

Grace Episcopal Church
Minutes of the Vestry Meeting
October 13, 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: 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

The meeting was called to order at 7:02.

The opening prayer was given by Mike Casey. The opening prayer at the November Vestry meeting will be given by Kelly Eschenroeder.

The evening's agenda was amended to have the Vestry fill the Vestry seat left open by Katie Compton's resignation from the Vestry. With no further changes suggested, the evening's agenda stood as amended.

Mike Heyer moved, and Rebecca Harrison seconded, that the minutes from the September 8, 2020 Vestry meeting be approved as written. Motion passed.

Vacated Vestry Seat: John Dotson moved, and Mike Heyer seconded, that the Vestry appoint Lyn Ballard to fill the Vestry seat vacated by Katie Compton for the remaining 2 years and three months remaining on Katie's Vestry term. Motion passed.

Bishop's Message: Because it is difficult to have a meaningful discussion via Zoom, the Vestry's discussion of the Bishop's message will be postponed until the Vestry is able to meet in person.

Five Marks of Mission: Ministries of Governance, Administration, Stewardship and Facility: *Financial Report:* Tim Engelbrecht presented the financial report for the month ending September 30, 2020. Pledge Income for the month of September was \$24,728, which was \$4,158 below budget. YTD Pledge Income was \$289,364 versus the budgeted amount of \$293,230. Total Revenues for the month were \$43,329, which was \$6,464 below budget. YTD Total Revenues were \$445,141, which was \$21,206 below budget. Total Expenses for September were \$43,763, which was \$4,235 below budget. YTD Expenses were \$431,380, which was \$22,425 below the budgeted amount of \$453,805. Net Revenue for September was (\$433), which was \$2,228 below the budgeted amount of \$1,795. YTD Net Revenue was \$13,762 versus the budgeted amount of \$12,542. Our current cash flow would cover an estimated 2.86 months of 2020 budgeted expenses. The finance committee recommends that our cash reserves equal at least three months of our yearly budgeted expenses. Pat O'Brien moved, and Kelly Eschenroeder

seconded, that the financial report for the month ending September 30, 2020 be received. Motion passed.

Tim extended his appreciation to parishioners who have kept up to date with their pledge payments.

Our Journey Continues: Tim provided the Vestry with an update on the capital campaign. As of September 30, \$398,651.77 has been received. Funds collected are distributed quarterly to the appropriate accounts. Tim noted that the lighting fund has been fully funded. Per the request made by the Finance Committee, Chris Ludbrook moved, and Rebecca Harrison seconded, that the Vestry approve distributing capital campaign funds received in the third quarter of 2020 as follows: \$2,784.17 to Legacy Outreach, \$2,784.17 to Debt Repayment, and \$19,489.17 to Legacy Building and Grounds. Motion passed.

Finance Committee Meeting: Tim reported that the Finance Committee met on October 8. Among the many topics discussed were the revised 2020 budget, the 2020 Stewardship drive, pension waivers, and the loan forgiveness for the Paycheck Protection Plan loan. Tim feels confident that the Paycheck Protection Plan loan will be forgiven, but legislators are still working out the details.

2020 Revised Year End Projections: The Finance Committee made some modifications to the year end projections based on the financials dated September 30. Tim feels that the cost of the new A/C compressor and the new video streaming system will be covered through cuts on the expense side, the PPP loan forgiveness, a donation towards the cost of the new streaming system, and a grant from the Diocese of \$2,500.00 for the streaming system.

Tim noted that there is uncertainty about the state of the economy for 2021, and possibly even more concern for 2022.

Miscellaneous Designated Transfers: Mike Heyer moved, and John Dotson seconded, that the following funds be transferred from the Miscellaneous Designated Account to the following Legacy Fund accounts: \$30.00 to Legacy Fund – Children and Youth; \$1,000.00 to Legacy – Columbarium; and \$50.00 to Legacy – Undesignated. Motion passed.

Dr. Herweg Legacy Gift: Former Grace parishioners John and Dorothy Herweg bequeathed \$93,000.00 to the Legacy – Children and Youth fund. Dr. Herweg passed away in April, 2018, and Dorothy Herweg passed away in April 2019. Tim Engelbrecht will file the paperwork to receive the bequest.

Financial Reporting: In an effort to streamline reporting to the Vestry, Tim announced that he will give a full financial report at the Vestry meeting following the end of each fiscal quarter, and will give a summary report in the remaining months. A full report will be available monthly if Vestry members wish to see it.

