

St. Bartholomew's Episcopal Church
Vestry Meeting, Parish Office and Zoom Videoconference
Tuesday, June 21, 2022 6:00 pm

PRESENT

Rev. Dr. Bill Doggett, *Interim Rector*
Rev. Brian Peterson, *Curate*
Costa Dillon, *Senior Warden*
Susan McCormick-Davis, *Junior Warden*
Amy Adome, *Treasurer*
JD Cowart, *Vice Chancellor*
Anne Snyder, *Clerk*
Bill Angus
Dan Crane
Parth Domke
Brooke Grandinetti
Shinobu Horne
Margie Polishuk
Cheryl Roop
Will Smith
Donna Watson

EXCUSED/ABSENT

Terry McCune, *Asst. Treasurer*
Polly Getz-Enos, *Chancellor*
Mike Fuqua
Oliver Jones, *Youth Rep.*

Gather Together:

Vestry checked in. Bill A. offered a prayer from the Book of Common Prayer

Consent Agenda:

The consent agenda included the following items:

- Approve Vestry Meeting Minutes of May 17, 2022
- Approve May Financial Reports

With no objections, the vestry adopted the Consent Agenda as presented.

Financial Items:

- May Treasurer's Report Bill Angus
 - May pledge receipts are \$47,701, (\$10,132) under the monthly budget. YTD pledge receipts are \$275,157, **(\$14,009) below** the YTD budget. The Unpledged Member and Special Offering Contributions for May is at \$18,371, (\$1,678) below budget. Facility Use fees came in at \$5,344 in May, \$928 above budget. Total YTD income through May is \$465,256 (\$24,667) below budget.

- May expenses of \$96,949 were \$1,238 above budget. YTD expenses are \$454,843, **(\$15,907) under budget**. May had an operating loss of (\$26,708), which is (\$14,795) higher than the budgeted loss for the month. St. Bart's net income YTD is \$10,413, (\$8,760) less than what is budgeted for the year.
- Building Fund 5 - is static, with some large donors deferring their pledge to help out the Operating Budget deficit.

- Finance Committee Recommendations

Bill Angus

- Approve the allocation of \$40,000 from Fund 5 for a feasibility study for Phase III

St. Bart's Building Fund has \$1.4 million plus in the bank. Phases I and II are complete thus providing improved campus and handicapped access. The old Kitchen is gone but the new one is not as large as an industrial size to support Feeding San Diego and large campus events.

Arch Committee has met to think of ways to continue momentum for our building goals. The money in the bank has been hit by inflation, construction personnel is in shortage, construction materials are in shortage. We want to use monies pledged by donors. The Committee proposes to take steps forward on the Parish Community Center (PCC). See handout dated June 14, 2022, Section II, A and B. Option One, Phase 3a includes building the original industrial kitchen in same location at existing patio level, restrooms, office space and storage space with elevator and ramp and Option Two, Phase 3a that delays elevator to Phase 3b.

We need a feasibility study that will cost of \$38K - \$39K.
Costa recommended that an interior staircase be added.

- Approve hiring Benchmark as the landscaping vendor for 2022 per their proposal. The expense will be funded from Operating Reserves

Will noted that Benchmark was the low bidder and the Phase II contractor maintaining the new plantings. Bid at \$1,800 per month for first two months and \$1,425 per month after first two months. Seasonal parishioner is not sustainable to save our investment in the new plantings. This service will be budgeted for 2023.

- Approve hiring Four Seasons Tree Care as the tree trimming vendor for 2022 per their proposal. The expense will be funded from Operating Reserves

Will explained that all bidders sent a certified arborist to take inventory of campus trees. Four Seasons Tree Care was low bidder at \$2790 for year one. Two trees are dead and will be removed, the rest will be crowned and trimmed at the appropriate time of the year. This is necessary for safety reasons.

See Motions under **Action Items**

Rector's Report:

- Rector News

Demetreus is convening the Stewardship Committee to begin planning the stewardship drive and wants this to be a year-round activity. The current members that he is asking to be on the committee are Anne Hand, Chair, Nancy Peterson, Nina Zettinger and Bill Angus. More will be asked to join after the committee meets.

