

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**June 9, 2020**

**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 7:07.

The opening prayer was given by Kelly Eschenroeder. The opening prayer at the July Vestry meeting will be given by John Dotson.

The evening's agenda stood as presented.

Rebecca Harrison moved, and Mike Heyer seconded, that the minutes from the May 12, 2020 Vestry meeting be approved as drawn. Motion passed.

**Five Marks of Mission:** Ministries of Governance, Administration, Stewardship and Facility: *Financial Report:* Tim Engelbrecht presented the financial report for the month ending May 31, 2020. Pledge Income for the month of May was \$31,321, which was \$2,435 above budget. YTD Pledge Income was \$164,800 versus the budgeted amount of \$177,686. Total Revenues for the month were \$48,389, which was \$1,256 above budget. YTD Total Revenues were \$250,472 which was \$24,023 below budget. Total Expenses for May were \$34,947, which was \$13,530 below budget. YTD Expenses were \$238,917, which was \$13,398 below the budgeted amount of \$252,316. Net Revenue for May was \$13,442, which was \$14,788 above the budgeted amount of (\$1,344). YTD Net Revenue was \$11,555 versus the budgeted amount of \$22,179. Our current cash flow would cover an estimated 2.27 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 the diocesan assessment payments are being deferred until July 1. John Dotson moved, and Susie Reis seconded, that the financial report for the month ending May 31, 2020 be received. Motion passed.

*Paycheck Protection Plan (PPP):* Tim reported that the US House and Senate passed revisions to the PPP which will expand the window in which PPP funds must be spent from 8 weeks to 24 weeks. Tim has every confidence that the \$53,768 that Grace received can be spent within that time frame in accordance with the stipulations of the plan. Tim provided the Vestry with documentation of all meetings regarding the PPP loan. The documentation will be needed in the unlikely event that Grace's loan is audited.

*Our Journey Continues:* Tim reported that funds keep coming in, and that half of the pledged total has been received only one year into the three year campaign.

*Accounting Controls:* Mike Heyer created a document called “Grace Episcopal Church Accounting Controls” with input from the executive committee, finance committee and Shari Bonham. Mike asked for a vote from the Vestry to approve the document, but noted that it is a living document and will be revised from time to time. Mike Heyer moved, and Pat O’Brien seconded, that the Vestry approve the Grace Episcopal Church Accounting Controls document. Shari put forth a suggestion that the Manual of Business Methods in Church Affairs be referred to in the document. Mike Heyer moved, and Pat O’Brien seconded, that the Vestry approve the amended Grace Episcopal Church Accounting Controls document with the reference to the Manual of Business Methods in Church Affairs. Motion passed. The Vestry will be asked for further suggestions at the July Vestry meeting.

Father Todd extended thanks to Tim Engelbrecht, Mike Heyer and Dick Entenmann for their work on the PPP loan.

Proclaim the Good News: Worship, Music: Father Todd reported that church was held in the nave on June 7. There were some problems with electronics, but it was nice to have church services in the church for those who attended and for those who viewed from home. Some issues to work on for future services include being aware that any speaking in the narthex is heard in the church because the nave doors remain open during the service; there was a bottleneck in the narthex after the service; and hand sanitizer for communion needs to be moved a little farther back. At this time, Grace is limited to 10% capacity, and reservations need to be made to attend a service. There is overflow room in Albright Hall. As COVID numbers diminish, we will be allowed to have 25% capacity.

Father Todd will have a conference call with church school teachers to get a vision for what church school may look like in the fall.

Father Todd has been thrilled with our new bishop and his responsiveness to questions regarding COVID-19. Grace is the only Episcopal church in the metro area to open. Father Todd noted that all protocols must be adhered to in order to remain open. We are following all CDC, State of Missouri, St Louis County and Diocese of Missouri directives. He also noted that Grace is lucky to have a building with a layout that can operate in a safe manner. He stressed that we are open because we are able to do so safely, and not to prove a point of any kind. There is absolutely no pressure for anyone to attend who does not feel safe doing so.

Father Todd met with our IT support company, STG, to find out why the upload speed is so slow. It turns out that the upload speed from Charter is lower than we thought. The Lab School brought fiber optic cable into the building at some point in the past, but didn’t use it. Grace will be able use the fiber optic cable and switch to AT&T fiber optic for increased bandwidth. There may be a need for some new equipment for live streaming, but we will see how the increased bandwidth works first.

Father Todd thanked Pat and Doug O’Brien for the donation of a laptop computer, which will be used for the TV monitor in the narthex.

