

**Grace Episcopal Church**  
**Minutes of the Vestry Meeting**  
**August 10, 2021**

**Vestry Present:** John Adams, Lyn Ballard, Mike Casey, Kelly Eschenroeder, Rebecca Harrison, Chris Ludbrook, Susie Reis, Ann VanConia

**Vestry Absent:** Pat O'Brien

**Clergy Present:** The Rev. Todd McDowell

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

The meeting was called to order at 7:01.

The opening prayer was given by Susie Reis. The opening prayer at the September Vestry meeting will be given by Kelly Eschenroeder.

The evening's agenda was amended to include addressing a personnel issue (Dick Entenmann) and a stewardship report (Betty Bowersox). The evenings agenda stood as amended.

Rebecca Harrison moved, and Susie Reis seconded, that the minutes from the June 8, 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 provided the Vestry with the calendar highlights for the 2021-2022 school year. Compliance with COVID protocols has been very good, and it is hoped that the calendar will stand as planned, but adjustments will be made if necessary.

Respond to Human Need, Seek Peace & Justice: *Outreach Programs, Activities:* Kirkwood School District Nutrition On Weekends (KSD NOW): Kelly Eschenroeder reported that the KSD NOW program provides food to low income students so the students will have food over the weekends. About 125 students are served at this time. Kelly proposed that Grace hold a food drive for KSD NOW, running from the Pancake Breakfast (August 29) until the parish picnic (September 26). The Vestry agreed that a food drive for KSD NOW sounded like a good idea. Shari Bonham will get the information out to the parish. The Lab School has indicated that they would like to participate in the drive.

Safeguard Creation: *Environmental Stewardship:* No report

Ministries of Governance, Administration, Stewardship and Facility: *Financial Report:* Tim Engelbrecht presented the financial report for the month ending July 31, 2021. Pledge Income for the month of July was \$24,353, which was \$647 below budget. YTD Pledge Income was \$231,528 versus the budgeted amount of \$222,000. Total Revenues for the month were \$43,456, which was \$2,457 below budget. YTD Total Revenues were \$366,580, which was \$6,910 above budget. Total Expenses for July were \$51,589, which was \$715 above budget. YTD Expenses were \$355,036, which was \$5,076 below budget. Net

Revenue for July was (\$8,133), which was \$1,742 above the budgeted amount of (\$6,391). YTD Net Revenue was \$11,544, which was \$11,986 above the budgeted amount of (\$442). Our current cash reserves would cover an estimated 2.0 months of the 2021 budgeted expenses. Lyn Ballard moved, and Rebecca Harrison seconded, that the Vestry receive the financial report for the month ending July 31, 2021. Motion carried.

Tim and Father Todd attended a recent Kirkwood City Council meeting, at which a zoning ordinance change that would allow Grace (and other churches in Kirkwood) to run a commissary kitchen was discussed. A decision should be reached at the September 2 city council meeting.

Tim reported that the Finance Committee met to discuss the loss of income due to the commissary kitchen not being up and running as planned, as well as higher than anticipated costs to prepare the downstairs rooms that the kitchen will use for storage. Assuming the Kirkwood City Council approves the zoning change, the \$17,000 projected shortfall will be tempered by savings of \$10,000 - \$12,000 that the Finance Committee found in the budget.

*Our Journey Continues:* As of July 31, \$553,570.00 of capital campaign funds have been received. Tim proposed moving capital campaign funds received from April through July of 2021 to the appropriate accounts. Based on Tim's recommendations, Rebecca Harrison moved, and Ann VanConia seconded, that the Vestry approve moving capital campaign funds received from April through July of 2021 to the following accounts in the following amounts: \$2,961.63 to Legacy Fund – Outreach; \$2,961.63 to Capital Reserve Debt Reduction Account; and \$20,731.39 to Legacy Fund – Building and Grounds. Motion passed.

