

**St. Andrew's Episcopal Church
Elyria, OH**

Minutes of Vestry Meeting, August 11, 2021

Present: Rev. June Hardy Dorsey, Bill Hebble, Amy Kellogg, Doug Skladan, Mark Skladan, Leanne Taylor, Hans Van Wormer, Karen Wells

Absent: Jon Quisenberry, Jay Snider

Welcome, Check-in, Worship

Call to order 7:15 pm

Hans VanWormer moved to accept minutes from the July meeting, Karen Wells seconded; motion passed

Rector's Report – Rev. June Hardy Dorsey

See attached, highlights include:

- Jesse Varner has been hired as the new Communications and Outreach Assistant
- The search for St. Andrew's Director of Children and Youth Ministries has, to date, yielded three viable candidates.

Sr. Warden's Report – Amy Kellogg

1. Last month Vestry authorized a gift of \$2500 for Rev. Greg Start. As of Sunday we have received donations equal to \$2110.

2. We continue to research utility rates. Karl Kirk found some suppliers that offer lower rates, however we need to review the terms of the contracts. We also need to research how reliable these new companies are and if there are any complaints against them. We have also asked Cheri to call our existing providers to see if they will match the rates.

3. Please respond to requests for attendance so we can ensure that we have a quorum.

Jr. Warden's Report – Hans VanWormer

Attractive Flooring has received the shipment of the flooring for the first-floor renovation

Resolved 3rd Street double glass door locking issue

In early September, the Holly Lane parking lot will be sealed and striped

New flower cooler has been installed in the Sacristy

Treasurer's Report/Financial Report – Doug Skladan

See attached for Financials, Jif Report and written report

Completed grant application from Giant Eagle to support Community Meals

Report accepted for Audit

Advocacy Report – Karen Wells

Re: renter evictions, the CDC has instituted an eviction moratorium through October 3, 2021

Province V Report – Karen Wells

See email attached from Rev. Heather Barta, Coordinator, Province V

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New Business

Doug Skladan moved to transfer all funds (currently totaling \$6,874) from the Food Pantry account (20126) to a newly created Outreach account (20128). Hans VanWormer seconded. Discussion followed. The account will be under the Congregational Development Commission. Motion passed.

Next meeting, September 8, 2021

Respectfully Submitted,
Michelle VanWormer
Vestry Clerk 2021

Rector's Report

August 11, 2021

Communications and Outreach Assistant Search

I am pleased to announce the selection of Jesse Varner to be St. Andrew's new Communications and Outreach Assistant. Jesse rose to the top of the four month search with a 15+ candidate pool and was offered the position. Jesse is a dual degree graduate of Baldwin Wallace University with majors in Writing and History. She will begin her Masters in Social Work at Ohio State this fall using the online offerings for that degree and thus is available to take this 15 hour a week position at St. Andrew's. Jesse is a life-long Elyrian with ties to St. Jude's Catholic Church and School. As a part of the application process, Jesse completed a rigorous series of tasks related to the work and accomplished them with a high level of success. She is going through an orientation and onboarding process this week and will begin her first day of employment on Aug. 17, 2021. Bill Hebble, Myki Van Wormer, Cheri Van Wormer and I are leading parts of her orientation. We will begin experimenting with late afternoon/early evening office hours on Wednesdays as a response to parish members who have business with the church office but are not available during the morning hours. Beginning the 17th of Aug., the office hours will be Tues., Thurs. and Friday from 9 am to 1 pm and Wed. from 3 – 6 pm through the end of January 2022. At that time we will evaluate the use and access of these hours and select office hours accordingly. Jesse will begin using St. Andrew's current communication avenues and will analyze and adapt and/or create new avenues for maximizing communication in and outside of the parish. Please join me in offering a warm St. Andrew's welcome to Jesse Varner. I offer gratitude to Cheri Van Wormer and Myki Van Wormer who stepped in to cover various responsibilities since Jan. Cheri served as interim administrator, assisting with correspondence, keeping the office open for regular hours and helping to prepare the office for the new position. Myki took on the responsibility of the weekly enews and the monthly newsletter as well as continuing to manage the parish website.

