

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**January 12, 2021**

**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; Incoming Vestry members John Adams and Ann Van Conia

The meeting was called to order at 7:02.

The opening prayer was given by Lyn Ballard. The opening prayer at the February Vestry meeting will be given by Kelly Eschenroeder.

Rebecca Harrison moved, and Susie Reis seconded, that the evening's agenda stand as drawn. Motion passed.

Rebecca Harrison moved, and Lyn Ballard seconded, that the minutes from the December 8, 2020 Vestry meeting be approved as written. Motion passed.

**Five Marks of Mission:** Proclaim the Good News: *Worship, Music:* Father Todd reported that there was a glitch with the Facebook link during the Sunday, January 10 church service, which resulted in the beginning of the service up to the sermon not being available on Facebook.

In all likelihood, there will not be an Easter Vigil this year. Since Baptisms are traditionally performed at the Vigil, Father Todd proposed that any baptisms that would have taken place at the Vigil be performed at the 10:00 church service on the Sunday following Easter.

Donors are needed for altar flowers now through the first Sunday of Lent.

Teach Baptize and Nurture New Believers: Shari Bonham reported that there is a weekly program for church school children being made available.

Mother Ginny has started a class on the Gospel of Mark. The class meets via Zoom on Thursdays at 1:00.

The national church has started a program called "From Many, One: Conversations Across Difference". It is a campaign inviting Episcopalians and our neighbors to engage in one-to-one listening and sharing across the many differences that separate us. There will be a link to the program on the Grace website.

Respond to Human Need, Seek to Transform Unjust Structures: Outreach Programs, Activities: Father Todd noted that there will be a very robust Outreach report in the annual meeting packet.

Ministries of Governance, Administration, Stewardship and Facility: Financial Report: Tim presented the financial report for the month/year ending December 31, 2020. Pledge Income for the month of December was \$33,721, which was \$4,835 above budget. YTD Pledge Income was \$374,518 versus the budgeted amount of \$379,889. Total Revenues for the month were \$55,521, which was \$5,350 above budget. YTD Total Revenues were \$579,201, which was \$35,583 below budget. Total Expenses for December were \$48,818, which was \$8,107 below budget. YTD Expenses were \$589,847, which was \$24,937 below budget. Net Revenue for December was \$6,704, which was \$13,458 above the budgeted amount of (\$6,754). YTD Net Revenue was (\$10,646) versus the budgeted amount of \$0. Our current cash reserves would cover an estimated 3.6 months of the budgeted 2020 budgeted expenses. Mike Heyer moved, and John Dotson seconded, that the Vestry receive the financial report for the year ending December 31, 2020. Motion carried.

Paycheck Protection Plan (PPP): Tim Engelbrecht was happy to report that the Small Business Administration has forgiven Grace's Paycheck Protection Plan loan in the amount of \$53,767, plus interest in the amount of \$374.00. The loan proceeds were included in the carry forward calculation in the 2021 budget.

2021 Draft Budget: Tim reported that the Vestry met with the Finance Committee on January 5 to work on the 2021 budget. Tim distributed copies of the budget to the Vestry, noting that the only change since their meeting was that the carryover from 2020 increased to \$15,977. In light of the positive carryover, the following motions were made to alter the budget:

Mike Heyer moved, and Pat O'Brien seconded, that lines 9 (Funds Received – Plate Offering) and 134 (Spending – Total Outreach) be raised from \$1,500.00 to \$3,000.00. Motion Passed

Mike Heyer moved, and Rebecca Harrison seconded, that line 228 (Total Staff Support – All Marks) be raised by \$500.00 to allow for an increase in the merit pool from \$1,000.00 to \$1,500.00 to cover three employees. Motion passed.

There being no further discussion, Pat O'Brien moved, and Mike Heyer seconded, that the Vestry approve the 2021 budget as amended by the previous two motions. Motion passed.

Capital Campaign: Tim reported that \$462,475.09 has been received so far for the Our Journey Continues capital campaign, which represents about 78% of the total pledged.

