

**St. Bartholomew's Episcopal Church**  
**Vestry Meeting**  
**Via Zoom Videoconference**  
**Tuesday, December 14, 2021, 6:00 p.m.**

**Present**

Rev. Dr. Bill Doggett, *Interim Rector*  
Rev. Canon Allisyn Thomas, *Associate Rector*  
Costa Dillon, *Senior Warden*  
Susan McCormick-Davis, *Junior Warden*  
Amy Adome, *Treasurer*  
Akiko Tamano, *Clerk*  
Bill Angus  
Jerry Blanton  
Larry Burgess (left at 7 p.m.)  
Mark Davis  
Nancy Peterson  
Margie Polishuk  
Will Smith

**Excused/Absent**

Polly Getz-Enos, *Chancellor*  
J.D. Cowart, *Vice Chancellor*  
Terry McCune, *Assistant Treasurer*  
Shinobu Horne

**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 December Treasurer's Report.
- (b) Approve the November financial reports.
- (c) Approve the November 16, 2021, vestry meeting minutes.

In response to questions from the vestry, Amy Adome clarified that the most recent version of the 2022 budget has an approximately \$100,000 deficit, assuming the same income in 2022 as in 2021; however, pledges have yet to be finalized, as there are still 60 households whose pledges are outstanding.

A motion was made to approve the consent agenda as presented. The motion was seconded and passed unanimously.

### 3. Financial Items

#### 3.1 Investment of Proceeds from Sale of G.E. Bonds **Amy Adome**

The following motion was made and seconded:

RESOLVED, that pursuant to the recommendation of the finance committee, this Vestry authorizes and directs investing the proceeds from the sale of the G.E. bonds to 25% in Vanguard Short-Term Inflation-Protected Securities, 25% in Vanguard Short-Term Corporate Bond Fund, and 50% in Vanguard Intermediate-Term Corporate Bond Fund.

Bill Angus noted that the investment committee generally makes decisions regarding sales of securities and reinvestment of proceeds from sales following vestry-approved procedures without bringing each decision to the vestry for approval. This is the first time a recommendation of this nature has been presented to the vestry. It was agreed that there is no need for the vestry to review these types of decisions in the future.

The vestry voted unanimously to approve this motion (see section 6.1).

#### 3.2 Purchase of Phone and IT Services **Amy Adome**

The following motion was made and seconded:

RESOLVED, that pursuant to the recommendation of the finance committee, this Vestry authorizes and directs buying phone and IT services from ProTelesis for a one-time cost of \$4,750.46 with monthly recurring costs of \$2,240.19 (\$26,882.28 per year).

Vestry discussion of the motion followed. The main points are summarized below.

- The current IT system is not functioning well. The new system will cost less, streamline providers, and offer functionality not currently available.
- Fr. Bill reported that the staff are very excited about the new system, as it will make working and communicating remotely easier.
- A concern regarding data security was raised. It was noted that the new system employs cloud computing and is much more secure than the current system. Regular upgrades and backups are also built into the costs.

The vestry voted unanimously to approve this motion (see section 6.2).

### 4. Rector Items

**Fr. Bill Doggett**

#### 4.1 Reinstatement of Mask Requirement

Fr. Bill announced that the bishop reinstated a mask requirement today, in accordance with California guidelines. The state may rescind the requirement by mid-January, although this timing is uncertain.

#### 4.2 Parking Lot Opening

Fr. Bill reported that the new parking lot may be accessible in time for the Journey to Bethlehem event on Sunday afternoon. Plans are underway to dedicate the parking lot with a tailgate party after the annual meeting on January 30.

#### 4.3 Stewardship

Fr. Bill noted that he is seeing signs of engagement, excitement, and commitment throughout the parish. In the last two weeks, 5 new families have joined St. Bart's, and 20 members pledged for the first time.

#### 4.4 Potential New Clergy

Fr. Bill and the bishop have been discussing options for clergy after Canon Allisyn's departure. The bishop informed Fr. Bill that curate positions are subsidized by the diocese. The curates available in the diocese could not start until mid-year and would not be available full-time, so the maximum expense that St. Bart's would incur would be \$10,000 for a half-time curate for half the year.

Fr. Bill will be speaking with two up-and-coming curates who are still in seminary; they will be graduating in May and will not be ordained until the following February. However, he noted that there is still a lot a curate can do (e.g., chaplaincy, pastoral care, preaching, teaching) before their ordination.

