

Minutes of the Vestry Meeting, September 14, 2023

Opening: The meeting opened at 7:05 pm with a prayer.

Clergy's Report:

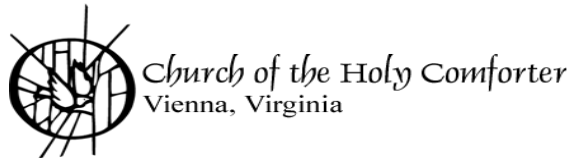
September is a very full month. The All-Parish Retreat at Shrine Mont was wonderful, with a lovely spirit about it. There were a number of first-time participants, and we will try to get more people to attend next year. The funeral for Sarah Cochrane earlier this month was lovely, and the service for Barbara Maniha will be held on Saturday. Ann Gillespie+ is leaving on Tuesday for a two-week pilgrimage in Iona. Jon Strand+ will be attending his 40th high school reunion the weekend of September 23-24, so Jackie will be preaching that weekend. Ann Gillespie+ expressed gratitude that Holy Church is large enough and has the resources to allow Ann+ and Jon+ to each take a month off during the summer. These breaks are restorative and enable them to engage at a higher energy level during the program year.

Warden's Report:

Safety and Security Training was held in August and helped communal awareness. There is interest in repeating the training so that a wider group of volunteers and parishioners can attend. Randy McGuire has updated the Wi-Fi network throughout the building. It has really changed things for the better. Volunteers to serve on a new Safety and Security Committee are needed, including a leader for the committee. A volunteer is needed to organize the hypothermia shelter in January, as Alex Graham has stepped down. Recruitment of new vestry members will begin soon. A Mutual Ministry Review will be held in October/November.

Capital Campaign Projects Update:

- Debt Retirement – The Finance Committee is deferring additional payments on the debt at this time, in order to assess cash flow needs. Retirement of the debt remains a high priority.
- Solarization – Information on the solarization project was shared with the Town of Vienna. Jon Strand+ will be meeting with the town's Architectural Review Board to review the plans and obtain their input on design issues that could arise with respect to the construction. It's positive that the structure will not be visible from the street, and it is hoped that the town will view the project favorably in that it meets environmental goals with no negative impact to the surrounding area. The overall cost of the project is still not yet known, and final costs will be determined based on the size of the panels, which also will have some impact on the size of the carport. There was a motion to approve the expense for Structural Solar to produce stamped drawings for the project. The motion was seconded and approved.



- Music Classroom – Bill Longhi is waiting for final drawings from MTFA, and these will be circulated to the B&G Committee when they are available. Payment for the drawings has been made. ADA requirements will be met through improvements to the third floor bathrooms and drinking fountains. The next step will be to obtain bids from contractors so that we can determine the total cost of the project. The architect MTFA is aware that we are aiming to be cost effective.
- It will be necessary to coordinate with the preschool on the implementation of both projects if work is conducted while the preschool is in session. For the music classroom, there will need to be protocols for access, security, noise and dust, and any utility outages will need to be coordinated.

Treasurer's Report:

Cash on hand is good. Pledge receipts for the month of August were under budget and loose checks were over budget. Net income for the month was negative but better than budgeted.

Year to date, the increase in expenses has exceeded the increase in income. On the expense side, there have been increases for Buildings and Grounds (mainly building maintenance and utilities), as well as Compensation and Benefits (salary increases and benefit costs), compared to last year. The balance in the Capital Replacement Fund has reduced due to the final payment for the HVAC replacement in the sanctuary. The Building Fund continues to reflect good collection of Capital Campaign pledges. A motion was made to approve the Treasurer's report for the month of August. It was seconded and approved.

Stewardship Committee:

The upcoming annual stewardship campaign will include targeted written communications, weekly postings to the Comfortable Word, a kiosk near coffee hour to answer questions and encourage pledges. Peggy Miller, Elys McLean, and Steve Littlewood have met to discuss implementation. Input is being sought from the clergy on the theme and messaging.