Director of Children and Youth Ministries Search

The search for St. Andrew's Director of Children and Youth Ministries has, to date, yielded three viable candidates. Once I have completed Zoom interviews with all three (two have been completed already), we will schedule Zoom interviews with the Youth Ministry Search Group and a group of youth. Greg Stark planned Youth activities through the first week of Oct. and the hope is to have someone in the position by that time. A grant-writing subgroup of the RMC is working on grant funding for this position to ensure its sustainability into the future.

Database Software Search

St. Andrew's has been using a database software (Viansoft) which is no longer supported dependably by the operating systems used on our church computers. Church database software which is size-appropriate, dependable and fits the needs of our parish is being explored. Jesse Varner has conducted in depth research on three software programs recommended by the organization of church communicators and parish members. She has created a comparison presentation which will be shared at a gathering of those who will use the software to aid in the selection.

Sunday School and Adult Faith Formation (Sunday and mid-week) in the fall

Surveys are being designed to send to the parish by the end of August to determine people's willingness to return to Sunday School and Adult Faith Formation groups and what schedule and configuration will provide the most comfort in returning. Online options discovered during the past 18 months will be explored as well. Once we receive feedback from the congregation we will implement a plan for re-starting Sunday School and Adult Faith Formation.

Financial Stewardship Campaign

Jeanne Hays is the leader of the small group working on the financial stewardship campaign for 2022. She is joined by Amanda Nagy and Amy Kellogg. The campaign will begin on Oct. 4 with the Pledge Ingathering Day to be on All Saints Sunday, Nov. 1. Jeanne is also exploring ways to promote planned giving.

Worship

Worship preparation and leadership continues to be a top priority for my work. It is both joyful and challenging to prepare and lead three separate services on Sunday morning but the consistent engagement in the services has strengthened my commitment in doing so. We are experiencing steady attendance at all three worship services each Sunday with an average attendance across the three services of 48. With these numbers we can safely gather in person, even with the rising numbers of infections in our community. These attendance numbers parallel summer worship attendance in recent (pre-pandemic) years. St. Andrew's has five parish members who have received the Diocesan Lay Preacher training and they will be invited to preach on a regular basis beginning in the fall. We also will open opportunities for new and returning worship leaders to participate. The timing of the resumption of choir, altar servers and acolytes serving in worship is tentatively set for mid-Sept. with a deciding factor being the willingness and comfort of participants to gather. Mid-week Morning Prayer and Compline on Zoom will continue to be offered throughout the year with addition of other periodic mid-week online offerings. At this time it is my plan to move the periodic services (Feast of St. Andrew's, All Soul's Service of Remembrance, The Longest Night etc.) to be Zoom services. We discovered last year that the participation in all of those services was greater on Zoom than the years when they had been held in person. The report on the Carillon is that the company making the repair has completed the move to it's new facility and that repairs are once again progressing. No date has been given for completion at this time. The Advent to Epiphany theme for Year C (beginning on Nov. 28) is "Close to Home" and will use resources from A Sanctified Art, combining devotional materials for home use with in-person and /or on-line worship experiences.

Fraudulent Communication

Fraudulent emails and text messages targeting church members are prevalent in many areas across the nation. In July a fraudulent text was sent to many people on my personal Facebook friend group asking for gift cards to be purchased for a group of children that I supposedly was helping. Most recipients recognized it as fraudulent and deleted it but unfortunately, one St. Andrew's parish member did not. That parish member made four separate donations through a series of text exchanges and purchased \$1200 worth of gift cards before calling me to verify. That parish member has reached out to me to ask if St. Andrew's can reimburse them for the money they lost because the action was taken as a gesture of helping St. Andrew's. I encouraged them to reach out to their bank and homeowners insurance to see if restitution could be made from one of those sources while also communicating that the request for restitution by St. Andrew's could not be honored. The person was disappointed and did not agree with my explanation of why the church could not pay them \$1200 but also has not accepted my invitation for further conversation about the matter. No Vestry action is needed but I wanted to inform you. We have begun putting regular notices in the newsletter, warning people of this scam.