Forums are decided and will be published.

Fr. Brian and John Luke are rethinking the Regeneration Service, possibly moving it to a Wednesday or Sunday evening, so forums can continue. Worship times will be discussed again after the Regeneration service is decided. Brooke noted that worship times were a concern in the Listening Sessions.

- Secular Activity Guideline

Chancellor, Polly Getz-Enos provided guidance in her memo dated June 2022, Vestry roles and responsibilities regarding Church Secular/Special Events.

Chancellor's conclusion is the Vestry has the responsibility to approve, oversee, review, and determine the disposition of funds for any and all such events and activities sponsored by the church. She recommended the Vestry create a form to be used to propose and approve any such events in the future.

Examples were the Gala, Sound of Music, Golf tournament, community parades, etc. Costa has asked for a full accounting for the Gala and Sound of Music. In the future, Demetreus and John Luke will submit their plans and budgets for upcoming events by providing documents to the Vestry. It was noted that only an officer of the Corporation can sign binding documents for the church, such as rental agreements.

Bill Angus will work with Comptroller, Treasurers, Demetreus and Ivey to research and provide a form that will be used to request a fundraiser/activity/event. This request form will be approved by the vestry.

Fr. Bill recommended adopting the Chancellor's memorandum.

See Motion under **Action Items**

- Campus Use Guidelines and Criteria

The church needs to develop written guidelines/criteria and a fee schedule for non-parish organization activities on campus.

Fr. Bill informed the vestry that there is a form in use that meets the requirements. Only the Rector can make judgements for what activities are approved or modified. The form needs to state at Rector's discretion.

Finance Committee is currently working on a secular group fee schedule based on square footage needed, how much time is needed and sexton fees to support the activity. It was suggested that the fee schedule identify areas on campus that are available and how much each area costs to rent.

The Realtors are a secular group. The 17 Recovery groups, 2 churches and Boy Scouts are groups who extend the mission of the church.

The City of Poway has requested we host a free Chair Yoga for Seniors class that will benefit our parishioners. They will be required to have insurance and pay sexton fees but we will not charge for rental.

The Finance Committee is asked to provide a fee schedule proposal to the Fr. Bill and once approved, this item will be complete.

Discussion:

- Call Committee Update Brooke Grandinetti

Brooke shared that the CAT Survey ends on June 30th and all Listening Sessions are complete. 277 parishioners had participated in CAT Survey. On July 17, 2022, at a Sunday Forum results will be shared with the parish.

Next steps, once survey results are developed, the Portfolio and Profile will be created. Vestry will approve committee who writes Profile and Portfolio. The Profile tells our story, based on the CAT Survey and Listening Sessions results, but the committee needs input from the vestry on updated ministries at St. Bart's. Brooke asked for St. Bart's finances and statistics to complete the Portfolio. It is very precise, clear format including the Parochial Report information and the Rector's proposed salary range determined by the vestry.

Our membership numbers have not been accurate since the pandemic. Demetreus Gregg, using our database, determined our membership at about 400. This number included both children under age 16 and adult children of pledging members who only attended at holidays. After some discernment, the number was reduced to 275-300. Fr. Bill stated that our current ASA, Average Saturday/Sunday Attendance is 220-230 over the past 6 weeks and is very close to the 275 number. St. Bart's is still the second or third largest parish in the diocese. Our membership number determines the salary range of our Rector and how many assistant priests are needed for our size. Also, number of delegates to Convention is based on our membership.

Costa informed the vestry that we will not have a summer month off this year and a vestry meeting in August will be necessary. Hopefully, the Profile and Portfolio will be complete and approved by the diocese and vestry for publication in August.

Brooke asked for clarification of items that the committee needs to complete the Profile and Portfolio:

- Updated ministries at St. Bart's for the Profile. Demetreus is the Communications Director and can provide to the committee. Fr. Bill provided the Ministry Pamphlet that was updated in January for the Annual Meeting. Ivey Merrill has the word document file for the pamphlet that the committee can use.
 - Current financial data and statistics for the parish. The Treasurer, Amy Adome, can provide the quantitative information. Proposed salary range for the new Rector will be discussed and decided by the vestry.
- Vestry Ministry Liaisons Update

Costa had received written reports from both the Hospitality Ministry and the Preschool. See attached reports.