Since a half-time curate would not meet St. Bart's staffing needs, Fr. Bill proposed also hiring a half-time associate priest starting in the second quarter for the rest of 2022. This would cost less than what was originally budgeted for (i.e., a full-time curate for the whole year plus \$5,000 for the Rev. Cathey Dowdle for the whole year).

#### 4.5 New Parish Administrator: Ivey Merrill

Fr. Bill and Susan McCormick-Davis interviewed Ivey Merrill for the parish administrator position and are very pleased with her qualifications and her fit with the parish. She is organized and a go-getter, and she has substantial experience in church administration, volunteer coordination, event management, writing and editing, office software, and managing IT systems. In addition, she has just finished an MBA.

Ivey has already met with some of the staff. Her letter of agreement is being finalized, and her official start date will be January 1, with an actual start date of January 3.

### 5. Discussion Items

#### 5.1 Haiti Ministry

**Amy Adome**

Amy noted that St. Bart's has been contributing \$20,000 per year (\$10,000 in July, \$10,000 in December) to the Epiphanie School in Haiti for the last couple of years. The commitment for 2021 has been met, as \$10,000 was wired last week. The Haiti fund is now down to approximately \$4,000. The vestry needs to decide whether the church wants to continue supporting this ministry and, if so, determine how to fundraise.

Amy added that there is also a Haiti building fund that currently has about \$20,000; however, these funds are restricted by the donor, who specified that the money be dedicated to the school's building needs. The donor would need to be approached regarding whether the funds could be redirected from building to general school operations.

Canon Allisyn advised that in the past, Kelly Richardson and Jim Grandinetti oversaw the Haiti ministry. Kelly is now stepping back from that role. Jim has indicated that he needs direction from St. Bart's regarding how committed the church is to this ministry.

The vestry discussed the future of the Haiti ministry. The main comments are summarized below.

- The ministry got started initially because Fr. Mark had done mission work in Haiti and had developed a relationship with Fr. Noe Bernier. Fr. Mark had emphasized that the ministry could thrive only if parishioners went to Haiti and got personally involved. St. Bart's parishioners regularly traveled there to help build the school and minister in other ways. The people who have continued to support the ministry over the years are those who made that trip. However, in the past few years, in-person visits have become too dangerous. That parishioners can no longer travel there raises the question of whether maintaining the ministry in the same way is viable.
- Canon Allisyn advised that Allen Adams's parent's church had partnered with St. Bart's to raise funds for the Haiti ministry. She suggested having St. Bart's coordinate with someone at that church to assess whether it is feasible to continue this ministry.
- There is an obvious need in Haiti; the people are suffering intolerably, and the community has been reliant on the funds from St. Bart's. Some of the money goes toward providing meals for the children; for some of them, this is the only meal they receive in the entire day. St. Bart's help is needed now more than ever, and the church should at least attempt to raise the money.
- The vestry considered the following options for raising funds:
  - The parish is usually responsive when there is a need. Perhaps another slide show could be put together to tell stories of St. Bart's work in Haiti and the church there.
  - Fr. Bill wondered if it would be possible to have someone from Haiti come to St. Bart's to talk to the parish. Costa indicated that Fr. Noe usually visits once a year; however, Bill Angus informed the vestry that Fr. Noe has been replaced by another priest.
  - It would be worthwhile to talk to the donor of the Haiti building fund to see if they would be willing to redirect all or part of that gift.
  - The gala fundraiser, which was scheduled for October but had to be postponed, would have raised some funds for Haiti. If the gala could be rescheduled before next October, that would help get the ministry back on track.
  - Other churches in the diocese and/or the neighborhood around St. Bart's could be asked if they would like to participate in this ministry with St. Bart's.
- The vestry discussed whether there are any concerns about the money not reaching the school. It was noted that the money goes through the Diocese of Haiti, which is affiliated with the Episcopal Church of the United States. People at the school have also confirmed that they receive the funds. In the past, they have also counseled St. Bart's to wait to send funds when the situation in Haiti has been unstable.

- Costa recommended that a comprehensive review of all outreach ministries be conducted after the new vestry is seated next month. This would be a possible agenda item for the annual retreat.
- The Haiti ministry should be highlighted at the annual meeting so there is transparency about the funds being sent to Haiti. The meeting may also be a good opportunity to ask for help with the ministry.