Teach, Baptize and Nurture New Believers: Invite, Welcome, Connect : Shari Bonham is looking for ways to connect with parishioners during the pandemic. She asked for volunteers to help put together bags for parishioners with small wooden crosses and literature.

Respond to Human Need, Seek to Transform Unjust Structures: Outreach Programs, Activities: Father Todd reported on the Bishop's initiative for diocesan food ministries. The diocese announced a matching grant of \$30,000.00 to be used for food ministries in the diocese. Grace church has contributed the following amounts: \$3,000.00 from the mission trip, \$4,000.00 from Outreach and \$1,200.00 from the congregation.

**Junior Warden Report:** Junior Warden Rebecca Harrison reported that the cleaning product that Grace has used for the past year is one recommended by the CDC for killing the COVID-19 virus. Rebecca extended thanks to the Chris Ludbrook family for spreading three truckloads of mulch in the flower beds.

One of the two compressors that services the sanctuary has died and will need to be replaced. Rebecca Harrison moved, and Mike Heyer seconded, that the Vestry approve spending \$8,500.00 to have Murphy replace the compressor that services the sanctuary. Motion passed.

Mike Heyer moved, and John Dotson seconded, that the Vestry approve the COVID-19 guidelines that were submitted to the diocese. Motion passed. It was noted that the guidelines are a living document, and will be altered over time as COVID-19 waxes and wanes and as new information becomes available. The Vestry will approve changes as needed.

Father Todd noted that there is no pressure from the diocese to reopen church, and that the decision to open is left up to the clergy.

Church offices will reopen on June 15. The lower level of the church will remain closed except for the finance office, Phillip's office, and the office of St Thomas Church for the Deaf.

Tim Engelbrecht noted that all COVID-19 related expenses are on a separate expense line since they were not budgeted for.

**Senior Warden Report:** *Personal Calls:* Senior Warden Mike Heyer asked Vestry members to make their second round of calls to parishioners of they haven't yet done so, and to make a third round in July.

**Report of the Rector:** Father Todd reported that communion went out to home bound parishioners in disposal bags. The bag contained a wafer in a Zip-loc bag, a service leaflet, and information from the Bishop. The drop off at the person's front door was pre-arranged.

Altar flowers are needed for July and August.

The Vestry received a handout of a proposed by-law change regarding meetings held by telephone or electronically as well as special rules to govern the conduct of telephonic/electronic meetings. Pat O'Brien moved, and Rebecca Harrison seconded, that the Vestry authorize the by-law regarding meetings held by telephone or electronically as well as special rules governing the conduct of telephonic/electronic meetings. Adoption of new by-law and special rules passed unanimously. The By-law change will be submitted to the annual parish in January 2021. The Vestry's authorization allows the Vestry to officially meet via Zoom or other electronic means. Since the past two Vestry meetings were held via Zoom the Vestry was asked to review all motions made and re-approve at this evening's meeting, which was held at Grace. Kelly Eschenroeder moved, and Pat O'Brien seconded, that the motions previously approved at the April 14, 2020 Vestry meeting be approved. Motion passed. Rebecca Harrison moved, and John Dotson seconded, that the motions previously approved at the May 12, 2020 Vestry meeting be approved. Motion passed.

Pat O'Brien moved, and Rebecca Harrison seconded, that the July 14, 2020 Vestry meeting be held via Zoom. Motion passed.

A doorbell will be installed as the church will remain locked during COVID-19.

Tom Petrie is getting proposals for new equipment for streaming services.

The aerobics group wanted to return to Albright Hall, but were told they can't return until there's a vaccine.

The organ has been tuned. The painting company reduced their bill by \$1,000.00 since they moved the organ pipes and damaged them, despite being told not to move them.

Kelly Eschenroeder moved, and John Dotson seconded, that the Vestry extend thanks to Pat and Doug O'Brien for the donation of a laptop computer; to the Ludbrook family for their work on the flower beds; and to the Finance Committee and all those who worked to secure and keep track of the Paycheck Protection Plan loan. Motion passed.

Baptisms are normally done four times a year (five if the Bishop visits). Baptisms are not allowed at this time because of COVID-19. If it becomes safe to perform baptisms, a special date may be picked.

The evenings meeting concluded with a reading of Compline.

Mike Heyer moved, and Rebecca Harrison seconded, that the meeting adjourn. Motion passed.

Meeting adjourned at 8:57.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

### **Motions from the June 9, 2020 Vestry meeting**

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