

St. Andrew's Episcopal Church
Elyria, OH

Vestry Meeting Minutes December 14, 2022

Present: Rev. June Hardy Dorsey, Karen Hahn, Bill Hebble, Judi Hudnutt, Amy Kellogg, Kathy Kerber, Mark Skladan, Jay Snider, Hans VanWormer, Karen Wells, Doug Skladan-Treasurer

Worship, Welcome and Check in: Rev. June Hardy Dorsey

Meeting called to order at 7:12 pm by Rev. June Hardy Dorsey

Hans VanWormer moved to accept the November meeting minutes, Judi Hudnutt seconded; motion passed.

Correspondence – Hans VanWormer sent an email thank you to Coit, Rick Schaffer, VP of Commercial and Residential Sales for his team going above and beyond cleaning the floors in the big kitchen and auditorium (see attached).

Joan VanWormer sent a thank you card to the Vestry for the Legacy Celebration and gift (see attached).

Treasurer's Report/Finance Report – Doug Skladan

See attached

Karen Hahn moved to accept the Treasurer's Report, Jay Snider seconded; motion passed.

Rector's Report – Rev. June Hardy Dorsey

See Attached

- Planning going well for Advent, Christmas, and Epiphany.
- Planning for a Vestry/Staff gathering on January 5, in progress.
- Annual meeting is January 15, 2023.
- Personal Pledge thank you notes sent by Vestry members are much appreciated.

Sr. Warden Report – Amy Kellogg

- Reviewed the contract for the new copy machine and worked with Mr. Robert Ernst from the company to make some revisions. We were able to get a 3-year lock on costs of supplies and printing.
- Asking for suggestions on format for Mutual Ministry Review and possible Vestry retreat
- Thank you to Hans and Bill who have served Vestry for the past 3 years and whose terms are expiring in January, 2023
- Mark Skladan is resigning from Vestry since he is now on staff as the Interim Music Director for St. Andrew's
- Karen Wells is also resigning from Vestry due to health issues (please see statement attached). She will be missed for her thoughtfulness and participation on the Vestry.
- Discussed the successful Stewardship campaign and reported that all Vestry members had pledged.

Jr. Warden Report – Hans VanWormer

- Greg Hebble advised that the indoor signage has been ordered and we are expecting delivery of a partial order soon. The larger signs are taking longer than expected.
- Since the Labyrinth task force began meeting July 3, landscape companies have been contacted and one has provided a plan and quote. A second is expected to submit a plan and quote soon and the third declined. Total costs are estimated between \$50-\$60K. The Task Force recommends the following for funding consideration of the proposed Labyrinth and Memorial Garden which is estimated to cost between \$50,000 and \$60,000:
 1. Submit an application for financial support of the project to the Loans and Grants Committee of the Diocese following the general guidelines: The parish will provide one-third of the cost by donations or from other sources of grants, \$16,667 - \$20,000. If additional funds are raised, they would be applied to the monthly loan payment.
 2. A loan from the Diocese for one-third of \$16,667 - \$20,000. Monthly payment over 3 years of \$463 - \$556. We can request up to 5 years.
 3. Request a grant for one-third, \$16,667 - \$20,000.
- An electrician has reviewed requirements needed to upgrade internet accessibility. Ben Holcomb has found good quality routers to purchase and place in the worship space.
- The Carillon is in process of repairs and expected to be installed before Christmas.

Commission Reports

Worship – Mark Skladan has resigned due to his new role as Interim Music Director.

Resource Management Commission – Amy Kellogg reported the proposed budget for 2023 is complete (see attached).

Congregational Development Commission – Help is still needed to complete the Christmas gift baskets for St Andrew's home-bound members.

Youth Ministry & Education – Kathy Kerber, Judi Hudnutt and Karen Hahn reported that materials used for Youth, Middle School and Godly play need replacing. A plan to begin replacing as funding allows is underway and 2022 funds should be used before year-end.

Old Business

Hans VanWormer moved to accept the 2023 proposed budget (see attached); Amy Kellogg seconded. Discussion followed; motion passed.

Kathy Kerber moved to adopt the Revision to the Standing Resolution regarding the Carillon as proposed by Amy Kellogg (see attached), Hans VanWormer seconded; motion passed.

New Business

Amy Kellogg and Rev. June recommended future consideration of a bylaw revision regarding the Annual meeting date which currently requires the Annual Meeting to take place no later than the

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New Business - continued

3rd Sunday of January. However, when January 1, is a Sunday, the annual meeting must take place by January 15, which doesn't offer sufficient time to prepare all financial statements and receive documents from the diocese. Discussion tabled.

