

**St. Bartholomew's Episcopal Church  
Vestry Meeting  
Via Zoom Videoconference  
Tuesday, February 23, 2021, 6:00 p.m.**

**Present**

Rev. Mark C. McKone-Sweet, *Rector*  
Rev. Canon Allisyn Thomas, *Associate Rector*  
Costa Dillon, *Senior Warden*  
Susan McCormick-Davis, *Junior Warden*  
J.D. Cowart, *Vice Chancellor*  
Amy Adome, *Treasurer*  
Akiko Tamano, *Clerk*  
  
Jerry Blanton  
Mark Davis  
Shinobu Horne (left 7:22 p.m.)  
Jim Oakes  
Nancy Peterson  
Margie Polishuk  
Lauren Sleeper  
Will Smith (joined 6:15 p.m.)

**Excused/Absent**

Polly Getz-Enos, *Chancellor*  
Bill Angus, *Assistant Treasurer*  
Terry McCune, *Assistant Treasurer*  
Rachel Blankenship  
Larry Burgess

**1. Gather Together**

The vestry checked in. Nancy Peterson opened with a prayer.

**2. Consent Agenda**

**Costa Dillon**

The consent agenda included the following items:

- (a) Approve the February Treasurer's Report.
- (b) Approve the minutes of the February 13, 2021, vestry meeting with the bishop.
- (c) Approve the following clergy housing allowances for 2021:

Rev. Mark McKone-Sweet:	\$60,000
Rev. Allisyn Thomas:	\$20,000
- (d) Appoint Akiko Tamano as Clerk of the Vestry for 2021.
- (e) Approve the January 19, 2021, vestry meeting minutes.
- (f) Approve the finance committee recommendation to spend \$1,800 for the design of the sanctuary lighting project.

- (g) Approve the reallocation of \$25,000 from phase 3B to phase 3A in redevelopment monies in Fund 5, Building, to fix the drain leak under the patio and cover the additional landscaping required by the City of Poway.
- (h) Resolved that Senior Warden, Constantine James Dillon; Treasurer, Amy Adome; Assistant Treasurer, Teresa McCune; Finance Chair, Robert Capettini; and Junior Warden, Susan McCormick-Davis, are hereby designated as signers on the St. Bartholomew's Church Union Bank checking account #0760027499.
- (i) Resolved that the following officers hold authority as signatories on St. Bartholomew's Parish Wells Fargo Investment Account: First Vice President, Constantine James Dillon; Treasurer, Amy Adome; and Assistant Treasurer, William Angus.
- (j) Approve the January 31, 2021, annual meeting minutes.
- (k) Approve the January 23, 2021, vestry retreat meeting minutes.

Shinobu Horne moved to approve the consent agenda as presented. The motion passed unanimously.

### 3. **Small Group Discussion**

**Susan McCormick-Davis**

Vestry members were asked to pick a Bible passage and explain why they chose it and why it is personally meaningful. The vestry broke into small groups for discussion.

### 4. **Mission/Business Discussion**

#### 4.1 **Position Description for Vestry Members**

**Costa Dillon**

The vestry position description, which was distributed previously, was reviewed a final time with the vestry. Costa clarified that the purpose of the position description is to allow people who are considering serving on the vestry to understand the responsibilities.

The vestry was asked to approve the position description (see section 5.1).

#### 4.2 **Strategic Plan Updates**

**Susan McCormick-Davis**

Susan McCormick-Davis reported that the vestry was divided into teams to work on updating the following pillars of the strategic plan: Youth and Christian Formation, Radical Hospitality and Outreach, and Resource Management. Current goals will focus on what can be accomplished in 2021 during the pandemic, with the understanding that there are also long-term goals that St. Bart's wishes to accomplish. The aim is to have an updated strategic plan adopted by April.

Teams provided the following progress updates:

##### (a) **Youth and Christian Formation**

Will Smith advised that the following new short-term goals have been identified:

- Offer in-person Sunday school programming during at least one service each week
- Establish age-appropriate groups

- Establish a prayer group for moms

The vestry discussed the following issues:

- Canon Allisyn stated that she would like to ensure adult formation is included, as Christian formation is not limited to youth but is a lifetime endeavor. The vestry discussed age-appropriate groups (for people in their 20s, 30s, 40s, 50s, 60s, etc.) as a way to address the different formation needs of adults in various life stages.
- Having Sunday school is important for many families with small children, as they will find it difficult to attend services if no activities for children are offered. If outdoor services can be held, Sunday school can also be conducted outdoors. The format may need to be different than in the past, possibly with broader age ranges grouped together.