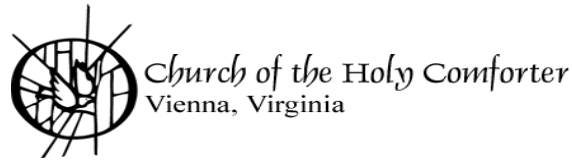
Parochial Report:

The Parochial Report for the month of August was passed out. In-person attendance continues to increase.

Standing Committees and Program Updates

VPOM: Two sympathy cards were sent in August.

Fellowship Committee: The annual parish retreat had a good turnout, although less than in the past. The parish cookout will be held on Sunday, September 17. Around 125 people are expected based on attendance at the spring event. Arrangements have been made for two big



bins for composting. Games such as cornhole will be purchased so that they are available for future events with older kids. Saturday family services will resume in October.

Newcomers Committee: A newcomer brunch will be held on Sunday, October 1.

Adult Faith Formation: Fall programming is robust. There will be four wellness circles this fall: one for seniors, one for men, one for “grown-ups in the middle,” and one for anyone who wants to participate after church on Sundays. Sessions will be 75 minutes long, and each group will have a maximum of ten people. Episcopal 101 will start in October. In November, there will be a screening and discussion of [The Philadelphia 11](#), a documentary film about a group of women and their supporters who organized their ordination to become Episcopal priests in 1974. Given the other programs in place, adult bible study will not be held on Sunday mornings this fall. Margaret Bain has had meetings and plans are underway for Earth Day 2024. A possible program in future is *The Path Ahead: Spirituality and Purpose in Later Life*.

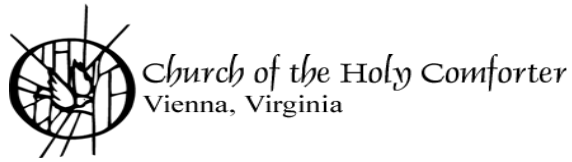
Outreach Committee: The Crop Walk will be on October 1. The route has changed so there will not be a need for the church to host a water station.

HCEP/Youth Ministries/IONA Fund: Safety concerns are being addressed. New doors and locks have been installed and training has been conducted. Monthly chapel has been scheduled for the preschool. Kathy Paulini has been working to increase the visibility of the church, inviting parents to become partners in the community. Clergy was present for opening day, and Linda Meyers gave a presentation at the Vestry Town Hall in August. Kathy is looking to set up a process with the HCEP Board to review and update the by-laws. The first HCEP Board meeting will be on September 28. Susan McGuire is the interim leader for Children’s Ministries and will do a smashing job. The 2023/2024 confirmation class has five boys enrolled and will be led by Kip Brailey, Kari Govan, and Erin Romana. Sunday school will begin on September 24. More teachers are needed, as well as volunteers to help with events.

Pennywise/ECW: Security cameras have been installed at Pennywise. The next ECW meeting will be held on September 19.

Communication Committee: A whiteboard is now set up near the entrance for announcements. The committee is working on creating stickers to replace the papers on the pews for online giving. There also will be a QR code for newcomers so that they can easily provide their contact information. A style sheet for branding is being developed. Vestry Corner ideas were discussed.

Endowment Report: The Bishop Denig Society Event will be Saturday, November 4, after the 5:00 pm service.



Finance Committee: Maintenance expenses need to be monitored carefully for the rest of the year. The Finance Committee is working on the 2024 budget. Planning will focus on a realistic assessment of maintenance and utility costs, as well as the replenishment of the capital replacement fund. The audit is very close to completion.

Building and Grounds Committee: Exterior painting has been completed. The new AC unit in the sanctuary was installed in August and is much quieter than the old unit. An Earth Day event is being planned for Sunday, April 21, 2024. Work to remove invasive trees continues.

A motion was made to approve the minutes of the August meeting. The motion was seconded and approved.

The meeting ended at 9:00 pm with the Lord's Prayer.

Respectfully submitted,

Richard Fitzsimmons,
Register