Diocesan Assessment: Lyn Ballard moved, and Pat O'Brien seconded, that the Vestry approve full payment of the 2021 diocesan assessment of \$63,281, in monthly installments. Motion carried.

Paychex and Payroll: Payroll processing has moved from ADP to Paychex. Thanks were extended to Shari Bonham and the Executive Committee for their work on making the transition.

Stewardship: Stewardship chair Betty Bowersox reported that some pledges are still being received and final stewardship campaign results will be forthcoming.

**Junior Warden Report:** Junior Warden Rebecca Harrison reported that the coppersmith has completed his work on the spire.

Rebecca extended thanks to those who maintained flower beds, which kept the grounds looking good and helped keep costs down.

There have been talks about “smart” snow removal – not clearing snow from the parking lot and sidewalks if the Lab School and church are not in session.

Several rooms will need to be cleaned out to make way for storage space for commissary kitchen renters. We are in need of someone to scan photos for archives. The church school supply room needs to be cleaned out. Thanks to Chris Ludbrook for cleaning out the air handling room.

Rebecca will arrange to have Murphy install the ionization unit which will treat the nave and Lab School. The cost is included in the 2021 budget.

**Senior Warden Report:** Mike Heyer thanked everyone for the support he received over the past six years as Vestry member and Senior Warden.

**Report of the Rector:** Father Todd noted the three Vestry members whose terms expire at the annual meeting. Father Todd thanked Kelly Eschenroeder for serving the past three years, and for being willing to serve another three year term. John Dotson was thanked for his work on the Vestry, as well as his contributions to Outreach. Mike Heyer was thanked for serving two terms on the Vestry, including two years as Senior Warden. Father Todd also thanked John Adams and Ann Van Conia for their willingness to serve on the Vestry beginning on January 24.

Father Todd let the Vestry know that the Vestry retreat in 2022 will take place at King’s House in Belleville on February 4 and 5, 2022. Since there will be no Vestry retreat this year, Father Todd encouraged Vestry members to attend the CEEP virtual conference on Wednesday, March 3, 2021. Shari Bonham will register Vestry members who are able to attend.

The February Vestry meeting will take place via Zoom on February 9.

The annual meeting will take place on Sunday, January 24 at 11:00am. A succinct annual report will be available online. The commissary kitchen concept will be communicated to the parish at the annual meeting. There will be a by-laws change proposed at the annual meeting. The by-laws call for a quorum of 20% of average Sunday attendance at the annual meeting. The proposed by-laws change alters the phrase “Those present for the annual meeting” to read “Those physically present or joining the meeting through electronic means for the annual meeting”. Mike Heyer moved, and John Dotson seconded, that the above by-laws change proposal be brought to the floor at the annual meeting. Motion carried.

Rebecca Harrison moved, and Kelly Eschenroeder seconded, that the clergy of Grace Episcopal Church receive their compensation as a housing allowance up to the limits set by the IRS – the Rev. Todd McDowell receiving an amount not to exceed \$60,000.00 of his 2021 compensation as housing allowance, and The Rev. Virginia Bennett receiving an amount not to exceed \$20,000.00 of her 2021 compensation as housing allowance. Motion passed.

Kelly Eschenroeder moved, and Lyn Ballard seconded, that the Vestry elect Mike Heyer and Pat O’Brien to serve a three year term on the Endowment Fund Committee. Motion passed unanimously, with Mike Heyer and Pat O’Brien abstaining.

Pat O’Brien is willing to serve another term as a deputy to convention.

The Kirkwood Ministerial Alliance organized a prayer vigil for January 18, 19, and 20, with prayers for peace being said at the top of each hour between 8am and 8pm.

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 9:13.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

*Courtesy Resolution:* The Vestry of Grace Church extend their congratulations to Ryan Missel on reaching the status of postulant and continued best wishes on his journey to priesthood.

## **Motions from the January 12, 2021 Vestry meeting**

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