Susan asked that Will upload the team's notes to Boardable so they can be reviewed and built on by other teams. The notes can be added either to the Discussions section or to the Document Center (a new "Formation" folder can be created here).

Costa asked that when modifying a document, vestry members add their name and date to it.

**(b) Radical Hospitality and Outreach**

Team members have been having difficulty coordinating their schedules; they are trying to arrange their first meeting for the first or second week of March.

**(c) Resource Management**

Nancy Peterson reported that the following primary goals have been identified:

- Have an operating income of \$1.5 million by 2024
- Change the culture of the vestry to be accountable to lead and to advocate for specific ministries (the vestry job description is a step in the right direction)

The vestry discussed the following issues:

- Part of changing the culture of the vestry involves the work the vestry is currently doing to prepare the congregation to return to church.
- It is important for Resource Management to not only manage the church's existing resources but to consider what support is needed by the other pillars. However, while it may be tempting for the team to get involved with the other pillars, the focus needs to stay on providing the resources required to do the work and on developing business plans for utilizing existing buildings and the planned community center, leveraging the church's assets, and mitigating risks.
- Some aspirational goals extend beyond 2021; for example, how will the new campus buildings be utilized outside the congregation, for the benefit of the community?

Susan asked that the teams notify the wardens and clergy if they encounter any problems.

The question of accountability for implementing the plan was raised. Susan responded that someone will be assigned responsibility for each goal; she referred the vestry to the updated plan for the Worship and Music pillar as an example of how these assignments should be made.

#### 4.3 Finance Issues/Recommendations

Amy Adome

##### (a) Finance Committee Recommendation: One-Time Payments to Staff

Amy Adome explained that the finance committee had discussed other industries' use of Paycheck Protection Program (PPP) loan funds to issue one-time payments to staff in recognition of their hard work and high stress levels. In the case of St. Bart's, the committee suggests offering such payments to employees as a token of gratitude. It was debated whether the payments should be on a sliding scale, but it was ultimately determined that it would be appropriate to let the personnel committee decide on a fixed amount to be distributed to all 22 church staff. Staff would be free to donate the funds back to the church, if desired.

Because this is a personnel matter, the finance committee recommends that the vestry vote to forward the issue to the personnel committee. If the personnel committee elects to recommend the one-time payments, then the vestry will be asked to grant final approval.

In response to questions from the vestry, the following points were clarified:

- The funds will come from two sources: the PPP loan and Employee Tax Credits. St. Bart's applied for another PPP loan on Monday.
- Just a portion of the funds from the PPP loan, not the entire amount, would go to the staff. The rest of the PPP funds would be used to support the operations of the church.
- Today the vestry is voting on whether to recommend that the personnel committee consider making these one-time payments. The personnel committee could decline to recommend the payments or could recommend a certain amount.
- Once the personnel committee makes its recommendation, it will be sent back to the finance committee to ensure the funds are available before being returned to the vestry for a final decision.
- In response to a concern that an expectation might be set for extra payments to be offered regularly, Amy responded that the intent is not to set a precedent. Pandemics are not a regular occurrence, and the finance committee's recommendation takes into consideration that staff received no raises last year and have been working above and beyond, under extremely stressful conditions. In addition, the committee intentionally avoided using the word "bonuses" and have suggested labeling the payments as "tokens of gratitude."

The vestry was asked to approve the finance committee recommendation that the personnel committee consider appropriate one-time payments as a token of gratitude for all St. Bart's employees for their work during the COVID-19 pandemic (see section 5.2).

**(b) Finance Committee Recommendation: Additional Funds for Comptroller's Work on PPP Loans**

Amy explained that Erin Sacco-Pineda is a CPA who serves as Comptroller (i.e., accountant) for St. Bart's and several other churches in the diocese. As Treasurer, Amy oversees the finances, but Erin handles the day-to-day responsibilities of balancing the books and creating monthly financial statements. The finance committee recommends that the vestry approve \$2,500 to be spent for additional work done by Erin last year to apply for PPP loans, which is not in her regular scope of business.