Tim requested Vestry approval to move various funds to the Legacy Fund. Kelly Eschenroeder moved, and Ann VanConia seconded, that the Vestry approve moving the following funds: \$50.00 from the Salisbury Memorial, \$590.00 from the Tralles Memorial and \$50.00 from the Balster Memorial to the Legacy Fund Undesignated Account; \$3,500.00 from Miscellaneous Designated (Legacy) to Legacy Outreach; \$643.60 from Miscellaneous Designated (Legacy) to Legacy Children and Youth; \$5.45 from Other Temporarily Restricted (Women of Grace) to Legacy – Women's Ministries. Motion passed.

Tim reported that he is part of a group including Brent VanConia, Mike Heyer and Ron Ryan that are planning to re-establish an annual golf tournament. The tournament will be held in October. It will be open to all, and is intended to be a fellowship event. This year's tournament will be played in memory of Tom Lauber.

**Personnel:** Dick Entenmann reported that there is a Grace employee who refuses to receive the COVID vaccine. The Vestry discussed the pros and cons of requiring employees to be vaccinated. Lyn Ballard moved, and Rebecca Harrison seconded, that, in light of the COVID-19 pandemic, Grace Episcopal Church will require all part time and full time W-2 employees to be fully vaccinated for COVID-19 and variants. The employee must receive the first shot by August 31, 2021. Any employee who refuses to comply, unless they have a medical condition that precludes them from receiving the vaccination and can provide a documented exemption from a physician, can be terminated. Motion passed.

The search process for a new nurse attendant will begin immediately.

**Stewardship:** Betty Bowersox reported that she will be using The Episcopal Network for Stewardship's (TENS) Every Perfect Gift program for this year's stewardship campaign. Stewardship activities have been added to the 2021-2022 calendar. Packets will be distributed in person on Sunday, October 10. Packets will be mailed to those not in attendance at church on that day. The ingathering will take place on November 7. Shari is working with Grace's software provider to allow parishioners to make pledges on line.

**Junior Warden Report:** Rebecca Harrison reported that, while decluttering the large storage closet downstairs, it was discovered that the pipes from the kitchen were broken and leaking. Bids are being solicited for the repair work.

Three security cameras need to be replaced, at a cost of about \$850.00 total.

The Lab School floors are being waxed. Several bathroom air fresheners have gone missing.

The control box for the irrigation system was damaged, possibly due to a power surge, and was replaced.

**Senior Warden Report:** Chris Ludbrook reported that families will be getting a special mailing regarding church re-opening . Chris will assign names of parishioners to Vestry members to contact to get the word out about re-opening. Chris encouraged everyone to invite friends and neighbors to the pancake breakfast and the church picnic.

**Report of the Rector:** Father Todd reported that the Celtic cross, currently in the narthex, will be moved to the memorial garden. The funds for the cross came from the Rector's discretionary fund. Father Todd extended thanks to everyone who helped clear out the archives room and the church school storage room.

The Bishop has revised the COVID guidelines to mandate that masks be worn during worship through August.

The evenings meeting concluded with a reading of Compline.

Lynn Ballard moved, and Kelly Eschenroeder seconded that the meeting adjourn. Motion passed.

The meeting adjourned at 8:37.

Respectfully submitted

Sue Nixon  
Secretary of the Vestry

### **Motions from the August 10, 2021 Vestry meeting**

Rebecca Harrison moved, and Susie Reis seconded, that the minutes from the June 8, 2021 Vestry meeting be approved as written. Motion passed.

Lyn Ballard moved, and Rebecca Harrison seconded, that the Vestry receive the financial report for the month ending July 31, 2021. Motion carried.

Rebecca Harrison moved, and Ann VanConia seconded, that the Vestry approve moving capital campaign funds received from April through July of 2021 to the following accounts in the following amounts: \$2,961.63 to Legacy Fund – Outreach; \$2,961.63 to Capital Reserve Debt Reduction Account; and \$20,731.39 to Legacy Fund – Building and Grounds. Motion passed.

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