

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**June 14, 2022**

**Vestry Present:** John Adams, Lyn Ballard, Rebecca Harrison, Chris Ludbrook, Jim Wethington

**Vestry Absent:** Mike Casey, Kelly Eschenroeder, Susie Reis, Ann VanConia

**Clergy Present:** none

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

The meeting was called to order at 7:05.

The opening prayer was given by Senior Warden Chris Ludbrook. Rebecca Harrison will give the prayer at the next Vestry meeting.

Rebecca Harrison moved, and Lyn Ballard seconded, that the minutes from the May 10, 2022 Vestry meeting be approved as drawn. Motion passed.

Rebecca Harrison moved, and Jim Wethington seconded, that the evening's agenda stand as presented. Motion passed.

The minutes from the Vestry meeting held on Sunday, May 22 with the Bishop will be distributed to the Vestry in the near future.

**Five Marks of Mission: Proclaim the Good News: Worship, Music:** The Vestry discussed the need for clear communications to the parish and others who use space in the church regarding new COVID related mask recommendations or requirements. There was some confusion on Sunday, June 12, but there was very low attendance and little risk of disease spread. The ushers should let parishioners know what the mask requirements before they enter the nave. Ushers are not always showing up as scheduled.

**Teach, Baptize and Nurture New Believers: Invite, Welcome, Connect:** Shari Bonham reported that she is working to get a team back together. She noted that parishioners are doing a good job of greeting newcomers.

**Respond to Human Need, Seek Peace & Justice: Outreach Programs, Activities:** Chris Ludbrook reported that the missionaries are at work in Wisconsin. Coincidentally, they house they are working on is next door to a house that Grace missionaries worked on about 8 or 9 years ago.

John Adams reported that Grace cooked and served a hot lunch at Trinity Central West End on June 12. There was a total of about 90 guests, 20 of whom ate indoors, with the rest being given "to go" bags.

**Personnel:** Dick Entenmann reported that the personnel committee and Philip Brunswick will speak to paid chorister Lisa Koehler regarding an increase in pay. A survey of area Episcopal churches revealed that the rate she receives is in line with other churches, but Lisa is requesting considerably more. Dick and Shari are working on a job description for the nursery coordinator position.

Ministries of Governance, Administration, Stewardship and Facility:

*Financial Report:* Treasurer Tim Engelbrecht gave an abbreviated financial report for the month ending May 31, 2022. Copies of the financial report for the month were distributed to the Vestry. May ended on a good note, with net revenue about \$13,000 over budget.

Tim reported that a grant application for renovation of the men's restroom off the narthex was submitted to the diocese. Tim was informed that Grace will not receive the grant, as there are churches in the diocese with more pressing needs.

The Finance Committee will meet on July 12. They will discuss some budget overages, including a surprisingly high gas bill and a new freezer. Some of the overages will be offset by under budget items such as having no nursery staff.

Ann VanConia submitted an accounting of the costs associated with the celebrations held for Father Todd. The actual costs came in well under the \$5,000 budgeted.

*Commissary Kitchen:* Tim reported that we lost our original kitchen tenant, Jasper, whose business was not successful. Three new tenants began renting space in early June – Hands and Feet of Jesus (renting the office space vacated by St Thomas Church for the Deaf), Wandering Yeti (vegan ice cream makers), and Ding Dong Dash (caterer). Along with established tenant Cinna Crush, the annualized income for the four tenants is estimated at about \$19,500. Tim strongly suggested that tenants and parishioners who use the kitchen receive comprehensive training on how to properly clean the kitchen to meet St Louis County Health Department codes. Shari and Tim will work on a checklist for the kitchen. Shari will put a blurb in the Messenger about the current tenants so the parish will know who is in the building.

Lyn Ballard moved, and Rebecca Harrison seconded, that the Vestry receive the non-quarterly financial report for the month ending May 31, 2022. Motion passed.

Tim reported that the Diocese offers New Ventures in Community Ministries grants each year. Tim suggested that Vestry member and Outreach Committee chair John Adams might get the Outreach Committee thinking about new ministries. John Adams noted that the committee will review existing ministries to determine if outreach funds are being used to their fullest advantage. A signature outreach project that would be identified with Grace is something to think about.