Stewardship: Stewardship chair Betty Bowersox reported that she will be using the “Faith Filled Generosity” program developed by the Episcopal Network for Stewardship. Parishioners will be invited to join small groups of 12 or fewer people, which will meet for three, one hour sessions. The sessions will follow the “Faith Filled Generosity” program. Betty asked for Vestry volunteers to serve as small group facilitators. Chris Ludbrook, Pat O’Brien, Mike Heyer and John Dotson volunteered. The pledge in-gathering is scheduled for November 22.

Father Todd extended thanks to Betty, who has spent a great deal of time attending webinars regarding stewardship campaigns in the time of COVID.

Proclaim the Good News: Worship, Music: Father Todd has been in discussion with Shari Bonham and Philip Brunswick, as well as colleagues from across the country, about how to improve church services that are being streamed. The new streaming equipment should help.

Teach, Baptize and Nurture New Believers: Invite, Welcome, Connect : Shari Bonham reported that she spoke with Invite, Welcome, Connect founder Mary Parmer about what changes can be made to improve how the program is being implemented.

Respond to Human Need, Seek to Transform Unjust Structures: Outreach Programs, Activities: Father Todd reported that Horizons (formerly known as SPROG) is celebrating its 50th anniversary. It was noted that Grace Church has been a strong supporter of SPROG since its inception. A virtual celebration will be held on October 22. Board member Andy Miller purchased a silver membership in the name of Grace Church, as well as a "table" of twelve for dinner. Vestry members were invited to attend the virtual celebration, which includes a meal available for curbside pickup on October 22.

Junior Warden Report: Junior Warden Rebecca Harrison reported that the outside water has been turned off. She expressed thanks to parishioners who have been tending the garden beds. Not only have the gardeners saved the church money, they have also helped beautify the grounds. Rebecca noted that leaves can be blown out of flower beds into the grass, which will be mowed over by the grass cutting crew.

Grace received a \$2,500.00 grant from the diocese for the new streaming equipment. The new equipment has arrived, and should be installed within the next week. Software installation and training will take place after installation is complete.

Senior Warden Report: Personal Calls: Senior Warden Mike Heyer reminded Vestry members to make contact with parishioners if they have not done so already.

Vestry Nominations: Mike asked Vestry members to give him names of potential Vestry candidates.

Quarterly statements: Mike has drafted a letter to accompany the third quarter pledge statements. Upon approval of the letter by Fr. Todd, the statements will be mailed.

Report of the Rector: Next Meeting: Father Todd let the Vestry know that the November Vestry meeting will take place via Zoom.

Worship during pandemic: Fr. Todd noted that it takes a long time to upload the Sunday service to the church website. Shari is working on getting the service uploaded to Facebook and YouTube.

Chris Ludbrook noted that church school has been working on special projects. About 25 children and parents help distribute food collection bags for the Hands on Kirkwood food drive. Pizza, Pumpkins and Prayers is scheduled for October 24, and will be held outdoors. The church school committee is working on a one room schoolhouse concept in Albright Hall in an effort to get the children together in person.

STG: In order to efficiently stream church services, special equipment is needed to partition the church's current bandwidth, so that streaming can be done on a separate network that is not affected by parishioners' phone internet connections. STG (Strategic Technology Group) can install the necessary equipment for \$3,055.00. The finance committee suggests building the cost into the price of the streaming equipment project, raising the total from \$27,000.00 to \$30,000.00. It is the hope of the finance committee that the project can be funded out of Net Income. Any shortfall could be taken from the Legacy Fund. Pat O'Brien moved, and John Dotson seconded, that the Vestry approve the proposal from STG for an equipment upgrade that will allow for a separate network for streaming, at a cost of \$3,055.00. Motion passed.

Honey Bee's: Mike and Meredith (Gibbons) Shadwick have been using the kitchen at Grace for their biscuits and gravy business. Father Todd noted that they are in the process of completing the tasks deemed necessary by the St Louis County Department of Health to bring the kitchen up to code for a commercial kitchen. Father Todd is hopeful that the kitchen will be able to be rented out to others who are in need of commercial kitchen space for their small businesses.

Annual Meeting: The annual meeting will be held on January 24. The annual report will be distributed electronically. Reports will be mailed to those without internet access.

The evenings meeting concluded with a reading of Compline.

Mike Heyer moved and Pat O'Brien seconded that the meeting adjourn. Motion passed.

Meeting adjourned at 9:05.

Respectfully submitted

Sue Nixon
Secretary of the Vestry

Motions from October 13, 2020 Vestry meeting

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