

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**December 8, 2020**

**Special Note:** Due to the continuing worldwide pandemic of COVID-19 coronavirus, 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:** Lyn Ballard, Mike Casey, 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; Betty Bowersox, Stewardship; Tim Engelbrecht, Treasurer ; Dick Entenmann, Personnel; Ron Gaus, Christ Church UCC, Maplewood – Commissary Kitchen

The meeting was called to order at 7:01.

Rebecca Harrison moved, and Mike Heyer seconded, that the minutes from the November 10, 2020 Vestry meeting be approved as written. Motion passed.

The evening's agenda stood as amended.

The opening prayer was given by Rebecca Harrison. The opening prayer at the January Vestry meeting will be given by Lyn Ballard.

**Commissary Kitchen:** Ron Gaus spoke to the Vestry about using a church building as a source of revenue. Ron is a member of Christ Church UCC in Maplewood. By renting out the kitchen, sanctuary, chapel and multi-use rooms, the church has been able to generate about \$75,000.00 annually, pre-COVID. Ron shared with the Vestry the process Christ Church UCC went through over the past five years to make renting space an option for the church. Ron toured Grace Church with the Executive Committee, mainly to see how renting space in the kitchen could be achieved. Ron felt that Grace could easily rent space in the Grace kitchen, since the kitchen has already passed inspection by St Louis County as a commercial kitchen. Father Todd noted that the needs of Grace Church will come first in scheduling kitchen time. Refrigerators, freezers and shelves for dry goods that would be used by renters would be kept in the lower level of the church. Grace would need to convert some downstairs rooms to storage rooms, which would involve having electrical work done to facilitate the refrigerators and freezers, improved lighting and possibly installing cameras in the kitchen and food storage areas. Ron was very enthusiastic about having renters in the church, which he feels creates an atmosphere of "things are happening here". Ron suggests adding 10% to the cost of rental, which can be used to pay someone to manage the renters.

The Vestry was provided a copy of a sample contract, which they were asked to review before the January Vestry meeting. The contract is for Honeybees, which is currently using the kitchen. The contract commences January 1, 2021. The Vestry was asked to let Fr. Todd know if they have any

questions or comments about the contract – Fr. Todd will be in touch with Ron Gaus to get questions answered.

Dick Entenmann volunteered to get prices on converting downstairs rooms to storage rooms, including costs for electrical work and lighting.

**Five Marks of Mission:** Proclaim the Good News: *Worship, Music:* Father Todd reported that the Christmas Eve service will be live streamed at 4:00 PM on December 24. Reservations are needed to attend in person.

Teach, Baptize and Nurture New Believers: *Invite, Welcome, Connect :* Shari Bonham reported that there are six new members and two new guests in the past month. Shari is working on recruiting on-line greeters.

Shari has received positive comments on the recent improvements to the audio and video quality of church services.

Respond to Human Need, Seek to Transform Unjust Structures: *Outreach Programs, Activities:* Father Todd reported that the Outreach Committee met in November. He thanked Michele Nicosia for her thorough report of the meeting proceedings.

Ministries of Governance, Administration, Stewardship and Facility: *Financial Report:* Tim Engelbrecht gave an abbreviated financial report to the Vestry. Net Revenue for the month was (\$11,305), which was \$11,662 below the budgeted amount of \$357. Current cash reserves would cover and estimated 2.01 months of 2020 budgeted expenses. Tim noted that third quarter pledge fulfillment status letters were sent out, and probably responsible for pledge income improving in November. Lyn Ballard moved, and Mike Heyer seconded that the financial report for the month ending November 30, 2020 be received. Motion passed.

*Paycheck Protection Plan (PPP):* Tim Engelbrecht reported that Midwest Bank has opened its portal so the process of applying for loan forgiveness can begin. Tim is confident the loan will be forgiven.

*2021 Draft Budget:* Tim reviewed the 2021 draft budget with the Vestry. Tim noted that the budget will be continually monitored and adjusted as COVID plays out through 2021. All requests for funds were included in the draft budget. The Finance Committee will meet on December 15 to review the budget, look for areas where costs can be cut, and to explore areas for new revenue streams. The Vestry is asked to hold the evening of Tuesday, January 5 open in the event the Vestry's input is needed in finalizing the budget. Fr. Todd extended his thanks to Tim and the Finance Committee for their work on the budget.

*Paychex and Payroll:* Due to errors made by the payroll processing company ADP, Grace will likely be switching to Paychex for payroll processing.

*Stewardship:* Stewardship chair Betty Bowersox reported 93 pledge cards have been received, totaling \$314,200.00. 43 pledges will increase, 43 will remain the same, and 7 will decrease in 2021. 28 pledging families have not yet responded. If they pledged at 2020 levels, an additional \$58,000.00 would be added to the total pledged. Thanks were extended to Betty for running the 2020 stewardship campaign.

*Home Page:* Shari has been working, with the help of Lyn Ballard, on updating the new website home page. Church services will be automatically uploaded to the website, in real time, which will be a big time saver for Shari.

**Junior Warden Report:** Junior Warden Rebecca Harrison reported that the coppersmith will begin work on the St. Matthews spire as soon as his current job is completed. Tom Petrie is getting the audio levels adjusted and camera angles set on the new streaming system. He will be looking for volunteers to run the system in the near future. Rebecca extended thanks to all those who volunteered to tend the garden beds over the past year.

**Senior Warden Report:** *Nominations:* Vestry member Kelly Eschenroeder has agreed to serve a second, three year term on the Vestry. Ann Van Conia and John Adams have agreed to fill the seats of outgoing Vestry members John Dotson and Mike Heyer. *Parish Contacts:* Mike asked Vestry members to make contact with their assigned parishioners in December.

**Report of the Rector:** Father Todd reviewed the costs associated with the streaming project with the Vestry.

The January 12 Vestry meeting will take place via Zoom.

Honeybees will come in under the new commissary kitchen lease beginning January 1, 2021, if they wish to continue using the Grace kitchen.

The Bishop's visit to Grace on the first Sunday of Advent went well. His official visit to Grace will take place in May.

Fr. Todd extended thanks to Tom Petrie for his time and talent implementing the new streaming equipment.

The evenings meeting concluded with a reading of Compline.

Mike Heyer moved and Susie Reis seconded that the meeting adjourn. Motion passed. The meeting adjourned at 9:44.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

**Motions from December 8, 2020 Vestry meeting**

Rebecca Harrison moved, and Mike Heyer seconded, that the minutes from the November 10, 2020 Vestry meeting be approved as written. Motion passed.

Lyn Ballard moved, and Mike Heyer seconded that the financial report for the month ending November 30, 2020 be received Motion passed.

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The meeting adjourned at 9:44.