**Discernment Chair:** Lyn Ballard reported that the discernment team met on June 11. 13 people were present, 5 were absent, including chaplain Rev. Susie Skinner. Rev. Skinner will offer chaplaincy services to the team, as well as to individual members of the team. The meeting was an orientation session during which the search process was reviewed and team members began choosing whether they wanted to work on the parish profile team or the survey team. Lyn is looking for a volunteer to run Zoom, which will be available to those who can't attend in person. She is also looking for a volunteer(s) to take notes at the meetings. Anne Schmidt (who is not an ordained person as was indicated at the May Vestry meeting) is available to serve as a consultant beginning August 1. St. Peter's Ladue used Anne Schmidt during their search process, and found her services helpful. The Vestry's charge to the discernment team noted that the team should have two to four candidates to present to the Vestry by April 1. The transition team thought, and the Vestry agreed, that the quality of applicants should override time deadlines. Chris Ludbrook will talk to Anne Schmidt if it is better to ask the transition team to present one, or more than one, candidate(s) to the Vestry. The date of the next transition team meeting is to be decided, but small groups may meet in the meantime.

The Vestry discussed ways to improve connectivity during Zoom sessions. Chris Ludbrook borrowed an Owl, an all-in-one device with a 360° camera, mics and speaker, which can be moved without creating a disruption in service as happens when the TV is moved. Shai noted that the computer being used currently is very old, and a new computer may be needed to facilitate reliable connections. Reliable

Zoom connections will be important when interviewing potential candidates as well as when meeting virtually with Anne Schmidt. Tim Engelbrecht asked that costs associated with potential purchases be delivered to him before the July 12 Finance Committee meeting.

**Junior Warden Report:** Rebecca Harrison reported that a new freezer was purchased to replace the 32 year old freezer that stopped working. Thanks were extended to Tom Grossman who used his professional discount to get a \$10,000 freezer for \$7,400. The cost of a new freezer was not in the budget.

The rules for using the lockable refrigerator need to be reviewed by those who use the kitchen. Bottles of alcohol were discovered to have been opened, and recently there was chocolate on the bottom of the refrigerator. Rebecca noted that no items are allowed, by health code, to be left out on kitchen shelves except for certain cleaning products and the first aid kit. All other items must be stored in the pantry. Parishioners with concerns or complaints about the kitchen should speak to Rebecca Harrison or Tim Engelbrecht. Parishioners are asked to not discuss any complaints with the commissary kitchen tenants. Rebecca noted that the tenants are all quite pleasant people.

The Kirkwood police department was contacted on Saturday night to respond to a complaint of people doing donuts in the parking lot.

The irrigation system has been fixed. It had been linked to Father Todd's email, and has since been changed.

It was suggested that the lockable refrigerator be added to the Vestry lock up list. The list needs to be reviewed and updated.

### **Senior Warden Report**

Chris Ludbrook reported that staff job descriptions will be reviewed and refined as necessary. This will be beneficial for staff, supervisors and the parish during the transition time.

Mike Gibbons had suggested that the Endowment Committee could take on some new roles, but thinks it would be best to wait to make changes while the transition is in process.

The Rev Sally Weaver will not be able to serve as a part time interim due to a broken ankle. The Rev Thomas Skilling is still available, and can begin work at Grace on July 10. Details of his contract have yet to be finalized. Lyn Ballard moved, and Jim Wethington seconded, that the Vestry agree to bring The Rev Thomas Skilling on as transitional rector working 20 hours per week. Motion passed. It was noted that Rev Skilling does not have transitional experience. The Vestry wondered if transitional experience should be a requirement for whoever is hired as the other part time transitional priest. Mother Ginny will remain at Grace through August.

Chris will divide up names from the parish directory and assign them to Vestry members to make calls to parishioners as was done during the pandemic.

The Vestry may need to meet in July if any business pertaining to the hiring of Rev Skilling needs to be taken care of. The meeting could probably be done via Zoom.

The Vestry discussed ordering nametags noting "Vestry" or Discernment Team" for Vestry and discernment team members.

Jim Wethington led the evening's reading of Compline.

Lyn Ballard moved, and Jim Wethington seconded, that the meeting adjourn. Motion passed.

The evening's meeting adjourned at 9:11.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

### **Motions from the June 14, 2022 Vestry meeting**

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