'Brien, Susie Reis

Vestry Absent: none

Clergy Present: The Rev. Todd McDowell

Guests: Shari Bonham, Director of Development and Ministries Coordinator; Tim Engelbrecht, Treasurer; Betty Bowersox, Stewardship

The meeting was called to order at 7:04.

The opening prayer was given by Chris Ludbrook. The opening prayer at the June Vestry meeting will be given by Kelly Eschenroeder.

Mike Casey moved, and Mike Heyer seconded, that the minutes from the April 14, 2020 Vestry meeting be approved as written. Motion passed.

The evening's agenda was corrected to remove the lighting project report. The agenda stood as corrected.

Five Marks of Mission: Ministries of Governance, Administration, Stewardship and Facility: *Financial Report:* Tim Engelbrecht presented the financial report for the month ending April 30, 2020. Pledge Income for the month of April was \$23,311, which was \$5,575 below budget. YTD Pledge Income was \$135,312 versus the budgeted amount of \$148,799. Total Revenues for the month were \$39,011, which was \$9,122 below budget. YTD Total Revenues were \$203,991 which was \$23,371 below budget. Total Expenses for April were \$48,708, which was \$2,982 below budget. YTD Expenses were \$203,960, which was on target with the budgeted amount of \$203,239. Net Revenue for April was (\$9,697), which was \$6,140 above the budgeted amount of (\$3,557). YTD Net Revenue was \$31 versus the budgeted amount of \$24,124. Our current cash flow would cover an estimated 1.69 months of 2020 budgeted expenses. The finance committee recommends that our cash reserves equal at least three months of our yearly budgeted expenses.

Tim noted that online pledge payments were picking up in volume. First quarter statements were mailed out, and some checks were received as a result of the mailing. Diocesan assessment payments are being deferred until July 1. Shari Bonham noted that there was one new pledge in April. Mike Heyer moved,

and John Dotson seconded, that the financial report for the month ending April 30, 2020 be received. Motion passed.

Paycheck Protection Plan (PPP): Tim provided the Vestry with financial analysis and documentation of meetings regarding the Paycheck Protection Plan loan. Federal regulations have not been finalized, so good documentation is necessary should additional requirements arise. Grace received \$53,768.00 on April 23. It is estimated that \$49,622.86 will be eligible to qualify for loan forgiveness. The Executive Committee is keeping up to date on the PPP program via online seminars. Father Todd extended thanks to Tim Engelbrecht, Mike Heyer, and Dick Entenmann for the time they have spent on the PPP loan.

Tim noted that there will be two new lines on the May financial report – a line under income to show the PPP money coming in, and a line under expenses for extras costs associated with COVID-19 which were not budgeted for.

Outreach Status: The budget for Plate Offering (cash in the collection plate) is \$7,000.00. Money from Plate Offering, along with an allocation from the Legacy Fund – Outreach account, fund the Outreach budget. The total 2020 budget for Outreach is \$9,677.00. Since church is not in session, the Plate Offering budget is currently under budget. The Outreach Committee has disbursed \$5,233.00 so far in 2020. Tim will work with Outreach chairs Vince and Michele Nicosia to discuss timing of future disbursements.

Trinity Hot Lunch has asked that Grace increase the amount of food brought to Trinity on the 2nd Sunday of each month. Some of the meals will be set aside to be distributed on the Tuesday following Grace's assigned Sunday. An additional \$100.00 per month will need to be added to the Trinity Hot Lunch budget through the end of the year to cover the cost of additional food.

Painting Project/ Insurance Proceeds: A portion of the proceeds from an insurance claim made years ago for water damage in various parts of the church was set aside until the time came that it made sense to mitigate water damage to the nave ceiling, which was the result of a leaking window. The recent nave painting project included sealing the leaking window and treating the water stain so it is less noticeable. Those repairs added to the cost of the painting project. Mike Heyer moved, and Rebecca Harrison seconded, that the \$14,450.96 set aside from an insurance claim be used to pay for additional costs associated with the nave painting project. Motion passed.

Proclaim the Good News: Worship, Music: Father Todd explained the process of getting ready to reopen church. The earliest possible date to reopen is June 7. The final decision on when churches will be allowed to reopen will be made by the Diocese of Missouri. The Diocese has issued requirements that must be met by individual churches, and individual churches must submit plans to the Diocese demonstrating how those requirements will be met before they can reopen. Masks will be required, and certain pews will be roped off to allow for proper social distancing. Communion will consist only of the host, and will be distributed by priests standing at the front of the center aisle. Choirs will not sing, but a cantor will be present. Prayer books, hymnals and Bibles have been removed from the pews. Proper disinfecting protocols will be followed throughout the building. Services will be live streamed for those who choose to stay home. Father Todd noted that procedures will change as requirements change.

Teach, Baptize and Nurture New Believers: Invite, Welcome, Connect : Shari Bonham reported that she and Lyn Ballard will take part in a Zoom conference put on by the Consortium of Endowed Episcopal Parishes (CEEP) on June 1.

Respond to Human Need, Seek to Transform Unjust Structures: Outreach Programs, Activities: Sue Nixon reported that Kirk Care will take part in a community food giveaway in the Meacham Park

neighborhood on May 13. Confirmands from Grace will help pack non-perishable items provided by Kirk Care. The St Louis Area Food Bank will provide perishable items.

Junior Warden Report: Junior Warden Rebecca Harrison reported that the inside of the church has been sterilized. The lawn service is mowing the grass every two to three weeks.

Senior Warden Report: *Personal Calls:* Senior Warden Mike Heyer thanks Vestry members for making calls to parishioners last month, and asked them to make another round of calls.

Missioner Donation: At the April Vestry meeting, Mike indicated that, since the mission trip was cancelled, the customary donation amounts for the host church and Habitat for Humanity would be given to Kirk Care. Mike recently learned that the Bishop of Missouri has started a matching fund to be used for grants for food ministries in the Diocese, and thought it would be fitting to donate the money to the Bishop's fund instead of Kirk Care. Father Todd noted that he will be writing a letter to the Bishop, and will make sure that the Bishop knows that Kirk Care is an important resource for residents who live in the Kirk wood School District area.

Report of the Rector: Father Todd asked Vestry members to help parishioners remember to observe safe distance and to wear a mask when church resumes. Grace will be getting an electrostatic cleaner to disinfect the inside of the building. The disinfectant used is approved by the CDC as effective against COVID-19. Coffee hour will resume with the reopening of church, but only beverages will be served. Referring to the Meacham Park food giveaway, Father Todd asked everyone to support Kirk Care and the Trinity food pantry and hot lunch program. Father Todd noted that the Trinity Hot Lunch program is continuing, but with a smaller number of volunteers, so exposure for all is decreased. The Vestry will meet in Albright Hall in June. Tables and chairs will be spaced to allow for safe distancing, and all will be required to wear a mask. Father Todd will propose a by-laws change to allow for alternatives to meeting at church for Vestry meetings. Changes to the by-laws must take place in person at the regular meeting place.

The evenings meeting concluded with a reading of Compline.

Kelly Eschenroeder moved, and Mike Heyer seconded, that the meeting adjourn. Motion passed.

Meeting adjourned at 8:37.

Respectfully submitted

Sue Nixon
Secretary of the Vestry

Motions from the May 12, 2020 Vestry meeting

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