

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**November 9, 2021**

**Vestry Present:** John Adams, Lyn Ballard, Mike Casey, Kelly Eschenroeder, Rebecca Harrison, Chris Ludbrook, Pat O'Brien (via Zoom), Susie Reis

**Vestry Absent:** Ann VanConia

**Clergy Present:** The Rev. Todd McDowell (via Zoom)

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

The meeting was called to order at 7:00.

The opening prayer was given by Chris Ludbrook. Susie Reis will give the opening prayer at the December Vestry meeting. Susie also volunteered to lead Compline at the December meeting.

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

Rebecca Harrison moved, and Susie Reis seconded, that the minutes from the October 12, 2021 Vestry meeting be approved as written. Motion passed.

**Five Marks of Mission:** Proclaim the Good News: *Worship, Music:* No report

Teach, Baptize and Nurture New Believers: *Invite, Welcome, Connect :* Shari Bonham reported that there have been many newcomers recently, with some choosing to become members. Shari noted that church school attendance is up, possibly exceeding pre-COVID levels. Shari needs help connecting with newcomers after church services.

Respond to Human Need, Seek Peace & Justice: *Outreach Programs, Activities:* Sue Nixon reported that there was an Outreach Committee meeting on November 7. Highlights of the meeting were: Trinity Hot Lunch is moving to indoor service for 40 people beginning in December. "To go" bags will be prepared for guests who will not be able to be seated due to capacity limits. The Shepherd Center is looking for drivers to take people to doctor appointments. Please contact Dick Entenmann, Mike Heyer or Alice Pierce if you are interested in volunteering. After nine years of serving as co-chairs of the Outreach Committee, Vince and Michele Nicosia will step down at the end of December. In appreciation of their service, the Outreach Committee members donated three sheep through Heifer International in their name, and made a \$100.00 contribution to the Outreach fund. The Nicosias will be recognized for their service at the annual meeting in January.

Safeguarding Creation: No report.

Ministries of Governance, Administration, Stewardship and Facility: Financial Report: Tim Engelbrecht provided the financial report for the month ending October 31, 2021 to the Vestry. Since it was a non-quarterly month, no oral report was given.

*2022 Budget:* Tim provided a first look at the 2022 budget to the Vestry. The preliminary budget was drafted by the Finance Committee on November 8. As of November 7, pledge commitments for 2022 totaled \$283,787 from 81 pledgers. Of note in the preliminary budget:

Endowment Fund income is projected to be about \$25,000.00 higher than in 2021.

Income from St Thomas Church for the Deaf is listed as zero, assuming they will follow Emily Davis to Advent Crestwood.

It is not known if Contemplative Outreach will return to Grace.

The full Diocesan assessment (\$58,828.00) will be paid in 2022.

A Computer Hardware/Reserve account line item will be established, which will allow unused funds in a given year to remain in the account to build a reserve for inevitable future costs.

Four new line items under Facilities will be added to the budget: Commissary ADM Commission, Commissary Expenses, Commissary Maintenance Reserve, and Streaming Services.

The Finance Committee believes that the budget will be able to be fully funded once all pledges are received. The Committee will meet again on December 8, and will provide updated information to the Vestry at the December meeting. It is thought that it will not be necessary for the Vestry and Finance Committee to hold a Saturday meeting to discuss the budget.

Dick Entenmann noted that the preliminary budget includes a 4% cost of living (COLA) increase; funds for a nursery attendant; funds for an administrative assistant working 18 hours per week at \$18.00 per hour; and a merit pool.

*Accounting Controls:* Tim provided the Vestry with an updated version of the accounting controls document that was approved by the Vestry at the June 9, 2020 Vestry meeting. Rebecca Harrison moved, and Lyn Ballard seconded, that the Vestry approve the updated accounting controls document as presented by the Treasurer. Motion passed.

*Stewardship:* Tim reported that Betty Bowersox will send reminder pledge cards to those who have not responded to the pledge campaign. Thank you notes written by Vestry members will be sent to parishioners who submit a pledge for 2022.

*Endowment Fund:* Ron Ryan's tenure on the Endowment Committee will come to an end at the January Vestry meeting, as he finishes his second three-year term. Pat O'Brien moved, and Kelly Eschenroeder seconded, that the Vestry elect the following people to serve on the Endowment Committee: Leslie Hoffarth (1st term), and Mike Gibbons (2<sup>nd</sup> term). Motion passed.

**Junior Warden Report:** Rebecca Harrison reported that, as a result of a visit from the fire marshal and the building inspector, the kitchen range hood received a cleaning by a professional company, and some electrical work on the hood will be completed. After the fire marshal inspects the work, the commissary kitchen can be used. Jasper Pascal will be the first renter. He operates a food truck called Skewered. The water heater that serves the Lab School could not be repaired as previously hoped, so a new water heater was installed.

**Senior Warden Report:** Mike Casey and Susie Reis have agreed to serve a second, three-year term on the Vestry. A replacement for the outgoing Pat O'Brien will need to be found. The importance of having a Vestry that reflects the demographics of the parish was discussed.

**Report of the Rector:** Father Todd reported that he hopes to hear from St Thomas Church for the Deaf on whether or not they will be staying at Grace considering that their vicar, Emily Davis, is now at Advent Crestwood. There is one couple from St Thomas who is unwilling to drive to Advent, and would want to stay at Grace with an interpreter. The cost and scarcity of interpreters was discussed. Father Todd will begin his sabbatical on November 15, and will then co-lead the Holy Land pilgrimage. He will return on December 15.

Father Todd reported two deaths in the parish family – Joan Friedla and Beth Kehl.

Father Todd is hoping to attend the December Vestry meeting via Zoom while on the pilgrimage.

The evening's meeting concluded with a reading of Compline.

Lyn Ballard moved, and Susie Reis seconded that the meeting adjourn. Motion passed.

The meeting adjourned at 8:13.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

### **Motions from the November 9, 2021 Vestry meeting**

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

Rebecca Harrison moved, and Susie Reis seconded, that the minutes from the October 12, 2021 Vestry meeting be approved as written. Motion passed.

Rebecca Harrison moved, and Lyn Ballard seconded, that the Vestry approve the updated accounting controls document as presented by the Treasurer. Motion passed.

Pat O'Brien moved, and Kelly Eschenroeder seconded, that the Vestry elect the following people to serve on the Endowment Committee: Leslie Hoffarth (1st term), and Mike Gibbons (2<sup>nd</sup> term). Motion passed.

Lyn Ballard moved, and Susie Reis seconded that the meeting adjourn. Motion passed.