- Outreach Ministry

Donna reported that St. Mark's has requested our help to collect backpacks and supplies for 50 kiddos this summer. She will notify the parish by e-News in July. St. Mark's will provide names and ages of the 50 kiddos. Parish will be asked to donate either cash or backpacks/supplies. A list of school supplies will be provided to the parish. Collection deadline is August 1st, with St. Mark's Back to School Bash held on August 13th and volunteers are needed.

- Children and Youth Ministry

Brooke reminded vestry that volunteers are needed for Sunday School in the months of July and August due to the Sleepers taking vacation. Fr. Bill has this request in the announcements at all services. Only Susan has volunteered for July 10th. Fr. Bill has planned meeting with the Sleepers at next day's staff meeting. He will have them put an email blast request out to the parish to ask for sign-ups for a specific Sunday. Clergy can be used to fill in if needed. There are usually 5-12 kiddos each Sunday.

Brooke noted that we are in violation of Safe Church Norms having 2 adults from the same family leading the CYM. They are paid employees of the church. A 3rd adult volunteer is needed. This person will need to complete Safeguarding God's People training.

Vacation Bible School will not be held this year due to the Sleeper's vacation and since all late summer weeks are taken by area churches and we coordinate with other churches so there is no overlap.

- Reviving Vestry Calls to Parish

Cheryl suggested that the office volunteers make these calls. They are currently working with Demetreus to determine a call list for birthdays. They will be willing to call parishioners to check in and say they are missed and asked if there is anything the church can do for them. This proposal was accepted and Cheryl thanked.

- Curtesy Motion

Costa proposed a resolution by the vestry to congratulate John-Luke Addison on achieving his doctorate and a thank you for his work on the Sound of Music.

See Motion under **Action Items**

New Business:

- Church Phone System

Brooke informed the vestry that many parishioners, who attended the Listening Sessions, had trouble calling the church. Calls were not being answered or returned. Cheryl noted that the church phone system is less than satisfactory and is in need of replacement. Fr. Bill stated that the new phone system is on backorder and that there was training this past week. The new system will be much improved with ability to send voicemails to clergy/staff cell phones.

Fr. Bill will have Hannah send out an email apologizing for the inconvenience and informing the parish that the new system is on backorder.

- Vestry Meeting on September 20, 2022 will be in person and on Zoom for those who can't attend in person.

Action Items:

MOTION: To approve the allocation of \$40,000 from Fund 5 for a feasibility study for Phase III, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To approve hiring Benchmark as the landscaping vendor for 2022 per their proposal, from Operating Reserves, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To approve hiring Four Seasons Tree Care as the tree trimming vendor for 2022 per their proposal, from Operating Reserves, as recommended by the Finance Committee.

The motion was made, seconded and unanimously approved.

MOTION: To adopt Chancellor's Memorandum, dated June 2022, regarding Vestry responsibility for Parish fundraiser events and secular activities as parish guidelines.

The motion was made, seconded and unanimously approved.

CURTESY MOTION: The vestry congratulates John-Luke on his receiving his Doctorate. We also express our congratulations for his work in making the Sound of Music presentation a fantastic success and extending the reach of St. Bart's to a wider community.

The motion was made, seconded and unanimously approved.

Closing Prayer:

Bill A. closed the meeting with a prayer.

Adjournment:

The meeting adjourned at 7:59 pm.

Future Meeting/Events:

Vestry Meeting, Tuesday, July 19, 2022 at 5:45 pm

Vestry Meeting, Tuesday, August 16, 2022 at 5:45 pm

Vestry Meeting, Tuesday, September 20, 2022 at 5:45 pm, Hybrid meeting

Presiding Bishop Curry, with Rev. Dr. William Barber, Visit, to San Diego, December 9-10, 2022, Town and Country Resort

Respectfully submitted,

Anne M. Snyder
Vestry Clerk