## 5.2 Ministry Liaison Updates

### (a) Ushers/Greeters/Bartmobile

**Jerry Blanton**

Jerry reported that enough Bartmobile drivers have been recruited. Once the upper parking lot is completed, St. Bart's should evaluate whether the Bartmobile will be needed as regularly (perhaps it would be needed only for major services such as Easter and Christmas).

Jerry also raised the issue of how to restrict parking in the upper lot to those who need it. Mark Davis advised that six spaces will be designated as handicapped parking; the striping was scheduled to occur this week, but the rain may delay it until next week. Costa noted that St. Bart's can gauge the need and designate more handicapped parking if warranted.

The vestry discussed whether a sign should be posted on service days indicating that the upper parking lot is restricted to seniors and handicapped only; the sign could be covered when no services are in session. Fr. Bill suggested that, rather than posting signage immediately, it might be better to start off by requesting that parishioners park in the lower lot if they are able.

Canon Allisyn added that the opening of the parking lot is a positive that counteracts the reinstatement of the mask requirement. She wondered if the tailgate party dedication could be scheduled earlier than the annual meeting, but Fr. Bill did not think there was enough time to organize it before then.

### (b) Food Ministry

**Margie Polishuk**

Margie reported that she and Jill Henderson are organizing a food ministry, and many parishioners are excited about participating. Open volunteer spots were immediately filled for both Interfaith Community Services's food pantry and St. Luke's Christmas Eve dinner. They are also working with other churches affiliated with Interfaith to identify needs and recruit volunteers starting in January.

At Fr. Bill request, Margie agreed to do a brief write-up about the food ministry and send it to Demetreus Gregg.

### (c) Designation of Ministry Leads

**Costa Dillon**

The vestry discussed how to designate ministry leads who can schedule volunteers. Demetreus Gregg is currently handling the scheduling, but this should be the responsibility of volunteer parishioners.

In the past, work teams were generally self-directed, which was not effective. While leads for vergers, ushers, and greeters for the 9 a.m. Sunday service are particularly needed, it would be helpful to identify all ministries that require leads.

The following additional comments were made:

- The term “coordinator” might be more palatable than “leader.”
- Fr. Bill advised that he could assign the parish administrator to do the scheduling; however, volunteers would be needed to conduct training. He could send out a call for volunteers via email.
- Volunteers who have previously been or are currently involved with various ministries could be contacted to see if they would be willing to take on the scheduling.
  - Fr. Bill agreed to contact parishioners if a list of names to approach could be supplied.
  - Demetreus has a list of those who have signed up for various ministries. Susan volunteered to review the list for good candidates.
  - Steve and Joan Natoli have been faithful as ushers and were suggested as people to approach.
- It was noted that volunteer sign-up sheets should not just be left unattended on the patio after services. Those involved in the ministries should be standing nearby to encourage sign-ups and answer questions. It is also unclear what follow-up steps are occurring after people have signed up.

### 5.3 **January Annual Meeting: Change to Meeting Time Stipulated in Bylaws**

**Fr. Bill Doggett**

Costa advised that the church bylaws state the following:

Section 5. ANNUAL MEETINGS. The annual meeting of the members prescribed by the Diocesan Canons, commonly referred to as the annual meeting of the Parish, shall be held on the fourth Sunday in January of each year, at 4:00 p.m., or at such other convenient time as designated by the Vestry.

Since the meeting is planned for immediately following the Sunday morning service, the vestry needs to vote to change the meeting time.

A motion was made to change the annual meeting time to immediately following the 9 a.m. service on January 30, 2022. The motion was seconded.

Discussion of the motion ensued. Amy noted that the budget needs to be presented at the annual meeting, and Terry McCune, who will be stepping into the role of finance committee chair, will be out of the country in the second week of January, when the finance committee is normally scheduled to meet. The finance committee has therefore postponed its meeting until the third week of January. Bill Angus added that delaying the meeting by one week will enable the finance committee to present more accurate budget numbers.

Because of this delay, Amy asked whether the vestry meeting could be deferred until the fourth week of January, and the annual meeting also deferred for a week. Costa replied that the annual meeting must take place on January 30, 2022; however, since there is no requirement for the congregation to vote on the budget, the vestry meeting can be postponed without affecting the timing of the annual meeting.