Rector Vacation and Professional Development Days

Total available for 2021

(2021 vacation + 7 days including 3 Sundays carried over from 2020 which must be used in 2021)

Taken in 2021

Jan. 3 – 1 vacation day (Sunday)

April 29 – May 15 – 8 vacation days including 1 Sunday (11 total days were taken with the equivalent of 8 units or two work days of distance work during this period. Work day details available upon request.)

May 17 – 21 Professional Development - Festival of Homiletics (online conference) Some St. Andrew's Mid-week worship and meetings were attended between conference sessions.

June 3-7, 2 vacation days including 1 Sunday

June 30 – July 24 – 13 vacation days including 3 Sundays (16 total days were taken with the equivalent of 12 units or three days of distance work during this period. Work details available upon request.)

Aug. 12, 19, 26, Sept. 2 – Professional Development course on the Ignatian practice of the Weekly Examen (Online)

(On Aug. 12 and 19, the course offering is abbreviated, allowing for parish meetings and other work to take place. On Aug. 26 and Sept. 2, the course and coursework will take the full work day and so I will be out of the office for those days.

On a personal note: My parents in Alabama continue to experience frail health, with my father's condition slowly improving at a rehab center after a 6 week hospital stay this summer. My mother is now in the Memory Care section of a residential senior living community. Our hope is that our father will be able to move to the assisted living section of the same community where our mother resides. I am planning to go back to Alabama for a few weeks in late summer or early to mid-fall. I will take some vacation days and also work from a distance for that period.

Looking Ahead....

August 22 – 11 am Lorain County Episcopal Lutheran Joint Worship Service at High Meadow Park
The Rev. Anna Sutterisch celebrating the Eucharist. The Lutheran Bishop Robins, preaching.

Respectfully submitted,
June Hardy Dorsey, Rector

July 2021 FINANCE Report
By Doug Sklandan - Chair

The purpose of this report is to provide some clarity and identify significant changes or transactions affecting this month's financials.

We continue to reflect a favorable position in income and investments. The Rauh and JIF accounts were reconciled in July.

Statement of Revenue & Expense

Income

40100 Pledge Income. The month was \$3,500 under budget for July but the YTD is \$12,500 over budget. *We still need \$81,000 in the last 5 months to be on budget for the year. That will be a little more than \$16,000 a month.*

40200 Non-Pledge, Plate. This account continues to exceed the budget for the year by \$10,000.

40612 JIF Transfer for Pantry Remodel. \$9,000 transferred to cover future estimated costs.

Expense

50100 Building & Grounds Contracts. We are over budget already for the year by **\$300** with additional anticipated costs of \$2,300.

50410 Formation. Over the budget of \$140 for the year by \$60.

50465 Worship Comm. Over budget for the year by \$520.

50514 Clergy Pension. Pension reconciliation to correct YTD.

Statement of Financial Position

11000 Checking. Deposits were greater than expenses by \$6,887. The balance of \$106,000 is broken down as \$64,000 available cash and \$42,000 as Acct. 20100 Designated Funds – Huntington.

21190 Misc. Pass-thru. \$1,580 collected as of July 31 for Greg's gift. We have collected \$2,060 as of August 1.

22000 Designated Funds – JIF. Increases due to reconciliation and acct. 22160 market value adjustment of \$13,000.

31000 JIF Designated Funds. An increase of \$16,000 after the reconciliation.

32000 Rauh – Restricted. An increase of \$10,000 after the reconciliation.

35000 Equity, Net Income. This amount is automatically transferred each month from the Revenue and Expense Statement year to date actual.

Overall, we had a gain of \$49,000 in assets.