In response to vestry questions, Amy clarified that Erin is an independent contractor who is paid on an hourly basis, and the \$2,500 figure was calculated based on the number of additional hours Erin has worked to handle the loan applications.

Fr. Mark added that the work Erin has done to apply for loans and provide other financial support during the pandemic is extremely complex, as each church has its own banking systems and protocols.

The vestry was asked to approve \$2,500 in funds for the additional work being done by the Comptroller (see section 5.3).

**(c) February Treasurer's Report**

The February Treasurer's Report was uploaded to Boardable for vestry review prior to the meeting. A summary of key points follows.

- See financial documents.
- Total pledge receipts for January were \$96,748 (\$23,677 above budget). There were additional pledge receipts in the amount of \$5,610 from prior-year pledges. Total year-to-date income through January is \$154,050 (\$4,687 below budget).
- January expenses were \$106,727 (\$6,327 over budget). The year-to-date operating surplus is \$47,324 (\$11,014 below budget).
- The general operating fund's cash position reflects \$359,681 in available cash, while cash for reserves is \$349,925, a difference of \$9,756.

Amy also noted that Bill Angus and Erin Sacco-Pineda are working on reconciling the Fund 5, Building, numbers to accurately reflect when funds will be used (i.e., some funds are being used earlier than planned). This change will be reflected in the next Treasurer's Report and accompanying financial statement.

**4.4 2020 Parochial Report**

**Fr. Mark**

Fr. Mark explained that the parochial report is a standardized Episcopal Church document that focuses on the following areas:

- Financial and stewardship information (raw financial data, but uses different terminology than is seen in standardized accounting practice)
- Priests and deacons serving the congregation
- Membership and attendance metrics (e.g., average Sunday attendance, number of pledging households, total operating pledging dollars)

- Outreach ministries—who did the church serve? (e.g., number of children in schools, number of people in community, number of people in support groups such as AA)

For 2020, the biggest change on the parochial report is in total members of the church. One year ago, St. Bart's reported total membership of 1,789. During the pandemic, the books were cleaned up to ensure that those on the membership rolls are actively dialoguing with the church via their time, talent, and treasure. As a result, that number was reduced by about 50%.

The vestry was asked to approve the 2020 parochial report (see section 5.4).

#### 4.5 Vestry Meeting Date/Time

**Costa Dillon**

Costa reminded the vestry that a poll was recently conducted to determine which dates are preferred for vestry meetings. The third and fourth Tuesdays of the month received the most votes, with 10 votes each.

J.D. Cowart indicated the bylaws state that vestry meetings are held on the third Tuesday of every month and are open to the congregation. If the date and/or time of the meetings changes, the congregation may need to be notified.

After some discussion, it was determined that all members present could attend on either the third or fourth Tuesday, particularly if a Zoom option continues to be offered. It was also pointed out that Thanksgiving and Christmas fall during the fourth week of the month, so November and December meetings likely could not be scheduled for the fourth week.

The vestry voted to keep the meetings on the third Tuesday of the month (see section 5.6).

#### 4.6 Review of Bishop's Visit

**Fr. Mark**

Fr. Mark provided a recap of Bishop Susan Brown Snook's February 13–14 visit to St. Bart's. Bishop Susan's number one observation was that not one person, either at the vestry meeting or at coffee hour, voiced anxiety, fear, or constraint related to money. She found this unusual and asked why she was not asked about finances.

The vestry discussed the reasons for the congregation's lack of apprehension regarding the church's finances and raised the following points:

- St. Bart's is blessed with a very talented, skilled finance team that knows how to prepare a budget and do forecasting; additionally, they were able to secure a PPP loan. This has positively affected the financial condition of the church.
- Poway is a wealthy community and has not been as severely impacted by the COVID-19 pandemic as some other communities.
- Since his arrival at St. Bart's, Fr. Mark has led the vestry in building a faith-based budget based on what is needed.
- St. Bart's has been teaching the parish to focus on mission and what God is calling the church to do. The congregation is prepared for whatever the outcome may be, whether or not the money materializes.