The vestry voted unanimously to approve this motion (see section 6.3).

The vestry also agreed to move the January meeting from January 18 to January 25.

**5.4 2022 Vestry and Officer Slates**

**Costa Dillon**

Costa announced that there are now 10 candidates, with the possibility of an 11th, for 6 vestry positions (4 three-year terms, 1 one-year term, and 1 two-year term). Since the bylaws do not offer much guidance on holding a contested election, he is awaiting feedback from Polly Getz-Enos or J.D. Cowart regarding how to proceed. Issues that need to be addressed include whether candidates will be allowed to run for both a one-year and a three-year term, and, if so, what happens if a candidate wins both seats.

Costa also noted that diocesan convention delegates and a new Treasurer and Clerk are still needed.

**5.5 Rector Call Committee**

**Costa Dillon**

Costa reported that he met this week with Canon Gwynn Lynch to go over the procedures for the rector call committee. The committee will meet for roughly one year and ideally would consist of 11 to 12 people who represent the diverse interests of the parish.

The normal practice of the diocese is to have 1 or 2 vestry members on the committee (wardens cannot serve on the committee). If there are no vestry members on the committee, a vestry liaison would be assigned.

Costa will be issuing an announcement before Christmas articulating the responsibilities of committee members and requesting that parishioners formally submit their names for the committee.

**5.6 Canon Allisyn's Departure**

**Costa Dillon**

Since this is Canon Allisyn's last vestry meeting, Costa invited her to address the vestry. Canon Allisyn stated that she had initially committed to St. Bart's for two years, and it has now been three years. She expressed her thanks and gratitude to the vestry and said that St. Bart's has restored her faith in what church can be.

The following motion was made and seconded:

RESOLVED, that on behalf of the parish, the Vestry commends the Rev. Canon Allisyn Thomas for her faithful service, thanks her for all the gifts she has brought, and wishes her well for whatever is next.

The vestry voted unanimously to approve this motion (see section 6.4).

## 6. Action Items

- 6.1 **MOTION: RESOLVED**, that pursuant to the recommendation of the finance committee, this Vestry authorizes and directs investing the proceeds from the sale of the G.E. bonds to 25% in Vanguard Short-Term Inflation-Protected Securities, 25% in Vanguard Short-Term Corporate Bond Fund, and 50% in Vanguard Intermediate-Term Corporate Bond Fund.

The motion was made, seconded, and passed unanimously. (See section 3.1 for discussion.)

- 6.2 **MOTION: RESOLVED**, that pursuant to the recommendation of the finance committee, this Vestry authorizes and directs buying phone and IT services from ProTelesis for a one-time cost of \$4,750.46 with monthly recurring costs of \$2,240.19 (\$26,882.28 per year).

The motion was made, seconded, and passed unanimously. (See section 3.2 for discussion.)

- 6.3 **MOTION: To change the annual meeting time to immediately following the 9 a.m. service on January 30, 2022.**

The motion was made, seconded, and passed unanimously. (See section 5.3 for discussion.)

- 6.4 **MOTION: RESOLVED**, that on behalf of the Parish, the Vestry commends the Rev. Canon Allisyn Thomas for her faithful service, thanks her for all the gifts she has brought, and wishes her well for whatever is next.

The motion was made, seconded, and passed unanimously. (See section 5.6 for discussion.)

## 7. Announcements

### 7.1 Upcoming Events

- (a) Stewardship Season: September
- (b) St. Bart's Annual Meeting: January 30, 2022
- (c) Bishop Susan Brown Snook Visitation: April 3, 2022
- (d) "All You Need Is Love" Gala / Outreach Fundraiser: POSTPONED TO 2022
- (e) Bishop Curry Visit: POSTPONED TO 2022

## 8. Closing Prayer

Nancy Peterson closed with a prayer.

## 9. Adjournment

The meeting adjourned at 7:30 p.m.

## 10. Future Meetings/Events/Key Dates

January 25, 2022	Vestry meeting ( <b>Note: 4th Tuesday</b> )
January 30, 2022	St. Bart's annual meeting
April 3, 2022	Bishop Susan Brown Snook Visitation

Respectfully submitted,

Akiko Tamano  
Vestry Clerk

DRAFT