Hans VanWormer moved to increase the salary for the Bookkeeper's hourly rate from \$17.50 an hour to \$19.50 an hour effective January 1, 2023, Judi Hudnutt seconded. (This will not cause an increase in the proposed budget.) Vestry discussed the important role of the Bookkeeper and praised our current Bookkeeper, Karen Innes, for her dedication and work. Motion passed.

Amy Kellogg moved to transfer all remaining Ugly Quilt funds (est. \$1,133.40) in the JIF account 31506 to account 20106 Basic Shelter. (This action was authorized by email from the chair of the Ugly Quilt ministry and a copy is in the treasurer's office.)

Hans VanWormer moved to authorize the Treasurer to transfer funds in December from the Sylvia Taylor JIF account to the extent necessary. Judi Hudnutt seconded; motion passed.

Closing Prayer – Hans VanWormer

Mark Skladan moved to adjourn; Judi Hudnutt seconded.

Meeting Adjourned

Next meeting is the Annual Meeting on Sunday, January 15, 2023

Respectfully submitted,
Michelle VanWormer
Vestry Clerk 2022

Rector's Report to the Vestry

December 14, 2022

Worship

Advent began on November 27 with the same Sunday worship schedule we have been using since the program year resumed in October (8:30 am and 10:30 am in person Holy Eucharist, 9:30 am Zoom Ante-communion or Morning Prayer.) Attendance at all three services is steady with the attendance at the 10:30 am service growing slightly. For Advent we are using the "Generation to Generation" theme with materials produced by A Sanctified Art. The thematic resources include a children's Advent calendar (distributed on Dec. 4 during the Children's Sermon), a devotional guide (distributed in hard copy and digital format beginning Nov. 27), art and poetry that fits with the emphasis of each week in Advent (used for Advent Candle lighting, Prayers of the People, and Blessing.) During Advent a different Eucharistic prayer is being used each week in the 10:30 am service. The 8:30 am service continues to use Prayer 2 for the Rite 1 liturgy. For the Christmas Eve Service, the Enriching Our Worship liturgy will be used because it uses language that is more widely accessible.

Christmas Worship and Epiphany worship schedule:

Christmas Eve 5:00 pm Christmas Eve Holy Eucharist with Music and Children's Pageant (in person)

Christmas Eve 10:30 pm Candlelight Christmas Prayer Service on Zoom

Christmas Day 10:00 am Christmas Day Holy Eucharist and Carol Sing (in person)

New Year's Day 10 am Holy Eucharist on the Feast of the Holy Name. (in person)

We will be joined by the congregations of Christ Church, Oberlin and Church of the Redeemer, Lorain. The Rev. Andy McQuary, Rector of Christ Church, Oberlin will be the preacher and I will be the Celebrant. The Rev. Alex Barton, who by that time will be the new Rector of Redeemer, will assist.

On Christmas Day and New Year's Day, we will have only one service at 10 am. The service will be live streamed on St. Andrew's Facebook Page.

The regular worship schedule will resume for one week on Jan. 8. On Jan. 15, we will have one service of Holy Eucharist in the Parish Lounge and the Annual Meeting will take place in the midst of that service. I am designing that service to be a multi-media service with congregational dialogue, much like the regular Zoom services. The Jan. 15 service will be a hybrid service with some people joining by Zoom. The regular worship schedule will resume for the rest of winter and spring with periodic changes related to Lent and Easter.

Interim Music Director, Mark Skladan officially began his ministry on Dec. 4 after spending much of November working on a smooth transition. He and I plan worship music by season and have created a "living document" that is accessible by the program staff (Jesse Varner and Ben Holcomb) for continued updates. His musical gifts, institutional sensitivity and knowledge have made the Music Director transition seamless. This has been a blessing for which I am sincerely grateful.

Mid-week Morning Prayer continues on Zoom at 8 am each Wednesday with a small and faithful group gathering regularly to pray. The format of the service changes every few months for the purpose of variety, exposure to different forms of prayer and broadening our repertoire. In 2022 we used Morning Prayer from the Book of Common Prayer, Morning Prayer from Enriching Our Worship, Morning Prayer from the Corymeela Community, Morning Prayer using the New Zealand Prayer Book, Morning Prayer from the Northumbrian Community and Morning Prayer using Full to the

Worship, Morning Prayer from the Corymeela Community, Morning Prayer using the New Zealand Prayer Book, Morning Prayer from the Northumbrian Community and Morning Prayer using Full to the Brim and Generation to Generation worship materials from A Sanctified Art. Anne Yug serves with me as the regular Co-officiant and Jane MacDonald serves when Anne is absent.