Canon Allisyn added that the bishop is regularly called on to deal with people's anxieties, so it is a huge gift to her to come to a parish where anxiety is not the overwhelming emotion.

Fr. Mark and Canon Allisyn also stated that Bishop Susan was comfortable with the alternative liturgies offered. She felt they were fun and refreshing and would appeal to a variety of people, and expressed curiosity about where they came from. Although Bishop Susan is not generally a liturgical risk-taker, she has trusted the clergy and given them room to minister in their own way.

## 5. Action Items

**5.1 MOTION: To approve the vestry position description.**

Jerry Blanton moved to approve the vestry position description as presented. The motion was seconded and passed unanimously. (See section 4.1 for discussion.)

**5.2 MOTION: To approve the finance committee recommendation that the personnel committee consider appropriate one-time payments as a token of gratitude for all St. Bartholomew's Church employees for the work they have done during the COVID-19 pandemic.**

Susan McCormick-Davis moved to approve the finance committee's recommendation regarding one-time payments to employees. The motion was seconded and approved, with one abstention. (See section 4.3(a) for discussion.)

**5.3 MOTION: Upon the recommendation of the finance committee, to approve spending \$2,500 for additional work that the Comptroller (Erin Sacco-Pineda) is doing to help St. Bartholomew's Church apply for the PPP-2 loan and Employee Retention Credits.**

Lauren Sleeper moved to approve spending \$2,500 for additional work being done by the Comptroller. The motion was seconded and passed unanimously. (See section 4.3(b) for discussion.)

**5.4 MOTION: To approve the 2020 Parochial Report for St. Bartholomew's Church.**

Nancy Peterson moved to approve the parochial report as presented. The motion was seconded and passed unanimously. (See section 4.4 for discussion.)

**5.5 MOTION: To appoint Susan McCormick-Davis as Junior Warden for 2021.**

Costa Dillon nominated Susan McCormick-Davis as the Junior Warden for 2021. Will Smith moved to approve the nomination. The motion was seconded and passed unanimously.

**5.6 MOTION: To schedule the vestry meetings for the third Tuesday of every month.**

Jim Oakes moved to hold the vestry meetings on the fourth Tuesday of every month. After discussion (see section 4.5), he offered an amended motion to schedule the vestry meetings on the third Tuesday of the month. The motion was seconded and passed unanimously.

**Approved via Boardable poll:**

**5.7 MOTION: RESOLVED that, after careful consideration and a review of the church's financial condition, the officers of this corporation are hereby authorized and directed to submit an application for a PPP loan in the amount of \$182,492; and**

**RESOLVED FURTHER that the Treasurer (Amy Adome), Assistant Treasurer (Terry McCune) and Comptroller (Erin Sacco-Pineda), or any one of them acting**

alone, are hereby authorized to sign any and all applications or other documentation necessary to pursue this loan.

The motion was passed unanimously via Boardable poll on February 7, 2021.

## 6. New Business

The following items will be on the agenda for next month's meeting:

- Flags in the sanctuary (e.g., American flag, Episcopal flag)
- Proposed ministry assignments

## 7. Announcements

### 7.1 In-Person Worship Update

**Fr. Mark**

Fr. Mark announced that worship services will continue to be held outdoors until Holy Week. Although indoor worship services are legally permitted currently, based on the input of medical advisers and the bishop, St. Bart's has opted to wait and see if the COVID-19 numbers drop further. In addition, a poll of the congregation revealed that many parishioners do not plan to return to campus until most people are vaccinated.

## 8. Closing Prayer

Nancy Peterson closed the meeting with a prayer.

## 9. Adjournment

The meeting adjourned at 8:06 p.m.

## 10.

**Future**

### Meetings/Events/Key Dates

March 16	Vestry meeting
April 4	Easter Sunday
April 20	Vestry meeting
May 18	Vestry meeting
Spring	Camp Stevens (group development/"fun")
June 15	Vestry meeting
July	NO MEETING
August 17	Vestry meeting
September 21	Vestry meeting
October 19	Vestry meeting
November 16	Vestry meeting
December 2-4	Bishop Curry revival visit

Respectfully submitted,

Akiko Tamano  
Vestry Clerk



DRAFT