We continue to learn about and explore options for livestreaming worship. Mark Skladan, Bill Taylor, Ben Holcomb, Hans Van Wormer and I met with Jim Madden of Light Year Music and St. Andrew's has received a proposal with a wide range of recommendations. At this time we are still gathering information and discerning the best next steps in providing dependable and reasonably economical solutions for livestreaming. A recommendation will be made to the Vestry when such solutions are identified.

A Music Ministry Discernment Group is being formed to facilitate discernment about the direction and scope of music ministry at St. Andrew's. The goal is for the group to be formed in February and conduct its work during the program year and summer.

Joan Van Wormer Legacy Celebration

A worship service and celebration of Joan Van Wormer's ministry at St. Andrew's was held on November 27. The core planning team consisted of Will Parsons, Barb Prior, Myki Van Wormer and Ellen Otis. Amy Kellogg and Mark Skladan provided guidance and leadership in the process and 15 other parishioners helped make the event a grand success.

Commission Support I joined the Congregational Development Commission in November and the Resource Management Commission in December for their monthly meetings. Both of these commissions are functioning at a high level with the strong leadership of Greg Hebble (CDC) and Barb Prior (RMC.) My role is to offer support, provide information, when requested and offer a pastoral presence.

Pastoral Care

November – 3 home/hospital visits, 9 phone calls and numerous emails and texts.

I continue to provide pastoral care to parish members and their families as well as to community members who reach out, taking extreme care when meeting in person with members of the parish whose frail health makes them especially vulnerable. Hospital and home visits are made with all Covid Protocols practiced at highest levels.

College Ministry

St. Andrew's was awarded a \$7000 college and young adult ministry grant from the Diocese of Ohio Office of Ministry and Congregational Development. This represented approximately ½ of the funds requested for a two-part initiative, partnering with LCCC. (The Next Level Summer Camp is one part of this initiative.) We were encouraged to apply for the additional funds in 2023. The second part of the initiative will involve students from the LCCC theatre program working with middle schoolers (including some who are at risk) in a theatre program at St. Andrew's. Jeanne Plas led the discernment conversation and wrote the grant proposal.

Administration and Communication

A Christmas letter from the Rector is being sent to the parish with the Christmas service schedule and the opportunity for recipients to make a Christmas Offering.

We are increasing the frequency with which we provide information about parish events on Facebook.

A link to the Vestry Minutes with a leader line is being provided in the weekly enews as a way to inform and engage the parish in the work of the Vestry.

Personnel reviews are scheduled in January for the three staff members, Jesse Varner, Ben Holcomb and Bill Taylor. These are annual opportunities to look at the respective job descriptions and mutually identify areas of strength and areas of challenge.

Renewal Leave Planning a Renewal Leave Work Group will be formed to facilitate the parish renewal activities and events during my renewal leave next summer.

Service to the Wider Church

Dean, North Central Mission Area

Member, Commission on Ministry

Member, Standing Committee

Vacation and Professional Development

No vacation days taken in Nov.

(All of my 2021 carry over vacation days and 2022 vacation days except for 1 unused Sunday have been taken. The Sunday from 2022 will be carried over to 2023.)

1 Professional Development Day was taken for an Advent Quiet Day retreat at the Jesuit Retreat Center in Parma (This is the location of the 8 Day Ignatian Silent Retreat to be taken as a part of my Clergy Renewal Leave in June 2023.)

Looking Ahead...

No plans for vacation travel in December.

(I plan to be out of the office during the week of Dec. 26, working from home and taking some sabbath time after Christmas while my out of town family is visiting.)

Vestry Epiphany Celebration and Dinner

The Vestry, Clerk and Treasurer are invited to be my guests for dinner (location TBA) at 6:30 pm on Thursday, Jan. 5, 2023. This will offer an opportunity to express my gratitude to all of you for your outstanding ministry and to recognize outgoing Vestry members. Please put Jan. 5 on your calendar. I look forward to hosting you in that "season of light."

Respectfully submitted,

June Hardy Dorsey, Rector

St. Andrew's Episcopal Church,

Elyria, OH

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